

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

Awarding Agency Name	Human Services
Agency Contact	Brandon Bax (DHS.PositiveYouthDevelopment@illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	25-444-80-3473
Funding Opportunity Title	Illinois Youth Investment Program
CSFA Number	444-80-3473
CSFA Popular Name	Illinois Youth Investment Program (IYIP)
Anticipated Number of Awards	30
Estimated Total Program Funding	\$30,000,000
Award Range	Not Applicable
Source of Funding	State
Cost Sharing or Matching Requirements	No
Indirect Costs Allowed	Yes
Restrictions on Indirect Costs	Yes : Indirect cost rate must be approved.
Posted Date	10/31/2024
Application Date Range	10/31/2024 - 12/11/2024 : 12:00 PM
Grant Application Link	Please select the entire address below and paste it into the browser... <a href="http://www.dhs.state.il.us/page.aspx?item=167345">http://www.dhs.state.il.us/page.aspx?item=167345</a>
Technical Assistance Session	Offered : Yes Mandatory : No Date : 11/12/2024 : 9:00 AM Registration link : <a href="https://icoyouth-org.zoom.us/webinar/register/WN_4xMvusfjQBqTMcxjKeC-hg#/registration">https://icoyouth-org.zoom.us/webinar/register/WN_4xMvusfjQBqTMcxjKeC-hg#/registration</a>

Illinois Department of Human Services

# FY 25 Illinois Youth Investment Program (IYIP)

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## Notice of Funding Opportunity

Illinois Department of Human Services

**FCS Bureau of Positive Youth Development**

**DUE  
12/11/2024**

	Data	Transmittal Section
1.	<b>Awarding Agency Name:</b>	Department of Human Services; Office of Community and Positive Youth Development; Bureau of Positive Youth Development
2.	<b>Agency Contact:</b>	Brian Johnson <a href="mailto:DHS.PositiveYouthDevelopment@Illinois.gov">DHS.PositiveYouthDevelopment@Illinois.gov</a>
3.	<b>Announcement Type:</b>	Initial announcement
4.	<b>Type of Assistance Instrument:</b>	This award will be made as a Grant.
5.	<b>Agency Opportunity Number (if applicable):</b>	25-444-80-3473
6.	<b>Funding Opportunity Title:</b>	Illinois Youth Investment Program
7.	<b>CSFA Number:</b>	444-80-3473
8.	<b>CSFA Popular Name:</b>	Illinois Youth Investment Program (IYIP)
9.	<b>CFDA Number(s):</b>	n/a
10.	<b>Number of Anticipated Awards:</b>	Approximately 30
11.	<b>Estimated Total Funding Available:</b>	\$30M
12.	<b>Single Award Range:</b>	Individual awards up to \$1,000,000. Community Intermediary Awards up to \$5,000,000. Awards will vary based on projected youth served.
13.	<b>Funding Source:</b>	General Revenue Funds.
14.	<b>Cost Sharing or Match Allowed? Cost Sharing or Match</b>	Cost sharing or matching is allowed but is not required.

15.	<b>Indirect Costs Allowed?</b>  <b>Restrictions on Indirect Costs?</b>  <b>Other Funding Restrictions, (specify)</b>	Indirect Costs are allowed.  <b>Indirect Cost Rate must be approved.</b>  <i>See Section C. Eligibility and Grant Funding Requirements; 8. Grant Fund Use Requirements</i> for any funding restrictions.
16.	<b>Posted Date:</b>	10/31/2024
17.	<b>Application Date Range:</b>	Start Date: 10/31/24 End Date: 12/11/2024 End Time: 12:00 NOON
18.	<b>Technical Assistance Session:</b>	Session Offered: Yes Session Mandatory: No  Date and time: 11/12/24 at 9:00 AM <a href="#">Conference Info/Registration Link</a>
19.	<b>NOFO / Application Frequently Asked Questions (FAQs)</b>	Submit questions to: <a href="mailto:DHS.PositiveYouthDevelopment@Illinois.gov">DHS.PositiveYouthDevelopment@Illinois.gov</a>  Due date for submitting questions: 12/3/2024  FAQs will be updated frequently, and a final, complete list will be posted to the IDHS website on 12/5/2024.

# Illinois Youth Investment Program (IYIP) Notice of Funding Opportunity

## IMPORTANT Information regarding this NOFO:

The **Illinois Youth Investment Program (IYIP)** was established to provide Illinois' at-risk youth ages 16-24, with the opportunity to participate in the employment recovery of the State following the COVID-19 pandemic. This IYIP NOFO (CSFA# 444-80-3473) is being offered to build upon the successes of the program, offering short-term, long-term and career development employment programming in the following counties:

- Champaign County
- Cook County
- Lake County
- Peoria County
- Sangamon County
- St Clair County
- Winnebago County

Applications will only be considered for a single eligible County. If an applicant wishes to apply to serve multiple eligible Counties, a separate complete application **MUST** be submitted for each separate eligible County. Multiple communities within the same eligible county **CAN** be combined into a single application. Multiple grant awards will **NOT** be issued to the same Applicant Organization to serve the same eligible County under this NOFO.

Subrecipients are allowed under this program / NOFO. This includes a Community Intermediary approach to offering services.

New awards issued under this NOFO will begin implementation February 1, 2025. The initial award period will run from 2/1/25 through 3/31/26 (issued under 2 separate fiscal year grant agreements). Awardees will be eligible to receive one grant term renewal for the period 4/1/2026 through 3/31/2027 (issued under 2 separate fiscal year agreements). The initial term will allow for up to a 2-month start-up period.

IDHS anticipates making \$30M available to fund approximately 30 grants. At the discretion of the Department, the available amount may be increased. Individual awards will be available up to \$1,000,000 and Community Intermediary awards will be made available up to \$5,000,000. As with all grants, applicants may not receive what is requested. Grant award amounts will be determined by a per-capita cost, not to exceed \$6,900 per youth served under short-term employment and \$15,000 per youth served under long-term employment.

### For example:

If an applicant is proposing to serve 50 youth in short-term/Summer employment, the maximum grant award amount would be \$345,000 (50\*\$6,900). For long-term employment, if an applicant is proposing to serve 50 youth the maximum grant award amount would be \$750,000 (50\*\$15,000). These amounts include all program and administrative costs.

Award totals by region will vary based on the projected numbers of youth to be served. The Department will strive to achieve regional balance based on the populations to be served. Regional distribution of awards/funding may be determined by analyzing one or more datasets indicative of high-risk communities and social determinates of health that may include, but not limited to, the types of datasets listed below.

1. Youth population 15-24
2. high rates of youth unemployment.

3. low rates of educational attainment.
4. high rates of firearm violence ([RPSA service areas](#)).
5. high rates of SNAP participation for youth 16-23;
6. high incarceration rates;
7. low home property values;
8. limited food access/food insecurity;
9. Located within a Racially/Ethnically Concentrated Areas of Poverty (R/ECAP); and
10. Located within a Qualified Census Tract (QCT)

## **Letters of Interest:**

Any organization that may be interested in applying for this NOFO **may** submit a letter of interest to [DHS.PositiveYouthDevelopment@Illinois.gov](mailto:DHS.PositiveYouthDevelopment@Illinois.gov)

The letter of interest should include:

- Name and CSFA# for this NOFO (Illinois Youth Investment Program # 444-80-3473).
- Applicant organization name and FEIN,
- Organization Address, including county,
- Contact person(s), including email(s),
- Include “Letter of Interest” or “LOI” in the email subject line when submitting.

Organizations who submit a letter of interest (LOI) may receive updates, clarifications, FAQs, reminders, etc. regarding the NOFO(s). DHS will add emails received to the LOI mailing list. NOFO correspondence will be sent to all emails on the NOFO mailing list at the time of the correspondence. Correspondence sent prior to DHS receiving an organization’s LOI will NOT be sent, only future correspondence will be shared.

DHS will send one “test” email to each email received. If an “undeliverable” email is not received, DHS will presume the email is accurate. If an “undeliverable” email is received, DHS will confirm email address matches LOI. DHS is NOT responsible for following up on incorrect email addresses.

**Letters of Interest are NOT required.**

## A Program Description

### 1 Background

To ensure that Illinois' at-risk youth population is not being left behind as the state continues to rebuild following the COVID-19 pandemic, the State is making continued investments that will work to ensure Illinois' at-risk youth, 16-24, have an equitable opportunity to participate in the employment successes of the State. The Illinois Youth Investment Program was established to empower and support Illinois' young people along their path toward successful, long-term and career employment.

Prior to the Covid-19 Pandemic, Illinois unemployment rates were at or near record lows, and many adults had successfully gained or increased employment, however, youth unemployment continued to lag far behind. In January 2020, the overall unemployment rate in Illinois was down to 3.7%. This compared to a youth (16-24) unemployment rate of 11.3% (2017). Even though this rate was nearly 4 times the overall unemployment rate and was consistent with data nationally, this youth unemployment rate is misleading, particularly for youth of color. Unemployment for African American youth in Illinois was 6% higher than the national average, 23.8% compared to 17.9%.

Disconnected youth face multiple barriers to employment including lack of work experience, lack of employment opportunities, lack of education, homelessness, justice system involvement, poverty, etc. In general, youth 16-24 fared significantly better in larger and more urban communities in Illinois where there are greater opportunities for employment and education, yet even in places like Chicago, African American youth experience the greatest disparity. Prior to COVID-19 in the city of Chicago, 14.6% of youth were out-of-school and out-of-work. African American youth accounted for 53% of this total. This was an out-of-school and out-of-work rate of 25.6% for African American youth. Racial, ethnic and geographic income disparities in the state were also significant, with African Americans earning approximately 50% less than their White counterparts, according to the 2019 Illinois Kids Count Report.

In the State of Illinois, the public and private sector alike are conducting a broad number of efforts pertaining to education, workforce development, and economic development. At the intersection of these efforts is a broad philosophy around college and career pathways that enable Illinois residents to progressively build toward college and career success through aligned education, training, and employment opportunities over their lifetime. These education and training programs and initiatives are administered by a variety of private, state, and local entities and all fall within this system of college and career pathways. As such, a common Career Pathways definition was formally adopted by all relevant State Agencies / Boards. This broad-based agreement reflects a major accomplishment through which Illinois is pioneering a new approach to collaboration across education, training, and workforce. This funding notice has infused many of the elements of this Career Pathways approach. More information can be found in the Career Pathways Dictionary that can be accessed at <https://www.isbe.net/Documents/IL-Career-Pathways-Dictionary.PDF>

**The Illinois Youth Investment Program (IYIP)** is a multi-faceted approach to youth employment that invests in the future of Illinois' at-risk transition-age youth (16-24). This approach to youth employment accounts for the youth's employment barriers as well as the physical, emotional, social, and mental health needs while helping them to secure and sustain long-term and/or career employment thereby ensuring a greater likelihood of success and self-sufficiency.

## 2 Funding Priorities

IDHS intends to fund approximately 30 not-for-profit community-based public and private organizations, including local government entities, public schools, districts etc. to provide IYIP services to high-risk youth in at-risk communities.

Award totals by region will vary based on the projected numbers of youth to be served. The Department will strive to achieve regional balance based on the populations to be served. Regional distribution of awards/funding may be determined by analyzing one or more datasets indicative of high-risk communities and social determinates of health that may include, but not limited to, the types of datasets listed below.

1. Youth population 15-24
2. high rates of youth unemployment.
3. low rates of educational attainment.
4. high rates of firearm violence ([RPSA service areas](#)).
5. high rates of SNAP participation for youth 16-23;
6. high incarceration rates;
7. low home property values;
8. limited food access/food insecurity;
9. Located within a Racially/Ethnically Concentrated Areas of Poverty (R/ECAP); and
10. Located within a Qualified Census Tract (QCT)

IDHS will, through a competitive merit-based review and selection process, prioritize funding to eligible applicant organizations that:

- 1) Demonstrate a clear understanding of the racial and ethnic inequities that persist in youth employment and present a clear plan to address those inequities; and
- 2) Exceed the minimum 2-year history of providing services to at-risk youth in the specific community area to which they are applying to serve.
- 3) Propose a plan to provide multiple types of youth employment programming (Short-term Summer, Short-term non-Summer; Long-term).
- 4) Propose cost-effective and efficient programming.
- 5) Extensive experience providing youth employment programming.
- 6) Propose a clearly designed plan to reach and serve the highest risk youth in the identified community.
- 7) Focus services on high-risk communities as defined by those communities with:
  - a) youth population 15-24
  - b) high rates of youth unemployment.
  - c) low rates of educational attainment.
  - d) high rates of firearm violence ([RPSA service areas](#)).
  - e) high rates of SNAP participation for youth 16-23;
  - f) high incarceration rates;
  - g) low home property values;
  - h) limited food access/food insecurity;
  - i) Located within a Racially/Ethnically Concentrated Areas of Poverty (R/ECAP); and
  - j) Located within a Qualified Census Tract (QCT)



### 3 Eligible Service Areas

This IYIP NOFO (CSFA# 444-80-3473) is being offered to build upon the successes of the program, offering short-term, long-term and career development employment programming in the following counties:

- Champaign County
- Cook County
- Lake County
- Peoria County
- Sangamon County
- St Clair County
- Winnebago County

NOTE: Within these counties IDHS intends to prioritize funding to applications that propose services in high-risk communities as defined in **Section A2 Funding Priorities**.

### 4 Eligible Youth Populations

Low income and/or at-risk in-school and out-of-school youth ages 16-24 who can document Illinois residency and are able to provide an I9 prior to employment. A youth must demonstrate one or more risk factors. Examples of risk factors that will deem a youth qualified for the program include:

- Youth residing in a household receiving TANF funds
- Youth residing in a household receiving SNAP funds
- Youth is eligible for Free/Reduced lunch
- Youth living in a single-parent household
- Youth experiencing academic difficulties
- Youth is in danger of or has been previously held back to repeat one or more academic years
- Youth experiencing truancy concerns
- Youth is reported to have behavior issues
- Youth is reported to be a victim of bullying
- Youth is reported to be a perpetrator of bullying
- Youth is unsupervised after school
- Youth has an IEP (Individual Education Plan)
- Youth has witnessed or been a victim of family violence
- Youth identifies as LGBTQ
- Youth has current or prior school expulsions or suspensions
- Youth with siblings who dropped out of school
- Youth with siblings who are teen parents
- Youth has current or prior justice system involvement
- Youth with siblings who are involved in the juvenile justice system
- Youth with one or both parents who are incarcerated
- Youth with siblings who are gang involved
- Youth is reported to be gang involved
- Youth has current or prior DCFS system involvement
- Youth is experiencing homelessness
- Youth is pregnant
- Youth is parenting
- Youth has a disability
- Youth with no work experience
- Youth with a history of employment failure

### 5 Definitions

Refer to the **Definitions** appendix for definitions of the terms used in this funding notice.

### 6 Program Summary

Under this Notice of Funding Opportunity (NOFO) for CSFA# 444-80-3473, an organization may propose to do either long-term; career development; summer; short-term programming or any combination of these in the same application. The annual project period will be from April 1<sup>st</sup> to March

31<sup>st</sup> with the initial grant to begin February 1, 2025 to allow up to a 2-month start-up period. Short-term programming can be done at any point during the project period, including summer, and may also be done multiple times throughout the annual project period.

**A youth may be enrolled in short-term programming and long-term programming during the annual project period as long as they are not enrolled in both at the same time.**

**a Short-term Programming**

**i Overview**

Short-term programming is designed to target those youth who are interested in short-term employment with a goal of developing workplace skills and gaining employment experience while exploring potential Career Pathways. Community-based providers will partner with local employers to provide employment for youth workers. Youth targeted in this category will be placed in age-appropriate, ability-appropriate, and experience-appropriate opportunity. This may be accomplished by placing and supporting youth in unsubsidized employment, or through an agreement with the employer to fully or partially subsidize the youth’s wages for a period not to exceed 3 months (13 weeks).

Youth may participate in Career Exploration Activities and/or a Career Development Experience in an effort to prepare youth for a long-term employment placement or a Youth Apprenticeship placement. Youth may participate in in a short-term Pre-Apprenticeship Program in an effort to prepare youth for placement in a Registered or Non-registered Apprenticeship or other Industry-linked Credentialing Program as described. Refer to the

**Definitions** appendix for a description of each work experience/placement.

Short-term programming may occur at any time during the annual project period. The provider may offer short-term programming:

- multiple times per year, with separate cohorts,
- on a rolling basis
- seasonally (summer etc.)

**ii Objective**

The primary objective for youth served in short-term programming is to develop their “Essential Employability Skills” and to earn a minimum of 180 hours of entry-level work experience.

**iii Placements:**

All youth will be placed in one or more of the following short-term, (not to exceed 13 weeks) paid work experiences **requiring a minimum 180 hours of paid work.**

- (a) Work-Based Learning
- (b) Career Development Experience
- (c) Pre-Apprenticeship Program

Refer to the **Definitions** appendix for a full description of each work experience/placement.

## **b Long-term & Career Development Programming**

### **i Overview**

Long-term and career development programming is designed to target youth who are ready to focus on long-term employment. These youth may have an identified career path or may still be exploring employment interests. Community-based providers will develop partnerships with established employers and/or Industry Association training programs to identify, refer and support youth participants. Upon enrollment into the program, youth will receive services to ensure they are prepared for employment, including assessments, case plans, employment readiness and other support services. For long-term and career development programming, youth will be placed within three months of enrollment, in age-appropriate, ability-appropriate, and experience-appropriate long-term employment, career development training program or placed as an AmeriCorps volunteer service member in a youth's identified area of interest. Once completed, career development training programs (including apprenticeships or credentialing programs) will provide the youth with immediate full-time job placement opportunities.

Long-term employment opportunities, career development training and AmeriCorps member placements must be linked to one of the 17 nationally recognized career clusters:

- |  |  |
|--|--|
| 1. Agricultural, Food & Natural Resources  | 10. Hospitality & Tourism                          |
| 2. Architecture & Construction             | 11. Human Services                                 |
| 3. Arts                                    | 12. Information Technology                         |
| 4. Audio/Video Technology & Communications | 13. Law, Public Safety, Corrections & Security     |
| 5. Business Management & Administration    | 14. Manufacturing                                  |
| 6. Education & Training                    | 15. Marketing                                      |
| 7. Finance                                 | 16. Science, Technology, Engineering & Mathematics |
| 8. Government & Public Administration      | 17. Transportation, Distribution & Logistics       |
| 9. Health Science                          |  |

Fully or partially subsidized wages may be paid by the grant for youth participating in long-term employment opportunities and/or career development training programs for a total period not to exceed 6 months (26 weeks). Subsidized wages may NOT be paid to youth participating in an AmeriCorps service member placement as the AmeriCorps placement agency will cover participant stipends.

### **ii Objective**

The primary objective for program youth is long-term unsubsidized employment in a targeted Illinois industry.

### **iii Placements**

All youth will be placed in either targeted long-term employment or an apprenticeship program. Youth may instead or also seek to attain a Recognized Postsecondary Credential (*Industry-linked Credential, Certification or License*) through other established on-the-job-training programs that lead directly to sustained employment. Youth may also be placed as an AmeriCorps volunteer service member. All youth will be placed within three months of enrollment into this program. Youth may continue to receive support services while enrolled in the program.

#### **(a) Apprenticeships**

- (i) Youth Apprenticeship
- (ii) Registered Apprenticeship

- (iii) Non-Registered Apprenticeship
- (b) Industry-linked Credential, Certification or License
- (c) Long-term Employment
- (d) AmeriCorps Volunteer Service Member

Refer to the **Definitions** appendix for a description of each placement type.

**c Optional Program Components**

Expansion of Industry-Linked Career Development Opportunities

Successful applicants that proposed to develop NEW Industry-Linked Career Development opportunities are expected to develop partnerships to establish one or more new Industry-Linked Career Development Opportunities for youth. These training programs will meet the skill needs of local employers and industry and will be immediately available to at-risk youth. The provider will assess the employment barriers of local young people and work with local economic development organizations to identify the skill shortage needs of local employers and industry. The provider will enter into partnership agreements with local employers and/or Industry Associations to develop a skill curriculum for eligible youth that meets the local employer's needs and establishes job placement opportunities for the youth after training.

Partnerships at a minimum will include a local or regional Community College, a provider and at least one local industry employer. These partnerships will work together to expand industry-linked training program opportunities for youth. Once the new training program has been developed, the provider will refer and support youth through the program(s). Acceptable training programs that will be considered include Registered Apprenticeships; Non-Registered Apprenticeships; Youth Apprenticeships; and other Recognized Postsecondary Credentials (Industry-Linked Credentials, Certifications, or Licenses) leading to sustainable employment in one of seventeen targeted industries and careers.

IDHS intends to support the work of the Illinois Community College Board (ICCB) by advancing the goals of their Equity Initiative. ICCB funds a number of Illinois Community Colleges to create, support, or expand short-term workforce training opportunities in high-need communities focused on specific sectors with identified workforce gaps. A listing of Community Colleges implementing the Equity Initiative can be found at the following link: [Workforce Equity Initiative \(illinoiswei.org\)](http://illinoiswei.org)

**7 Program Deliverables**

Programs must ensure that every youth served in the program is prepared for job placement, is placed in short/long-term employment, etc., and is supported as necessary to ensure they develop the capacity to maintain employment.

- a Employer Partnerships (for the purpose of Employer Partnership, AmeriCorps partnerships will be treated like unsubsidized employment)
  - i Applicant must recruit and secure partnerships with employers prepared to offer employment opportunities.
  - ii Applicant must ensure employers provide an adequate level of supervision and a quality work opportunity related to seventeen career clusters.
  - iii Employers will be required to conduct an assessment on the youth’s demonstrated employment skills that at a minimum include Illinois’ Essential Employability Skills.

- iv Employers will document youth attendance through time sheets.
- v All subsidized youth employment opportunities must have signed Employer Agreements. Signatures are encouraged but not required for unsubsidized employment agreements. Employer Agreements are generated by the applicant organization and must contain, at a minimum, the following items for each subsidized worksite included in the agreement:
  - (a) Worksite contact and mailing information.
  - (b) Detailed information on the worksite such as location, working days and hours, activities, job titles, job descriptions, and number of positions under each.
  - (c) Worksite supervisor information.
  - (d) Background check policies and assurances.
  - (e) A detailed set of mutual terms, conditions, promises, and payments that the grantee and contractor have agreed upon.
  - (f) When the employment is fully or partially subsidized, the written agreement must delineate the conditions and terms of successful probationary employment, thereby ensuring that when these terms & conditions are met, the youth's employment may continue under the employer unsubsidized.
  - (g) A listing of participants for each worksite along with their projected start.
  - (h) Commitment on the part of the employer to provide long term employment opportunities and not just subsidized employment. (Excluding short-term programming, although encouraged.)
  - (i) Commitment on the part of the employer to provide weekly documentation (including signed timesheets) to the provider to verify hours worked etc. for each youth employed along with other attendance information and concerns.
  - (j) Commitment on the part of the employer to complete Worksite Evaluations/Workplace Skills Assessments for each participant upon an agreed to schedule.
  - (k) Commitment on the part of the employer to complete the **Employment Termination Form** (available as an appendix) if participant employment ends during the period of subsidized employment or within 3 months following the youth's period of subsidized for those youth that continue unsubsidized.
  - (l) Commitment on the part of the employer to provide employment verification and status information for program youth to the provider upon request up to 9 months following the youth's period of subsidized employment for those youth that continue unsubsidized.
- vi A file must be maintained for each worksite and must include among other items, the signed worksite agreement for the worksite location and copies of any participant **Employment Termination Form** (available as an appendix). Signed worksite agreements for unsubsidized employment and for AmeriCorps member placements are strongly encouraged but not required.
- vii While IDHS' preference is for youth to be placed in jobs within the state of Illinois, for programs operating near an Illinois border with a neighboring state, it is acceptable to place youth in jobs at worksites in the neighboring state within a reasonable distance.
- viii It is the responsibility of the applicant to ensure that job placements are in compliance with all local, state, and federal laws which may be applicable to the jurisdiction in which the placement is made.

b Youth Recruitment and Enrollment

- i Conduct outreach to identify eligible youth participants and partner with local organizations for referrals to the program.
- ii Establish proper eligibility documentation for each youth participant including a signed I9 prior to placing in employment. A file that includes the eligibility documentation must be maintained for each youth participant.

- iii Ensure that the youth targeted and served are reflective of the service area and the need presented. In the presence of gender, ethnic and/or racial disparity, the program must work to reduce that disparity.
- c Illinois workNet
- i All youth must register in Illinois workNet or other data system as directed by IDHS.
  - ii Youth's completed application must be reviewed and verified for eligibility. Verified applications will be signed by the participant and case manager.
  - iii Assessments and service provision for all youth served must be documented in Illinois workNet unless otherwise directed by IDHS.
  - iv Data will be collected, tracked and reported for all youth referred/served in the program. For a listing of required data elements refer to the **Program Data Collection and Reporting** appendix.
- d Employment Readiness Activities  
All programs will be designed to ensure that all youth are prepared for employment. This includes for example, how to conduct a job search, write a resume, complete an application, how to dress for an interview, appropriate workplace attire, attitude etc. All youth will complete, through Illinois workNet, the Career Cluster Inventory; the Employment 101 pre-assessment, work readiness activities, and post-assessments as necessary to demonstrate work readiness skills improvement. All career exploration and employment readiness activities must be aligned with the nationally recognized career clusters or groups of occupations and industries.
- e Essential Employability Skills (EES) Development (Refer to the **Illinois' Essential Employability Skills** appendix.)
- i Self - Assessment  
Each youth in the program will complete an initial skills self-assessment.
  - ii Skill Development  
Programming, services, education, and training will be provided and tailored to meet the individualized needs of each youth based on the results of this assessment. (Additional skills assessments can also be incorporated into this process.)
  - iii Worksite Professional Skills Assessment  
Employers will be required to conduct an assessment on the youth's demonstrated employment skills that at a minimum include Illinois' Essential Employability Skills. This will be conducted at the end of the 2<sup>nd</sup> week of employment and again anytime within the last 3 weeks of employment. This may also be conducted upon termination if the placement ends prematurely. The first assessment will serve as feedback for the youth and the provider. The second will document skill attainment/improvement.
- f Support Services
- i Employment Support Services  
Supportive services may include transportation assistance, day care expenses, work clothes, tools and supplies, or other items that are required for youth to participate in the program.
  - ii Social Emotional Support Services  
Individualized, assessment-based case plan services that incorporate goals to address social-emotional barriers to successful employment.
  - iii Life Skills Assessment/Development  
Services will be provided to youth to increase their life skills in the following areas: Daily Living; Relationships & Communications; Housing & Money Management; Self Care; Work &

Study Life; and Permanent Connections. The service plan should be assessment-based (Casey Life Skills Assessment) and age appropriate. *Please refer to [Casey Life Skills Toolkit - Casey Family Programs](#) to access the Casey Life Skills Assessment.*

iv Educational Support Services (*optional for Short-term Programming*)

Educational support services may include transportation assistance, day care expenses, clothes, books and supplies, tutoring, academic advising, advocacy, course fees, license and testing fees or other items that are required for youth to participate in education. Organizations will provide supportive services as necessary to ensure youth are working toward a high school diploma / GED.

v Career Plan Development (*optional for Short-term Programming*)

Individualized career plan that incorporates both short and long-term educational and employment goals necessary to achieving sustained employment in a chosen career path. Involves the youth and considers an inventory of the youth's skills, talents and interests.

vi Securing Benefits

Provide assistance to youth in securing eligible State and Federal benefits. Non-FCRC referred youth 18 and older should be encouraged/assisted to apply through ABE to determine potential benefit eligibility. In addition, provider will establish and maintain cooperative relationship with local IDHS Family & Community Resource Center (FCRC) offices in the service area to ensure eligible youth referred by FCRCs are enrolled in the program. This will include outreach to FCRCs to develop awareness of the Illinois Youth Investment Program.

vii Additional Supportive Services

Provide supportive services to facilitate a positive attendance record.

g Case Plan

i Develop an assessment-based individualized case plan for the youth with the involvement of the youth (and family where appropriate) that incorporates at a minimum: Skill Development; Employment Support Services; Social-Emotional Support Services; Life-Skills Development; and Educational Support Services.

ii Ensure the case plan addresses needs identified in the Casey Life Skills Assessment.

iii The case plan shall address needs and barriers as necessary to maintain stable employment. (Examples include but are not limited to: transportation, child care, work attire, etc.)

h Placements

i Short-term Programming

The primary objective is to place youth in short-term Work Experience (minimum 180 hours) that will enable the youth to gain work experience, explore potential Career Pathways and develop the Essential Employability Skills.

a. When the youth's wage is being subsidized by the grant, the provider may assume the role of employer of record for the employed youth and process a payroll request every two weeks during this subsidized period if this is formally agreed to in writing by both the employer and provider and the job meets all of the following criteria:

- 1) The job being subsidized meets the definitional criteria herein as an actual "Work Experience".
- 2) The position may be a full or part-time work experience.
- 3) The work experience is for a minimum 180 hours.
- 4) The position is at an official job site of the employer (exceptions must be pre-approved by IDHS in writing).
- 5) The position has a corresponding job description.

- 6) The youth **MUST** be paid a legal wage; however, it is not necessary for that wage to be subsidized by the grant.
  - 7) The youth's wage is at least minimum wage.
  - 8) The subsidy does not exceed the maximum allowed under the grant, \$17.00 per hour.
  - 9) The youth's immediate supervisor is employed by the employer and not the provider unless the provider is the employer.
- b. Program participants may be employed directly by the Grantee under the following conditions:
- 1) The job being subsidized meets the definitional criteria herein as an actual "Work Experience" and meets all above criteria.
  - 2) The position is at an official job site of the grantee (exceptions must be pre-approved by IDHS in writing).
  - 3) The maximum number of youths that may be employed at the Grantee agency at any one time is 10. Exceptions may be considered in special circumstances on a case-by-case basis.
- ii **Long-term & Career Development Programming**
- (a) Provide either long-term employment placements, apprenticeship placements, recognized postsecondary credential (*industry-linked credential, certification, or licensing*) program placements or access to AmeriCorps member placements as described herein for all enrolled youth.
  - (b) Program participants may be employed directly by the Grantee under the following conditions:
    - The job is an actual full or part-time job that is anticipated to extend beyond the grant period.
    - The position is a formal position, with a corresponding job description, within the Grantee's organization.
    - The youth's wage is at least minimum wage.
    - The youth's wage is **not** subsidized by IYIP funds.
    - The youth may continue to receive other services required by the grant program.

NOTICE: If the youth employment provider or sub-recipient is also an AmeriCorps provider, under no circumstances will the AmeriCorps provider or sub-recipient be allowed to make placements into the AmeriCorps program as part of the youth employment grant. This would present a conflict of interest.
- iii Youth may participate in short-term programming and then long-term, career development programming or AmeriCorps; however, the youth may not be in both types of programming at the same time. (For the purposes of State reporting, a youth placed in an AmeriCorps placement would be consider in long-term, career development programming.)
- iv Grantees must ensure that worksites for youth adhere to current workplace safety guidelines.
- v Grantees must ensure that worksites for youth adhere to applicable federal/state wage, labor, and workers' compensation laws.
- i Wages, Stipends and Incentives  
 The primary objective is to place youth in long-term unsubsidized employment/career employment. This grant and the wage subsidies it provides are not intended to create jobs. Since the subsidy is



temporary and the expectation is that youth's job placements will be long-term, it is essential that any job placements are not dependent on the subsidy.

While it is preferred that youth are placed directly in unsubsidized employment, it is allowable, through an agreement with the employer, to fully or partially subsidize the youth's wages. Refer to the **Wages, Stipends and Incentives** appendix for full details.

- i Wages: Programs may provide wage subsidies for qualified employment. There are two options:
  - (a) Employer Reimbursement  
The Employer pays the youth's wages, then is reimbursed by the provider. The provider receives reimbursement from IDHS by reporting wages under the Grant Exclusive Line Item on the provider's monthly Expenditure Documentation Cert
  - (b) Provider as Employer of Record  
When the youth's wage is being temporarily subsidized by the grant, the provider may assume the role of employer of record for the employed youth and process a payroll request every two weeks during this subsidized period if this is formally agreed to in writing by both the employer and provider and the job meets all of the following criteria:
    - The job being subsidized is an actual full or part-time job.
    - The position is at an official job site of the employer.
    - The position is a formal position, with a corresponding job description, within the employer organization.
    - The youth's wage is at least minimum wage.
    - The subsidy / stipend does not exceed the maximum allowed under the grant for the employment area.
    - The youth's immediate supervisor is employed by the employer and not the provider.
    - If applicable, the written agreement between the provider and the employer will detail the transition of "employer of record" to the employer immediately following the subsidized period of employment.
    - The written agreement should further delineate the conditions and terms of successful probationary employment, thereby ensuring that when these terms & conditions are met, the youth's employment may continue under the employer alone.
- ii If a youth is placed as an AmeriCorps member, the youth will receive, from the AmeriCorps agency, an unsubsidized stipend (living allowance) in the amount determined by the AmeriCorps program. Wage subsidizes/stipends above and beyond the AmeriCorps member living allowance are not allowed. However, AmeriCorps member placements may qualify for incentives. Refer to the **Wages, Stipends and Incentives** appendix for details.
- iii Programs may provide incentives for qualified activities. (A policy regarding incentives must be in place.) Programs may provide incentives for a period of up to 12 months.
- iv Under certain circumstances programs may provide stipends for qualified industry-linked training programs. Refer to the **Wages, Stipends and Incentives** appendix for details.
- v **No youth, under any circumstance, may receive a combined wage subsidy and/or stipend, for a period in excess of 6 months (26 weeks).**
- vi All subsidized wages, stipends and incentives paid will be **disallowed** if the youth was not fully enrolled in Illinois workNet on or before the date the subsidy, stipend or incentive was earned.
- vii Youth wages, stipends and incentives should appear on the budget as "Grant Exclusive Line Items." Wages/stipends should be listed as one line item and incentives should be listed as a separate line item. Applicant must provide as part of that detailed budget justification/narrative

an explanation of how these costs were determined. Refer to the **Wages, Stipends and Incentives** appendix.

viii It is the responsibility of the applicant to ensure that job placements are in compliance with all local, state, and federal laws which may be applicable to the jurisdiction in which the placement is made.

j Youth Payroll & Timesheets

i The Grantee must submit payroll documentation, including wages, wage subsidies, stipends, incentives and the corresponding incentive policy to IDHS using Illinois workNet, or other data system as directed by IDHS, including hourly wage and the employer's FICA and workers' compensation that is attributed to the participant. Standardized employer timesheets must be used. The grantee must also maintain in the file the signed timesheet to support the grant expenditures for each participant. Timesheets will be reviewed onsite by IDHS and will to be electronically maintained in the Illinois workNet System as directed by IDHS.

ii When recording payroll information in the Illinois workNet, the grantee will be required to document the applicable minimum wage and ensure that the youth's hourly wage is not less than the applicable minimum wage and that the subsidized portion, if any, does not exceed the maximum allowed under the grant.

k Participant files

i Each youth participant must have his or her own file and it must be kept securely. It is required to have a minimum of the following in each participant file:

(a) Application signed by participant and IYIP grantee agency

(b) Proof of eligibility

(c) Proof of Illinois residency

(d) [Form W-9 \(Rev. March 2024\) \(irs.gov\)](#)

(e) Employer information

(f) Employment information

(g) Document verification of subsidized youth wage or stipend, FICA, Workers' Comp, signed timesheets, etc.

(h) Checklist showing completion of required activities

(i) Standardized assessment results used for case planning.

(j) Case Plan and supporting documentation of service delivery

(k) Record of any incentives earned in connection with case plan goals

(l) Copies of any **Termination of Employment Forms** (available as an appendix)

l Employment Equity Plan (EEP) (available as an appendix)

i Develop and begin implementation of an Employment Equity Plan (EEP).

ii Ensure the program model design is informed by the EEP plan.

iii Ensure that the youth targeted and served are reflective of the service area and the need presented. In the presence of gender, ethnic and/or racial disparity, the program must work to reduce that disparity.

m Expansion of Industry-Linked Career Development Opportunities

*(This deliverable is optional.)*

i Partner with a Community College.

ii Assess the employment barriers of local youth who are unemployed and at-risk.

- iii Work cooperatively with local economic development organizations to identify the unmet skill needs of one or more local industries.
- iv Work cooperatively with local employers and/or Industry Associations from those industries to design and deliver training programs for unemployed at-risk youth that will assist the targeted industries in meeting skill shortages.
- v Design program to ensure placement of youth who have successfully completed the training program into jobs in the targeted industries.
- vi Work with IDHS to engage industry associations including, but not limited to, Illinois Retail Merchants Association (IRMA), National Restaurant Association, hospital associations, and CMS – State of IL to identify internships that lead to permanent jobs. IDHS is also interested in working with applicants through a pilot to engage young people interested in a career in a human services field.

## 8 Performance Measures

At the end of each quarter, successful applicants will submit a periodic performance report (PPR). At the end of the year, successful applicants will submit a cumulative report. In addition to service data and activities, the PPRs will also include the following performance measures:

- a Short-term programming
  - i Proposed vs. Actual youth served.
  - ii Percentage of youth placed in a Paid Work Experience or a Pre-Apprenticeship Program.
  - iii Percentage of youth placed within 1 month (30 days) of enrollment.
  - iv Percentage of youth completing a Paid Work Experience (minimum 180 hours).
  - v Percentage of youth completing a Pre-Apprenticeship Program.
  - vi Percentage of youth completing a Pre-Apprenticeship Program that has an application pending or has been accepted into a Registered or Non-Registered Apprenticeship Program.
- b Long-term & Career Development programming
  - i Proposed vs. Actual youth served.
  - ii Percentage of youth placed in long-term employment, an apprenticeship program or a recognized postsecondary credential program (*Industry-Linked Credentials, Certifications, or Licenses*) or placed as an AmeriCorps volunteer service member.
  - iii Percentage of youth placed within 3 months (90 days) of enrollment.
  - iv Percentage of youth placed in an apprenticeship program or a recognized postsecondary credential program (*Industry-Linked Credentials, Certifications, or Licenses*) who complete the program.
  - v Percentage of youth completing an apprenticeship program or a recognized postsecondary credential program (*Industry-Linked Credentials, Certifications, or Licenses*) hired into long-term employment in a targeted field; accepted into other Articulated Postsecondary Education
  - vi Percentage of youth in unsubsidized long-term employment following program completion.

## 9 Performance Standards

- a Short-term Programming
  - i 100% of proposed youth will be served in the program. **Acceptable performance 90%**
  - ii 100% of youth will be placed in a Paid Work Experience or a Pre-Apprenticeship Program. **Acceptable performance 90%.**
  - iii 100% of youth will be placed within 1 month (30 days) of enrollment. **Acceptable performance 70%.**

- iv 100% of youth placed in a Paid Work Experience (minimum 180 hours) will complete that Work Experience. **Acceptable performance 70%.**
  - v 100% of youth placed in a Pre-Apprenticeship Program will complete that Pre-Apprenticeship Program. **Acceptable performance 80%.**
  - vi 100% of youth completing a Pre-Apprenticeship Program will either: have an application pending or have been accepted into a Registered or Non-Registered Apprenticeship Program. **Acceptable performance 85%.**
- b Long-term & Career Development Programming
- i Proposed vs. Actual youth served **Acceptable performance 90%**
  - ii Percentage of youth placed in long-term employment, an apprenticeship program or a recognized postsecondary credential program (*Industry-Linked Credentials, Certifications, or Licenses*) or placed as an AmeriCorps volunteer service member. **Acceptable performance 90%**
  - iii Percentage of youth placed within 3 months (90 days) of enrollment **Acceptable performance 70%**
  - iv Percentage of youth placed in an apprenticeship program or a recognized postsecondary credential program (*Industry-Linked Credentials, Certifications, or Licenses*) who complete the program. **Acceptable performance 70%**
  - v Percentage of youth completing an apprenticeship program or a recognized postsecondary credential program (*Industry-Linked Credentials, Certifications, or Licenses*) hired into long-term employment in a targeted field; or accepted into other Articulated Postsecondary Education **Acceptable performance is 65%**
  - vi Percentage of youth in unsubsidized long-term employment following program completion. **Acceptable performance is 65%.**

**10 Authorizing Statutes**  
**Statutory Authority:**

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## B Award and Funding Information

- 1 This is a competitive funding opportunity.
- 2 The release of this NOFO does not obligate the Illinois Department of Human Services (IDHS) to make an award.
- 3 All applicants must submit an application consistent with all the requirements set forth in this notice by the application due date and time. Refer to **Section C.1: Eligible Applicants** for more information.
- 4 IDHS anticipates making approximately \$30M available to fund approximately 30 grant awards under this opportunity.
- 5 Individual awards will be made available up to \$1,000,000 and Community Intermediary awards will be made available up to \$5,000,000.
- 6 Grant award amounts will be determined by a per-capita cost, not to exceed \$6,900 per youth served under short-term employment and \$15,000 per youth served under long-term employment. For example: If an applicant is proposing to serve 50 youth in short-term/Summer employment, the maximum grant award amount would be \$345,000 (50\*\$6,900). For long-term employment, if an applicant is proposing to serve 50 youth the maximum grant award amount would be \$750,000 (50\*\$15,000). These amounts include all program and administrative costs.
- 7 Award amounts will be based on approved budgets. Grant awards will be issued based on the State Fiscal Year and will be subject to performance, subject to 2 CFR 200 continuation application process, subject to GATA Compliance, and subject to sufficient State/Federal appropriation.
- 8 Funding for this award will come from the Other State Funds and does NOT have a match requirement.
- 9 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. Indirect costs charged to the grant may not exceed the approved rate. Refer to **Section C. Eligibility and Grant Fund Use Requirements; 8e. Indirect Cost Requirements & Restrictions** for more information.
- 10 The annual project period for this award will be April 1 to March 31.
- 11 Subject to appropriation, the FY25 portion of the grant period will begin no sooner than the grant start date and will continue through 6/30/2025.
- 12 The grant start date is estimated to be 2/1/2025.
- 13 Successful applicants under this NOFO will receive an award for the period of FY25 (February 1, 2025- June 30, 2025, AND an award for the first 3 quarters of FY26 (July 1 to Mar 31, 2025.) This award will span two state fiscal years.
- 14 Successful applicants may be eligible to receive up to one subsequent one-year grant award term renewal for a total of two (2) full 12-month project periods plus the initial 2-month start-up period. Renewals are at the discretion of IDHS and are based on performance and sufficient appropriation.
- 15 Proposed budgets must be sufficiently detailed and justified to be approved by IDHS. Successful applicants will NOT receive a grant agreement until after their budget has been approved through the Community Service Agreement Tracking System (CSA) system. Refer to [IDHS: CSA Tracking System \(state.il.us\)](https://state.il.us) for additional instructions for registering and completing budgets in the CSA system.
- 16 Subrecipient Agreement(s) and budgets must be pre-approved by IDHS and on file with IDHS. Subrecipients are subject to all provisions of this Agreement. The successful applicant organization shall retain sole responsibility for the performance of the subrecipient.
- 17 Pre-award costs will be allowed under the following conditions:  
The applicant must:
  - a have received and accepted the Notice of State Award (NOSA)
  - b have a current, approved budget in the CSA system for this award
  - c have submitted any and all requested program plan and budget revisions per the NOSA

- d NOT incur pre-award costs prior to the start date of the grant agreement, anticipated to be February 1, 2025.
  - e Refer to 2 CFR 200.209 Pre-award Costs for more information.
- 18 All funding is subject to sufficient appropriations.
-

## C Eligibility Information and Grant Funding Requirements

### 1 Eligible Applicants

This competitive funding opportunity is limited to applicants that meet the following requirements and are subject to limitations described below:

- a Eligible applicants are limited to those public and private nonprofit community-based organizations subject to 26 U.S.C. 501(c)(3) or 501(c)(4) of the tax code (26 U.S.C. 501(c)(3) or 26 U.S.C. 501(c)(4)).
- b In addition to the above non-profit community-based organizations, eligible applicants are inclusive of units of local government, public schools, districts, etc. that provide services in the eligible county for which the applicant organization intends to serve.
- c The applicant organization must provide documentation that verifies/demonstrates that the applicant organization has a minimum of 2 years' experience providing services to at-risk youth and/or young adults in the eligible service area for which the applicant organization is proposing to provide services.
- d The application is proposing to provide youth employment services consistent with the requirements of this NOFO.
- e The application proposes to provide services in an eligible county as identified in Section A3 Eligible Service Area.
- f The applicant has met the prequalification requirements and mandatory requirements listed in Item 2 and Item 6 below.

### 2 GATA Registration and Prequalification

Eligible applicant entities must be registered and prequalified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, available here: [Illinois GATA Grantee Portal](#) Registration and prequalification are required annually.

#### a Registration

The following information is required to complete registration in the Grantee Portal:

- i Unique Entity Identifier (UEI). The UEI is a 12-character alphanumeric ID assigned to an entity by the federal System for Award Management (SAM). For additional information refer to **Section System for Award Management (SAM) and Unique Entity Identifier** below.
- ii Entity's Federal Employer Identification Number (FEIN)
- iii Organization type
- iv Illinois Secretary of State File ID (required for non-profits, for-profits, and limited liability corporations.)
- v Entity name
- vi Entity mailing address
- vii Entity primary email address
- viii Entity primary phone number
- ix Entity fiscal year-end date

#### b Prequalification

- i Once an entity is registered in the Grantee Portal, the system will automatically determine (within 24 hours) if an entity is prequalified to apply for an award. During prequalification, 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., not in good standing with the Secretary of State). A federal Debarred and Suspended status cannot be remediated.

- ii For assistance navigating government application prequalification procedure, refer to [IDHS: Pre-Qualification Instructions and Resources \(state.il.us\)](#)
- iii **Applicants must be prequalified; therefore, applications from entities that have not prequalified prior to the due date of this application will NOT be reviewed and will NOT be considered for funding.**

### 3 System for Award Management (SAM) and Unique Entity Identifier

- a Each applicant organization must be registered in [SAM](#) before submitting an application.
- b Upon registration, the entity will be assigned a unique entity identifier. The Unique Entity Identifier (UEI) is a 12-character alphanumeric ID assigned to an entity by the federal System for Award Management (SAM). The UEI is now the primary means of identifying entities registered for federal awards government-wide in SAM. *The UEI replaces the DUNS number.*
- c To view your UEI, the Federal Service Desk has posted instructions for finding the UEI in SAM here: [How can I view my Unique Entity ID?](#)
- d Once an entity has received a UEI, they must ensure they have completed registration for a SAM.gov account. For assistance with registration refer to [SAM.gov | Entity Registrations](#)
- e Each applicant must 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.

IDHS may not make an award to an applicant organization until the applicant has complied with all applicable SAM requirements. If an applicant has not fully complied with the requirements by the time IDHS 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 All successful applicants are required to complete a risk assessment prior to execution of a grant award. The Internal Controls Questionnaire (ICQ) is one instrument used to assess risk of grantees by identifying an organization's potential weaknesses. The ICQ is accessed through the [Illinois GATA Grantee Portal](#). The Department may NOT issue a Notice of Award or a Grant Agreement to any applicant that does not have a submitted and approved FY 25 ICQ. 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 FY25 ICQ 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 act on the proposed budget.



- b **Applicants must be registered in the CSA Tracking System to enable the applicant to submit a signed budget in CSA by the application due date. For instructions on registering in CSA, refer to [IDHS: CSA Tracking System \(state.il.us\)](http://state.il.us)**
- 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 organization'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 [IDHS: Process for Adding GATA Budget Signoff Authority \(state.il.us\)](http://state.il.us)**
- 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, points will be deducted from the Budget Narrative section. Refer to **Section D: 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 [IDHS: CSA Tracking System \(state.il.us\)](http://state.il.us)

## 6 Mandatory Requirements of Applicant/Application

The Mandatory Requirements are essential items that must be met by the applicant. If any Mandatory Requirement is not met, the responding applicant's entire proposal will not be considered. If all responding applicants fail to meet a particular mandatory requirement, that mandatory requirement may, at the sole discretion of the State, be removed from the Mandatory Requirements so the evaluation process may continue. However, this does not obligate IDHS to make an award to any applicant that fails to meet all mandatory requirements.

Mandatory requirements:

- a Applications will only be considered that propose to provide youth employment services in an eligible county as identified herein. *(Employer placements are not required to be in the service area for which the application proposes to serve.)*
- b Applications will only be considered for a single eligible County. If an application is received to serve more than one eligible County as defined in Section A.3. Eligible Service Areas, DHS staff will make one attempt to contact the applicant via the email addresses provided in the Uniform Grant Application form to determine which eligible County the applicant would like DHS to consider. Absent a response within 5 calendar days or a return/undeliverable email, DHS will make a service area selection on behalf of the applicant.

NOTE: If an applicant wishes to apply to serve multiple eligible Counties, a separate complete application must be submitted for each separate County. Multiple communities within the same eligible county CAN be combined into a single application.

NOTE: Multiple grant awards will NOT be issued to the same Applicant Organization to serve the same eligible County under this NOFO.

- c The applicant organization must provide documentation that verifies/demonstrates that the applicant organization has a minimum of 2 years' experience providing services to at-risk youth and/or young adults in the eligible County for which the applicant organization is proposing to provide services.
- d The application must propose to provide youth employment services consistent with the requirements of this NOFO.

## 7 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.

## 8 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:

- i 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. 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.

- ii The following guidelines apply to specific allowable costs:

#### (a) Youth Wages/Stipends/Incentives

While it is preferred that youth are placed directly in unsubsidized employment, it is allowable, through an agreement with the employer, to fully or partially subsidize the youth's wages. Youth wages, stipends and incentives should appear on the budget as "Grant Exclusive Line Items." Wages/stipends should be listed as one line item and incentives should be listed as a separate line item. Applicant must provide as part of that detailed budget justification/narrative an explanation of how these costs were determined. Refer to the **Wages, Stipends, and Incentives** appendix.

#### (b) Program Services

Program services includes the delivery of services related to youth employment and career development activities identified in the Program Summary in **Section A, Program Description**. This includes but is not limited to employment readiness activities and supports, occupational learning and exploration, employer coordination and recruitment, assessment, case management, workplace skill development; employment support services; social-emotional support services; life-skills development; educational support services and career plan development and youth supportive services that may include transportation, child

care (refer to the Child Care Assistance Program guidelines) work-related attire, physicals, and background checks, and an array of additional services identified through an individualized assessment.

Providers who are proposing Expansion of Industry-Linked Career Development Opportunities will also be able to use grant funding to support coordination activities, focus groups, surveys, research, curriculum development, curriculum and training materials development, and other reasonable and necessary costs associated with the development and establishment of eligible new training programs.

**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 IDHS:

- i 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)
- ii Capital expenditures for general purpose equipment, including any vehicle regardless of cost, buildings, and land (2 CFR 200.439)
- iii Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life (2 CFR 200.439)
- iv 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).
- v Deposits for items, services, or space
- vi Out-of-State travel funded by the grant will not be allowed unless specifically tied to employer directed mandatory job training/education required for the specific job placement for which the youth is employed under the grant. Each instance must be pre-approved in writing by IDHS prior to travel to ensure the identified employer job training exception applies.

The following guidelines apply to specific unallowable costs:

**Youth Wages/Stipends**

- Wage subsidies, and stipends may not be paid by the grant in excess of the maximum allowed \$17.00 per hour.
- Youth may not receive subsidized wages/stipends for participation in non-workplace activities such as employment readiness activities, assessments, case management activities, non-workplace training and skill development activities unless specifically authorized above in **Section C.8.a. Allowable Costs** above or in the descriptions detailed in **Section A. Program Description** above, or special written permission is sought and granted.
- **No youth, under any circumstance, may receive a combined wage subsidy and/or stipend, for a period in excess of 6 months (26 weeks).**
- Incentives may not be paid to a youth without a policy in place that governs the terms and conditions associated with the provision of the incentives. Refer to the **Wages, Stipends, and Incentives** appendix.

- IYIP subsidized wages/stipends paid for an AmeriCorps member placement by the youth employment grantee/sub-grantee will be unallowed.

**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: [SALARY TABLE 2024-ES \(opm.gov\)](https://www.opm.gov/policy-data-oversight/salary/)

**d Indirect Cost Requirements and Restrictions**

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.

All State of Illinois grantees receiving awards from Illinois grant making agencies must enter the State of Illinois Centralized Indirect Cost Rate System via the [Illinois GATA Grantee Portal](#) to substantiate its organizations' election regarding indirect cost reimbursement. Grantees that wish to negotiate a rate with the State of Illinois will start their election process in the Grantee Portal and the case will then be sent to the Consolidated Accounting & Reporting System (CARS) to begin negotiation.

**i Indirect Cost Rate Election:**

- 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. (Refer to **Section D. Application and Submission Information, 5. Other Submission Requirements** for a list of required attachments)
- 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 a Federally Negotiated Rate or elect to use the De Minimis Rate.
- 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.*

(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.

ii Consolidated Accounting and Reporting System 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 [IDHS: Uniform Grant Budget Template \(state.il.us\)](#) 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 [GATA pages](#).

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 2 CFR 200 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 subaward:

- i That the grantee agency, prior to making a subaward 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);
- ii That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that the awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;

- iii 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.

## 9 Post Award Requirements of Applicant

Successful applicants (providers) agree to provide **program services** as described throughout this Funding Notice.

- a **Program Services:** Applicants agree to provide program services as described throughout this Funding Notice.

- b **Start Date**

The selected provider will begin providing services no more than 60 days following the agreement start date. Applicants will submit an implementation timeline which will include program milestones, hiring staff, training, start dates, etc. (Refer to **Section D. 3 Content and Form of Application Submission, b. Capacity** for details)

- c **Technology**

The Provider must have the technological and staff capacity to document service provision as required including capturing all required youth participation data in the Illinois workNet System. The Provider must have a sufficient number of computers that meet the following minimum specifications for the purpose of utilizing any required IDHS web-based reporting system and the receipt/submission of electronic program and fiscal information:

1. Internet access, preferably high-speed
2. Email capability
3. Microsoft Excel
4. Microsoft Word
5. Adobe Reader

The purchase of this technology would be an allowable expenditure under the grant and may be budgeted for as part of this application.

- d **Administration**

- i Programmatic Responsibilities

- (a) Provide oversight of the program through the monitoring of employment and the continuous assessment of program activities and outcomes.
    - (b) Must demonstrate a thorough knowledge and understanding of positive youth development concepts.
    - (c) Have current systems in place to identify eligible underserved populations of youth, and
    - (d) Have strong established employer relationships and methods to recruit employers.

- ii Fiscal Responsibilities

- (a) Have the capacity to assume the role of employer of record for the employed youth and process a payroll request every two weeks of the program period if the youth's wage is being temporarily subsidized by the grant.
    - (b) Have the administrative and fiscal capacity to implement the program on a reimbursement basis.

- (c) Ensure adequate internal controls and supporting documentation to ensure the accountability and appropriateness of all grant expenditures. The provider's financial management system shall be structured to provide for accurate, current and complete disclosure of the financial results of the Project funded under this grant program. The general ledger must support costs and revenue reported to the Department and must allow tracing of funds to a level of expenditure adequate to ensure funds have been expended appropriately. Providers are required to submit financial reports to IDHS as prescribed by the Department.

iii Reporting and Record Keeping

- (a) Notify appropriate IDHS staff in writing of any of the following unusual incidents involving youth enrolled in the program, within 24 business hours of the incident:
  - (i) Serious threat or violence to self or others
  - (ii) Death
  - (iii) Suicide/suicide attempt
  - (iv) Violence between youth and staff that results in injury
  - (v) Allegation of abuse or neglect reported to the State's Central Registry (DCFS)
- (b) Provide timely reports as required or requested. Providers' submittal of required reports allows IDHS to monitor the providers' progress toward grant defined goals and their due diligence in grant fiscal management and recordkeeping. Further, Grantees' will be required to relate financial data to performance accomplishments in their reporting (2 CFR 200.301). Refer to **Section F.3.Reporting** for more information on Periodic Performance Reports, Periodic Fiscal Reports, Illinois workNet and record keeping requirements.

iv Policies

The Provider must develop/maintain a written local policy/procedure for the following:

- (a) Maintenance of personnel files for all staff, including volunteers and interns
- (b) Monitoring of staff who serve as child transporters for possession of a valid Illinois driver's license, good driving record documented by Secretary of State Transcript, current proof of insurance and a current background check on file.
- (c) Maintenance of client confidentiality-both on paper and in computer.
- (d) Methods for assuring that staff are trained and updated on local policies.
- (e) Maintenance of a central record for reporting unusual incidents that includes documentation of contact with DHS at a minimum and DCFS (as appropriate to the nature of the incident).
- (f) A policy addressing the review and updating of the Policy and Procedure Manual including the frequency with which it is done.
- (g) If incentives are planned, a policy must be in place that governs the terms and conditions associated with the provision of the incentives. At minimum, the policy must demonstrate:
  - (i) The cost of the incentive program has been written into the Youth Provider's budget.
  - (ii) The incentives are reasonable and necessary.
  - (iii) The incentives must equate to an achievement, for achievement of certain goals, milestones and training and skill development activities connected to individual case plan goals.

e **Equity and Racial Justice**

IDHS is working to counteract systemic racism and inequity, and to prioritize and maximize equity and diversity throughout its service provision process. This work involves correcting existing institutionalized inequities, aiming to create transformation, and operationalizing equity and racial justice. It also focuses on the creation of a culture of inclusivity for all, regardless of race, gender,

religion, sexual orientation, or ability. Organizations that provide services under this funding opportunity must reflect IDHS' commitment to advance equity and racial justice by enabling all to thrive, regardless of race, zip code, and disability. This includes but is not limited to having leadership (board and/or executive staff) that is reflective of the community/population being served; having (or an intention to develop) a Diversity, Equity and Inclusion (DEI)/racial justice plan that outlines how the organization ensures equity in access to its supports/services as well as equity in outcomes; having a plan to identify and address implicit bias in all areas of the organization, including programming; having (or an intention to develop) an equity and racial justice training plan for organization staff.

**f Trauma Informed**

Providers must reflect a trauma-informed approach, which involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress, as well as the behavioral and mental health consequences of trauma. Over the course of this grant, the provider must demonstrate an ongoing commitment to develop trauma informed capacity within the organization with a goal of achieving Trauma Informed Agency Status as recognized through an IDHS approved tool, such as the CBAT-O Assessment tool.

**g Program Evaluation & Reporting Requirements**

Providers will be required to participate in evaluation efforts as directed by IDHS and/or its subrecipient(s) and collect and report data accordingly. Data will be submitted in the format prescribed by IDHS. All Providers are required to utilize the Illinois workNet web-based system for reporting service provision data as required on all youth served. Providers will be required to report quarterly regarding program performance measures and outcomes. Providers will be required to participate in 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 IDHS.

**h Site Visits**

The provider agrees to participate in site visits as requested by IDHS or any designated individual/entity acting on behalf of IDHS and agrees that program and collaborating partners may attend such site visits.

**i Mandatory Meetings**

The provider will ensure representation at mandatory program meetings and trainings convened by or on behalf of IDHS.

**j Training and Technical Assistance**

The provider agrees to receive consultation and technical assistance from authorized Department representatives.

**k Presentations**

The applicant will be available as requested by IDHS to present information regarding service deliverables, provide data updates, or to answer questions arising from the applicant's work.

**l COVID Policies and Procedures**

Provider organizations shall have written COVID policies and procedures that align with current guidelines put forth by the local Health Department, the Illinois Department of Public Health and/or



the Centers for Disease Control and Prevention.

**m IDHS Family and Community Resource Center (FCRC)**

The provider will maintain a collaborative working relationship with the local IDHS FCRCs. This will include outreach to FCRCs to develop awareness of the Illinois Youth Investment program, recruit potential participants, and participating in local FCRCs' service provider meetings as requested.

**n Sectarian Issue**

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.

**o 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.

In addition, youth should not be placed at a jobsite if the employer does not have an adequate policy for conducting background checks and cannot provide such assurances.

**p Child Abuse/Neglect Reporting Mandate**

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.

**q Hiring and Employment Policy**

It is the policy of IDHS to encourage cultural diversity in the work environment and to promote employment opportunities through its programs. IDHS 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.

r **State and Federal Laws and Regulations**

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

s **Publication of Studies, Reports, or other Program Products**

The applicant agrees that products produced for IDHS under this award, including, but not limited to research reports, data, analyses, and policy recommendations are the property of IDHS and will not be published or distributed except as prescribed by IDHS.

The applicant agrees not to publish, release, or otherwise disseminate data in any form without the prior written permission of IDHS. If such permission is granted, the applicant agrees to submit to IDHS six copies of all reports and proposed publications resulting from this Agreement a minimum of 30 calendar days prior to public release. Any publications (written, visual or sound), excluding press releases, newsletters and issue analyses, shall contain the following statement: "This project [is being] [was] supported, in whole or in part, by federal award number SLT-3381 awarded to the State of Illinois by the U.S. Department of the Treasury and under grant(s) from the State of Illinois, Department of Human Services. Points of view or opinions in the document are those of the author and do not necessarily represent the official position or policies of the Illinois Department of Human Services.

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## D 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 here: [IDHS: FY25 Illinois Youth Investment Program Technical Assistance, Q & A and Appendices \(state.il.us\)](#). Additional copies may be obtained by contacting IDHS at the email address below.

Each applicant must have access to the internet. IDHS's web site will contain information regarding the NOFO and materials necessary for submission. Questions and answers will also be posted on IDHS's website as described later in this announcement. It is the responsibility of each applicant to monitor that web site and comply with any instructions or requirements relating to the NOFO.

Email Address: [DHS.PositiveYouthDevelopment@Illinois.gov](mailto:DHS.PositiveYouthDevelopment@Illinois.gov)

Subject Line: 444-80-3473 IYIP Request

### 2 Uniform Application for State Grant Assistance

The Uniform Application for State Grant Assistance is a three-page document used to formalize organization's request to apply for funding. The document requires the signature and email address of the organization's authorized representative. This email address will be used for official communication between IDHS and the applicant organization for matters regarding this application. The **Uniform Application for State Grant Assistance** is available as an appendix and must be included at the beginning of this application. (Refer to **5. Other Submission Requirements** in this section for a full order of application contents.)

### 3 Content and Form of Application Submission

Applicants must submit an application that consists of the following parts:

- a. The Uniform Application for State Grant Assistance (available as an Appendix)
- b. A Proposal Narrative (Described below in this section) consisting of the following sub-parts:
  1. Executive Summary
  2. Capacity - Agency Qualifications/Organizational Capacity
  3. Need - Description of Need
  4. Equity and Racial Justice
  5. Quality - Description of Program Design and Services
  6. Budget Narrative
  7. Attachments to Your Application
- c. Uniform Grant Budget(s) (Entered in the CSA system – described below.)
- d. [Grantee Conflict of Interest Disclosure](#)

**IMPORTANT: The proposal narrative, item 3b above, makes up the bulk of your application. Please provide a complete response to each of the sub-sections. If the proposal narrative is missing from your application packet or is incomplete, your application will likely not score high enough to be considered for funding.**

**Applicants must submit an application that covers a 2-month start up period (2/1/25-3/31/25) and a 12-month project period from 4/1/25 to 3/31/26 (15 months).** If an applicant receives an award through this NOFO the proposal will become the local program plan and budget unless revisions are required. The application/plan will be the basis for monitoring compliance by DHS.

## Application Content Instructions

**Applicants must submit an application that covers a 2-month start up period (2/1/25-3/31/25) and a 12-month project period from 4/1/25 to 3/31/26 (14 months).**

Applicants must submit a plan that contains the information outlined below. Each section must begin on a new page and have a heading that corresponds to the headings listed below after each section number. The program narrative may not exceed 20 pages, single-spaced. **The Uniform Application for State Grant Assistance, executive summary, checklist, attachments, and Uniform Budgets are not included in the page limitation.** If the applicant believes that the subject has been adequately addressed in another part of the application narrative, then provide the cross-reference to the appropriate part of the narrative. If a cross-reference is not included in the section, the reviewer will only consider content contained within that specific section. The narrative portion must follow the page maximums where prescribed and must be organized in the format outlined below.

**Failure to provide an application in the format detailed throughout this section will result in the loss of points – also, refer to *Section D.5. Other Submission Requirements.***

i **IYIP Executive Summary (appendix) (5 points)**

The IYIP Executive Summary will serve to demonstrate organization's eligibility and compliance with mandatory requirements and to determine if the organization will meet the intent of this funding opportunity as described in **Section A.2 Funding Priorities**. The Executive Summary will also 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 Executive Summary description.

The Executive Summary is the first item in the Application Narrative; however, it is a form that must be completed and included as part of your application narrative. A separate narrative is not needed, only the completed form. Applicants must complete **IYIP Executive Summary form and include it at the beginning of your program narrative**. This Executive Summary is available as an appendix and will NOT count toward the required page limitations.

Each of the following items is included on **the IYIP Executive Summary form** and must be answered/responded to on the appendix form:

- a. List the name, address, FEIN, county and website (if any) of applicant organization.
- b. List name, phone number, and email address for the organization's authorized representative and for the contact person for this application.
- c. Indicate total amount of funds requested through this grant. If applicant is proposing to offer a combination of short-term, Summer, and long-term programming, indicate how much of the total request will be for each programming type.
- d. Indicate the service area for proposed IYIP Programming, including community and county name.
- e. Indicate all types of programming applicant organization is proposing to provide:
  - Short-term employment programming (non-Summer)
  - Short-term employment programming (Summer)
  - Long-term employment programming

- f. Provide projected number of youths to be served (broken down by type of programming).
- g. Provide estimated cost per youth by programming type. (These must add to the total requested amount)
- h. Indicate the number of years' experience the applicant organization has providing services to at-risk youth and/or young adults in the community for which the applicant organization is proposing to provide services. Identify the supporting documentation included as **Attachment 1** with your application and explain how this proves your organization meets the minimum 2 years/ experience requirement in the community for which you are proposing to serve under this grant. **Your application will be disqualified if this experience is not sufficiently documented.**
- i. Indicate number of years of providing youth employment services (regardless of funder).
- j. Briefly describe the youth employment services the organization currently provides (if any), including funding source.
- k. Briefly describe the overall program model and implementation design.
- l. Identify project partners (service providers, employers, Industry Associations, Local Workforce Areas, Community Colleges, AmeriCorps Providers, etc.) and their roles/responsibilities.
- m. Identify by name each employer partner for which the applicant organization has already secured commitment to place youth into employment positions under this award. Also indicate the number of jobs associated with each. Employer Agreements will be included as **Attachment 9**.

ii. **Capacity – Agency Qualifications/Organizational Capacity: (25 points)**

The purpose of this section is for the applicant to present an accurate picture of their ability to implement this program as outlined in this NOFO. The applicant must demonstrate evidence of linguistic and cultural competence throughout. Information in this section should include, but not necessarily be limited to, the following:

- a. **Overview:** Give a brief overview of the applicant agency, outlining its primary programs and services offered. Describe how the applicant's mission statement and goals align with the purpose of this funding opportunity.
- b. **Experience:**
  - i. Describe the applicant agency's experience providing youth employment services to at risk youth. Distinguish overall experience providing youth employment services from those provided specifically within the eligible county/community that the organization proposes to serve. List the number of years of providing services and types of activities undertaken. Provide a brief summary of the recent performance and outcomes achieved in youth employment programming.
  - ii. Describe the applicant agency's experience providing non-employment related services to at risk youth. Distinguish overall experience providing youth employment services from those provided specifically within the eligible county/community that the organization proposes to serve. List the number of years of providing services and types of activities undertaken. Provide a brief summary of the recent performance and outcomes achieved in non-youth employment programming.
  - iii. Describe the applicant's experience managing state and/or federal grants. Identify grants by name and years.

c. **Fiscal Capacity:**

(i) Organization:

- a) Describe your agency accounting policies and systems/software used. Can your system track expenses by program area?
- b) Describe your agency's experience creating budgets, applying cost allocation principles, etc.
- c) What is the amount of your organization's overall budget? *Overall budget includes all programs, administration, etc; include this grant request/amount.*

(ii) Program specific:

- a) What is your budget *for this program*? If you anticipate additional sources of funding for this program besides this grant request/amount, please provide the sources/amounts.
- b) Identify staff who will be responsible for completing and submitting financial reports to IDHS. Describe staff member's experience and/or credentials. If your organization is contracting with an entity to manage fiscal responsibilities for this grant, provide name of the entity and their accounting experience. Please explain your internal controls to ensure separation of duties related to timekeeping, approving invoices, accounting entries and payment authorizations for expenditures.
- c) If the program intends to offer subsidized employment opportunities, provide information regarding your agency's capacity and experience in managing a participant payroll system – particularly for youth employment programs. Explain how your organization will track time and effort and the program and supervisory approvals.
- d) Describe your organizations capacity to operate the program on a reimbursement basis.

(iii)Reminder to submit the fiscal **Internal Controls Questionnaire (ICQ)**. The

Department may NOT issue a Notice of Award or a Grant Agreement to any applicant that does not have a submitted and approved FY 25 ICQ. The ICQ can be accessed through the [Illinois GATA Grantee Portal](#). The completed ICQ will not impact your application score.

d. **Agency Readiness:**

Provide a description of the applicant agency's readiness for service provision commencing within 60 days of the grant start date. Take note of the following:

- (i) **Staffing:** Describe the applicant agency's plan for staffing to carry out and execute this program.
  - a) Complete the **Program Contact Information Form(s)** (available as an appendix) and include it as **Attachment 2**.
  - b) Provide an organizational chart of the applicant organization, showing where the program and its staff will be placed. If subrecipients will be used, include the relationship with those organizations in the chart. Please include this as **Attachment 3-Organizational Chart**.
  - c) Identify key staff positions that will be responsible for the program. Describe their relevant experience and expertise in the areas of youth employment and youth services. Describe how these key staff will be reflective of the population of youth being targeted for services. Indicate if key staff positions will be filled by current staff or if new hires are anticipated.

- d) Include resumes and/or job descriptions of all employee positions (including vacant positions) responsible for implementing this program as **Attachment 4: Job Description/Resume**.
- e) Describe any training that program staff have had and will receive to ensure their ongoing ability to successfully perform the duties of their position. If additional training is needed, describe what those training needs are, as well as the agency's willingness to ensure that all staff in need of training receives it prior to commencement of service delivery.
  - (ii) **Physical Space:** Discuss the applicant agency's readiness in terms of the physical space where program activities will be carried out. Complete the **Service Delivery Site** appendix and include as **Attachment 7**.
  - (iii) **Implementation:** Include an implementation timeline with milestones and deliverables as **Attachment 5: Implementation Timeline**. The timeline should cover the entire program period. 2/1/2025 – 3/31/2027
- e. **Collaboration (Employer Partnerships and Agreements)**
  - (i) Employer Partnerships
    - a) Identify and provide a description of existing employment partnerships your agency has in place to offer work experience and job placement opportunities, apprenticeships, etc. Indicate the number of placements that will be available at each employer partner.
    - b) Describe how these existing partnerships will impact program youth.
    - c) Describe detailed plans to continuously recruit/develop employer partnerships to ensure a sufficient number of employment placements as the program continues.
    - d) Describe plans to recruit / develop partnerships with education if appropriate.
    - e) Complete Program Placement/Worksite Information Form (available as an appendix) for each worksite and attach as **Attachment 8**.
  - (ii) Employer Agreements
 

If the organization has existing employer agreements, include them as **Attachment 9**. Employer Agreements are generated by the applicant organization; refer to **Section A. 7, Program Deliverables** for a full list of the elements that must be included in an employer agreement. If executed agreements are not in place, please include letters of commitment from employer partners to demonstrate the applicant organizations efforts to build employer capacity as part of the application process.
- f. **Trauma-Informed Status:** Indicate if the applicant agency is considered "trauma-informed":
  - (i) If yes, describe the trauma-informed principles adopted by the agency (For example, Safety, Strength-based, Supportive environment, etc.)—include agency mission statement if applicable and describe the process and standards by which the agency became trauma-informed.
  - (ii) If the agency is not considered "trauma-informed", the agency must provide a statement of its intent to begin working toward this goal during the grant period. (IDHS will offer assessment, technical assistance and training, etc., free to successful applicants.)
- g. **Background Checks:** Describe your policy and procedure for conducting background checks within your organization. Describe how the applicant will ensure that each employer partner has an adequate policy for conducting background checks.
- h. **Subrecipients:** If the applicant plans to use a Subrecipient to deliver services related to this program, describe how the applicant agency will monitor the Subrecipient. Subcontract Attachments will be described under the Budget Narrative Section.

iii. **Need - Description of Need: (15 points)**

In this section of the narrative, please provide a clear and accurate picture of the need for youth employment services within the targeted community and how the proposed project will address these needs. It is necessary for the applicant to demonstrate that it has a thorough knowledge and understanding, primarily through data, of the needs of both the targeted population of youth to be served AND of the communities where these services will be provided.

Describe in detail (including data) the need and associated risk factors of the youth being targeted for services by this grant.

Describe in detail the identified community where services are being proposed. Detail (using data, including citations) the social determinants of health and the extent to which the proposed community is considered a high-risk community as defined by:

- a) youth population 15-24
- b) high rates of youth unemployment.
- c) low rates of educational attainment.
- d) high rates of firearm violence ([RPSA service areas](#)).
- e) high rates of SNAP participation for youth 16-23;
- f) high incarceration rates;
- g) low home property values;
- h) limited food access/food insecurity;
- i) Located within a Racially/Ethnically Concentrated Areas of Poverty (R/ECAP); and
- j) Located within a Qualified Census Tract (QCT)

iv. **Equity and Racial Justice: (15 points)**

The purpose of this section is for the applicant to demonstrate understanding of the history and impact of racism and inequity on communities and to describe the organization's response to address racial inequity.

- a) Describe the applicant's commitment and actions to address equity and racial justice. Examples of commitment and activities may include but are not limited to, having leadership (board and/or executive staff) that is reflective of the community/population being served; having (or an intention to have) a Diversity, Equity, and Inclusion (DEI)/equity and racial justice plan that outlines how the organization ensures equity in access to its supports/services as well as equity in outcomes; having a plan to identify and address implicit bias in all areas of the organization, including programming; having (or an intention to have) an equity and racial justice training plan.
- b) To ensure an equitable opportunity is created for our youth to engage in career development opportunities; gain lasting employment; and increase their capacity for wealth attainment and future success, each applicant will be required to submit an Employment Equity Plan (EEP) that identifies and describes how their program will work to mitigate disparities in youth employment. The requirements for the Employment Equity Plan are contained on the **Employment Equity Plan** appendix. The EEP will be included as **Attachment 6**.
- c) Describe how the eligible youth population will be targeted for youth employment services based on the identified need. Describe how the organization will provide outreach to ensure that the youth targeted and ultimately enrolled into the program will be representative of any racial, ethnic, or other disparities identified in the Employment Equity Plan included as **Attachment 6**.



- d) Describe how the applicant will intentionally and deliberately analyze the delivery and/or impact of the program on underserved and marginalized groups (including communities of color, people with disabilities, gender nonconforming people, etc.)
- e) Include demographic information of program staff and agency leadership (board and/or executive staff) and discuss if these demographics match the designated community(ies).

v. **Quality - Description of Program Design and Services: (30 points)**

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 describe how the organization will provide the following services and activities consistent with **Section A: Program Description**.

**Program Deliverables.**

1. Identify and describe the eligible Service Area where services will be provided.
2. Describe the target population and how youth will be recruited.
3. Identify the projected number of youths to be served by type of programming (short-term Summer, Short-term non-Summer or long-term) and anticipated demographics based on the population targeted. Include: Ethnicity; Race; Gender and Age (16-17; 18-20; 21-24)
4. Give an estimated cost per youth by type of programming (short-term Summer, Short-term non-Summer or long-term). (Grant amount requested divided by total youth served in the corresponding category. These should add to the total grant award requested.)
5. Identify project partners (service providers, employers, Industry Associations, Local Workforce Areas, Community Colleges, other education, AmeriCorps providers, etc.) and their roles/responsibilities.
6. Describe in detail the overall program design, methodology, activities, processes; steps, etc. that clearly reflects implementation/operationalization of the Program Deliverables identified in **Section A7**. Describe how the program design will ensure a holistic and developmentally appropriate approach to serving youth. Demonstrate how the Performance Measures will be achieved through the design of the program.
7. Describe in detail how the proposed program will ensure implementation of EACH of the Program Requirements identified in **Section A7, Program Requirements**.
8. Describe in detail the plan, if any, to offer wage subsidies/stipends/incentives to youth for eligible activities. Describe how the applicant organization plans to ensure that wage subsidies / stipends / incentives meet the necessary criteria identified in this Funding Notice and that no youth receives a combined wage subsidy and/or stipend, for a period in excess of 6 months (26 weeks) and that no youth will receive incentives for a period in excess of 12 months (52 weeks).
9. Describe systems in place/to be put in place to ensure youth are paid timely and that appropriate documentation is uploaded to the Illinois workNet system as directed by IDHS.
10. Provide a walkthrough of services etc., with timeline, of the “typical” youth to be served. Include everything from initial recruitment and referral of the youth to case closure, and everything in between. Include the expected outcomes for the youth.
11. Describe the plan for monitoring worksites (site visits, phone contact, reports, etc. – include frequency).
12. Complete the **Placement Summary Form(s)** appendix and include it as **Attachment 10** of the application.
13. Subrecipients--If applicant plans to use one or more subrecipients to deliver services related to this program, describe the role and responsibilities of each subrecipient. Describe the

applicant agency role and how the applicant agency will monitor and evaluate the performance of the subrecipient(s) ensuring compliance with 2CFR200 requirements for Subrecipient monitoring and management. Subrecipient Attachments will be described under the Budget Narrative Section.

vi. **Budget and Budget Narrative: (10 points) *Important: Please read carefully.***

**Applicant Budgets**

- Applicants will be submitting two budgets and a budget narrative for this application:
  - A 14-month budget narrative will be included as part of the application narrative under this section. Detail in f i (a) Budget Narrative below.
  - An FY25 five-month budget for grant period, February 1, 2025 to June 30, 2025. This budget must be entered into CSA. Refer to bullet point (b) Budget below for more details.
  - An FY26 9-month budget for the period, July 1, 2025 to March 31, 2026. This budget must be entered into CSA. Refer to bullet point (b) Budget below for more details.
- The budget and budget narrative must tie fiscal activity to program objectives and deliverables and demonstrates that all proposed costs are:
  - Reasonable and necessary
  - Allocable, and
  - Allowable as defined by program regulatory requirements and the Uniform Guidance (2 CFR 200), as applicable.

**(a) Budget Narrative**

In this section of the program narrative, provide a detailed Budget Narrative of the items allocated within your proposed budget. This will include all funds budgeted for the program over this 14-month period (2/1/2025 – 3/31/2026). 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. If you plan to use additional state or federal funds, or other funds to support the program, please also describe how these additional funds will be utilized to implement the program.

**IMPORTANT:** Individual awards will be made available for up to \$1,000,000 and Community Intermediary Awards will be made available for up to \$5,000,000. Grant award amounts will be determined by a per-capita cost, not to exceed \$6,900 per youth served under short-term employment and \$15,000 per youth served under long-term employment. For example: If an applicant is proposing to serve 50 youth in short-term/Summer employment, the maximum grant award amount would be \$345,000 (50\*\$6,900). For long-term employment, if an applicant is proposing to serve 50 youth the maximum grant award amount would be \$750,000 (50\*\$15,000). These amounts include all program and administrative costs.

**NOTE:** Any grant application submitted that exceeds these maximums will receive a reduced score in this Budget Narrative section of the application during the merit-based-review. Further, any application selected for funding that requests an amount in excess of these limits will be reduced to comply with the maximums.

**(b) Budget:**

Applicants must enter and submit two (2) budgets into CSA. The first for the FY 25 portion of the project period, February 1, 2025 to June 2025 (FY25 five-month budget). The second for the FY26 9-month portion of the 12-month annual project period, July 2025 to March 2026. These two budgets combined will equal the 14-month budget request for the period 4/1/2025 – 3/31/2026.

1. The FY25 five-month budget must be submitted electronically in the CSA system (Refer to [IDHS: CSA Tracking System \(state.il.us\)](#)). The Budget entered into the CSA system will 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 FY25 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.
  2. The FY26 nine-month budget must also be submitted electronically in the CSA system (Refer to [IDHS: CSA Tracking System \(state.il.us\)](#)). The Budget entered into the CSA system will 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 FY26 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.
  3. The Budgets must be electronically signed and submitted in the CSA system. The Budget must be signed by the Provider’s Chief Executive Officer and/or Chief Financial Officer. Refer to [IDHS: Process for Adding GATA Budget Signoff Authority \(state.il.us\)](#). Please be sure the budget status in CSA says “**GATA Budget signed and submitted to program review.**” This status will appear after the budget is electronically signed by the agency CEO or CFO and submitted to IDHS. If the Uniform Grant Budget is not entered, signed, and submitted in the CSA system by the application due date and time, **points will be deducted** from the Budget Narrative section of the application.
  4. A PDF copy of each budget (FY25 5-month budget and the FY26 9-month budget) should be included in the application. The FY25 CSA budget will be included as **Attachment 11: Applicant FY25 Five-Month CSA Budget**, and the FY26 9-month budget should be included as **Attachment 12: Applicant FY26 Nine-Month CSA Budget**. Each of these should be printed from the CSA system.
- (c) Successful applicants will NOT receive a grant agreement until after their budget has been submitted and approved through the CSA system.
- (d) If indirect costs are included in the budget, the applicant must submit a copy of their organization’s approved NICRA as **Attachment 13: Applicant NICRA. Reminder.**
- (e) The applicant must submit Federal [Form W-9 \(Rev. March 2024\) \(irs.gov\)](#) as **Attachment 14: Applicant Federal Form W-9**

ii **Subrecipients**

If you plan to use subrecipients, indicate amount of funds to be provided to the subrecipients; include a budget narrative describing how subrecipient will use funds. (See below for additional instructions regarding subrecipient budgets.)

- a. Subrecipient budgets must be pre-approved, and therefore must be submitted with this application. Subrecipient budgets should NOT be submitted in the CSA system. Instead, Subrecipient budgets should be completed using a PDF form of the [IDHS: Uniform Grant Budget Template \(illinois.gov\)](#)
- b. If Subrecipients will be used, include the following for each subrecipient:
  - Attachment S1-Subrecipient Contact Information Form (available as an appendix)
  - Attachment S2-Subrecipient Budget (Use the IDHS: Uniform Grant Budget Template (illinois.gov)
  - Attachment S3-Subrecipient Agreement (The Subrecipient Agreement is generated by the applicant agency outlining the scope of work/deliverables the subrecipient will be completing for this program.)
  - Attachment S4-Subrecipient Agency Federal Form W-9 (Rev. March 2024) (irs.gov)
  - Attachment S5-Subrecipient Agency approved NICRA if indirect costs are included and Subrecipient Agency has a current approved Federal or State NICRA

vii. **Attachments to Your Application Narrative (Not included in page Limits)**

Although this section is not scored individually, points will be deducted in the above sections if these items are not included or completed as directed. The Attachments should be labeled accordingly and placed in the order outlined in **Section D.5. Other Submission Requirements**. The order of Attachments may also be found on **IYIP NOFO Checklist** (available as an appendix,). The NOFO Checklist does NOT need to be included as part of your application. If any attachments are not applicable, to avoid a loss of points during the scoring process, a page labeled with the attachment number should be submitted that includes a statement explaining why the attachment was not applicable.

#### 4 **Application Submission Dates and Times**

- a. Applicants must electronically submit the complete application including all required narratives and attachments in the prescribed order, with the signed Uniform Application for State Grant Assistance (Uniform Application) on top. The Uniform Application is available as an appendix.
- b. Applications must be sent electronically to [DHS.PositiveYouthDevelopment@Illinois.gov](mailto:DHS.PositiveYouthDevelopment@Illinois.gov) and received no later than 12:00 p.m. (noon) on December 11<sup>th</sup>, 2024.

The application will be electronically time-stamped upon receipt. IDHS will ONLY accept applications submitted by electronic mail sent to [DHS.PositiveYouthDevelopment@Illinois.gov](mailto:DHS.PositiveYouthDevelopment@Illinois.gov) Include the following in the subject line: IYIP 444-80-3473-your organization name.

**Application submissions or delivery to any other email address or contact, including other IDHS offices or employees, will not be considered for review or funding. Applications will NOT be accepted if received by fax machine, hard copy, disk, link or thumb drive. The**

electronic copy must be a complete single PDF file. If the applicant needs assistance creating a single PDF file, please reach out to contact person listed in this NOFO.

- c Applicants will receive a receipt confirmation email within 48 hours of receipt notifying them that their application was received and the date and time it was received. This email will be sent to the email addresses provided in the application. This receipt confirmation email is solely confirmation that the application has been received by IDHS; it is **not** a confirmation of the applicant's eligibility; prequalification, etc. **Refer to Section C. Eligibility Information and Grant Funding Requirements**, for more information on the applicant's eligibility.

Applicants are required to notify IDHS by 12:00 PM on December 13, 2024, if they did NOT receive an email notifying them that their application was received. If the applicant does not receive an email and/or does not notify IDHS by December 17<sup>th</sup>, 2024, at 12:00 PM, their application will be considered a late submission and will NOT be reviewed or scored. The applicant will NOT have the right to protest the submission/receipt of their application to IDHS after December 17<sup>th</sup>, 2024, at 12:00 PM. **In the event of a dispute, the applicant bears the burden of proof that the application was received on time at the email location listed above.**

IDHS reserves the right to establish and apply a brief submission grace period in the event it is determined to be warranted based on circumstances and is consistently applied.

**Applications received after the established due date and time will not be considered for review or funding.** All applicants/applications determined to be non-compliant or otherwise determined to be disqualified from consideration will be separately notified in writing, by email, upon determination. This email will be sent to the email addresses provided in the application and will identify the reason for disqualification.

- d 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.

**IMPORTANT:** It is **strongly** recommended that the applicant not wait until the last minute to submit an application in case they experience technical difficulties with the submission process. Applicants should keep copies of all documentation that that may prove their application was submitted to the correct location and that it was **received** by IDHS on or before the deadline. Applicants should also maintain all electronic documentation, including screen shots, email correspondence, help desk ticket numbers, etc. that would document any unforeseen difficulties the applicant may have encountered regarding the timely submission of the application.

## 5 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. 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 in a single PDF document and submitted as directed.

b [Grantee Conflict of Interest Disclosure](#)

- i Compliance Requirement: IDHS Grantees must immediately disclose in writing to the Program Administrator any actual or potential conflict of interest as soon as it becomes known, in accordance with 30 ILCS 708/35, 30 ILCS 708/60(a)(5), 44 Ill. Admin. Code 7000.330(f) and the grant agreement. This disclosure must be submitted for the Grantee and all sub-recipients or pass-through entities, whenever an actual or potential conflict may exist.
- ii Continuing Obligation: IDHS Grantee has a continuing obligation to disclose IDHS financial or other interests (public, private, direct or indirect) that may be a potential conflict of interest, or which could prohibit Grantee from entering or continuing the programs for which the grant is intended.
- iii Grantee Form Submission: This form must be completed, signed, and returned for any State or federal grant funds awarded to the Grantee by IDHS. **For conflicts that exist at the time of grant application submission, submit this form with your grant application materials. If no actual or potential conflicts exists, the grantee should indicate “no conflicts.”** For conflicts that arise after application submission, submit this form to your designated grant program point of contact within 7 calendar days after the conflict has been identified.

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

- i Uniform Application for State Grant Assistance (**available as an appendix**)
- ii Proposal Narrative
  - (a) Executive Summary (**available as an appendix**)
  - (b) Capacity - Agency Qualifications/Organizational Capacity
  - (c) Need - Description of Need
  - (d) Equity and Racial Justice
  - (e) Quality - Description of Program Design and Services
  - (f) Budget Narrative (Narrative should cover the entire 14-month grant award period, February 1, 2025, to March 31, 2026.)
  - (g) Attachments to Your Application
    - Attachment 1 IYIP NOFO Checklist (**available as an appendix**)
    - Attachment 2 Program Contact Information (**available as an appendix**)
    - Attachment 3 Organizational Chart
    - Attachment 4 Job Description/Resume
    - Attachment 5 Implementation Timeline
    - Attachment 6 Employment Equity Plan (**available as an appendix**)
    - Attachment 7 Service Delivery Site (**available as an appendix**)
    - Attachment 8 Program Placement/Work Site Information Form (**available as an appendix**)
    - Attachment 9 Employer Agreements
    - Attachment 10 Placement Summary Form (**available as an appendix**)
    - Attachment 11 Applicant FY25 Five-Month CSA Budget (Printed from CSA)
    - Attachment 12 Applicant FY26 Nine-Month CSA Budget (Printed from CSA)
    - Attachment 13 Applicant NICRA (if applicable)

- Attachment 14 Applicant Federal Form W9
- Attachment 15 [Grantee Conflict of Interest Disclosure](#)

*If subrecipients will be used, include Attachments S1-S5 for each subrecipient:*

- Attachment S1 Program Contact Information (**available as an appendix**)
- Attachment S2 Subrecipient Budget (Use [IDHS: Uniform Grant Budget Template \(state.il.us\)](#))
- Attachment S3 Subrecipient Agreement (This is not an IDHS but rather an applicant generated form.)
- Attachment S4 Subrecipient Agency Federal Form W-9
- Attachment S5 Subrecipient Agency approved NICRA (If applicable)

- iii Uniform Grant Budget – In order for the application to be considered complete, both the FY25 five-month budget and the FY26 nine-month budget must be entered and submitted in the CSA system. Note: Copies of these budgets will also be included in as Attachments to the application narrative as directed above.

**IMPORTANT:** Applications will be accepted as described herein. Applications that are inconsistent with the instructions herein will be subject to loss of points. IDHS is under no obligation to review applications that do not comply with the above requirements.

**Faxed copies, hard copies, Links to Applications or attachments etc. will NOT be deemed eligible for further consideration unless the applicant was specifically directed by DHS, in writing, to submit in this manner.**

## 6 Unique Entity Identifiers (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:

- a Be registered in SAM.gov before the application due date. To establish a SAM.gov registration, go to [SAM.gov | Home](#) and/or utilize this instructional link: [“How To Register in SAM”](#)
- b Provide a valid unique entity identifier (UEI number) in its application; and
- c 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.
- d For more information, refer to **Section C: Eligibility Information and Grant Funding** Applications that fail to meet the criteria described in **Section C: Eligibility Information and Grant Funding** will not be scored and/or considered for funding.

## 7 Intergovernmental Review

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

## 8 Funding Restrictions

The applicant must develop a budget consistent with program requirements as described in **Section A. Program Description** and in accordance with **Section C. 8 Grant Funds Use Requirements**.

## E Application Review Information

All eligible competitive grant applications are subject to merit-based review.

### 1 Eligibility Review

- a Program Staff will conduct an initial eligibility review to determine if an application meets the eligibility requirements published in this Notice and will advance to the merit-based the review process.

An application is compliant if the applicant:

- i is an eligible organization as defined in *Section C. Eligibility Information and Grant Funding Requirements*.
- ii has met the mandatory requirements.
- iii is GATA prequalified,
- iv meets the Application Submission requirements as described in *Section D3 Application Submission Dates and Times*.

Reviewing for eligibility is intended to ensure that only those applications that are eligible for award are advanced to the merit-based review. However, determinations of eligibility can take place at any point during the application review and selection process. Applicants that are determined to be ineligible will not receive an award.

All applicants / applications determined to be non-compliant or otherwise determined to be disqualified from consideration will be notified in writing, by email, upon determination. This email will be sent to the email addresses provided in the application and will identify the reason for disqualification.

### 2 Review and Selection Process

#### a Merit-Based Review

- i The Merit Based Review will be conducted by a review team comprised of three or more internal and/or external reviewers. Internal reviewers are individuals employed by the Department, contractual staff or individuals working as interns from an Illinois academic institution. External reviewers are those individuals not employed by the Department, who have volunteered to review applications, have subject matter expertise and/or grant reviewing experience and have been screened for any potential conflict of interest with their assigned applications.
- ii The review teams will be provided with a Merit Based Review Committee Member Orientation Session.
- iii After the orientation session, applications will be reviewed and scored individually. The Review Team scores will be compiled and averaged on a Merit Based Review Summary Score Sheet.
- iv The Bureau Chief or designee will conduct a quality assurance review which must include the following:
  - (a) Initial review of the summary score sheet to identify scoring discrepancies,
  - (b) Assess whether reviewers properly applied Merit Based Review steps as instructed,
  - (c) Identify any obvious infractions of committee members' independence in the review process.



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

- ix The recommendations will be presented by the OCPYD Associate Director to the Director of the Division of Family and Community Services, or designee for consideration and final award approval.

**b Criteria and Weighting of Each Criteria**

The application criteria to be reviewed and scored are found in this announcement in *Section D. Application and Submission Information, 3. Content and Form of Application Submission; Proposal Narrative Content.*

- i Scoring will be on a 100-point scale. Application Narrative (inclusive of associated attachments) will be evaluated on the following criteria:

Section	Points
Executive Summary	5 points
Capacity - Agency Qualifications/Organizational Capacity	25 points
Need – Description of Need	15 points
Equity and Racial Justice	15 points
Quality - Description of Program Design and Services	30 points
Budget Narrative	10 points
Total	100 points

- ii Cost Sharing/Matching:  
This award is not subject to Cost Sharing/Matching. Selection Process
- iii As described in the Criteria section above, scoring will be done by committee on a 100-point scale. The numerical score may not be the sole award criterion. The Department reserves the right to consider other factors such as: geographical distribution, demonstrated need, demonstrated community presence, and agency past performance as a state grantee, etc. and other factors identified under *Section A: Program Description; 2. Funding Priorities.*
- iv While the score/recommendation of the review panel will be a key factor in the funding decision, the Department maintains final authority over funding decisions and considers the findings of the review panel to be non-binding recommendations. Any internal documentation used in scoring or awarding of grants shall not be considered public information.
- v In the event of a tie, the Department may choose to elect one of the following options:
  - (a) Apply one or more of the additional factors for consideration described above to prioritize the applications; or
  - (b) Partially fund each of the tied applications
  - (c) Not fund any of the tied applications or
  - (d) Assign a new 3-person review team to review and score both applications to break the tie.
- vi The Department reserves the right to negotiate with successful applicants to adjust award amounts, targets, deliverables, etc.

### 3 Merit-Based Review Appeal Process

- a Competitive grant appeals are limited to the evaluation process. Evaluation scores may not be protested. Only the evaluation process is subject to appeal and shall be reviewed by IDHS' Appeal Review Officer (ARO).
- b Appeals submission IDHS contact information:
  - Name of Agency contact for appeals: Karrie Rueter
  - Email of Agency contact for appeals: [DHS.PositiveYouthDevelopment@illinois.gov](mailto:DHS.PositiveYouthDevelopment@illinois.gov)
  - Email Subject Line: "agency name IYIP 444-80-34737 @Appeal Karrie"
- c Submission of Appeal.
  - i An appeal must be submitted in writing to appeals submission IDHS contact listed above, who will send to the IDHS Appeal Review Officer (ARO) for consideration.
  - ii An appeal must be received within 14 calendar days after the date that the grant award notice has been published.
  - iii The written appeal shall include at a minimum the following:
    - (a) Name and address of the appealing party;
    - (b) Identification of the grant; and
    - (c) Statement of reasons for the appeal.
    - (d) Supporting documentation, if applicable
- d Response to Appeal.
  - i IDHS will acknowledge receipt of an appeal within fourteen (14) calendar days from the date the appeal was received.
  - ii IDHS will respond to the appeal within 60 days or supply a written explanation to the appealing party as to why additional time is required.
  - iii The appealing party must supply any additional information requested by IDHS within the time period set in the request.
- e Resolution
  - i The ARO shall make a recommendation to the Agency Head or designee as expeditiously as possible after receiving all relevant, requested information.
  - ii In determining the appropriate recommendation, the ARO shall consider the integrity of the competitive grant process and the impact of the recommendation on the State Agency.
  - iii The Agency will resolve the appeal by means of written determination.
  - iv The determination shall include, but not be limited to:
    - (a) Review of the appeal;
    - (b) Appeal determination; and
    - (c) Rationale for the determination.

### 4 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 2 CFR 200 Section 200.88). Therefore, the grantee is subject to Simplified Acquisition Threshold. Refer to **Section C. 8. Grant Funds Use Requirements** for more information.

## F Award Administration Information

### 1 State Award Notices

Applicants recommended for funding under this NOFO following the above review and selection process will receive a Notice of State Award (NOSA). The NOSA shall include:

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

**Note:** IDHS cannot issue a NOSA until the successful applicant has an approved budget entered into CSA. **Refer to Section C. Eligibility Information and Grant Funding Requirements, 5. Registration in 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 IDHS to proceed with issuing an agreement. The Agency signed NOSA must be remitted to IDHS 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](http://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 IDHS 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, please visit the IDHS Website for the [FY2025 IDHS Uniform Grant Agreement.pdf](#)

The organization 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 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 Forms
  - i Periodic Financial Report (PFR)
    - (a) The Provider will submit monthly expenditure documentation and certification forms (EDCFs), quarterly and final Periodic Financial Reports (PFRs) in the format prescribed by the Department.
    - (b) These monthly reports must be submitted no later than the 15th of each month for the preceding month by email.
    - (c) The quarterly reports must be submitted no later than the 15th of the month following the end of the quarter; Quarter 1 (April 1 – June 30) is due July 15th; Quarter 2 (July 1- September 30th) is due - October 15th, Quarter 3 (October 1- December 31st) is due – January 15th, and Quarter 4 (January 1st -March 31st) is due - April 15th).
    - (d) The final (cumulative fiscal year) Periodic Financial Report is due April 15<sup>th</sup>.
  - ii Periodic Performance Report (PPR)
    - (a) The provider will provide monthly status reports to the Department in the format prescribed by the Department.
    - (b) The Provider will submit quarterly and final Periodic Performance Reports (PPRs) in the format prescribed by the Department.
    - (c) The quarterly reports must be submitted no later than the 15th of the month following the end of the quarter; Quarter 1 (April 1 – June 30) is due July 15th; Quarter 2 (July 1- September 30th) is due - October 15th, Quarter 3 (October 1- December 31st) is due – January 15th, and Quarter 4 (January 1st -March 31st) is due - April 15th).
    - (d) The final (cumulative fiscal year) Periodic Performance Report is due April 15<sup>th</sup>.
  - iii Other Unique Programmatic Reporting Requirements: Additional annual performance data may be collected as directed by IDHS and in a format prescribed by IDHS. At a minimum:
    - (a) Data will be collected, tracked and reported for all youth referred/served in the program. For a listing of required data elements refer to the **Program Data Collection and Reporting** appendix.
    - (b) All youth must register in Illinois workNet or other data system as directed by IDHS.
    - (c) Assessments and service provision for all youth served must be documented in Illinois workNet unless otherwise directed by IDHS.
    - (d) Additional annual performance data may be collected as directed by the Department and in a format prescribed by the Department.

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

c Recordkeeping Requirements.

In accordance with the Community Services Agreement, each provider shall maintain full and complete records of program operations in compliance with state records retention requirements. Records are defined as those documents that capture program activity, participant information and outcomes, and fiscal data. Providers shall comply with the Local Records Act, which regulates the destruction and preservation of public records within the State of Illinois.

Presuming funding is provided for the full award + renewal period, the Provider will be required to maintain until **March 31, 2032**, adequate books, all financial records and supporting documents, statistical records, and all other records pertinent to this Award. If any litigation, claim, or audit is started before the expiration of the retention period, the records must be retained until all litigation,

claims or audit exceptions involving the records have been resolved and final action taken. The Provider agrees to provide or make available all records related to this grant upon request.

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

#### **4 Payment Terms**

The Illinois Department of Human Services (IDHS) payment policy complies with 2 CFR 200.302, 2 CFR 200.305, 31 CFR 205 (procedures implementing Cash Management Improvement Act and Treasury-State Agreement (TSA)), and 44 Ill. Admin. Code 7000.120 (GOMB Adoption of Supplemental Rules for Grant Payment Methods).

The three award payment methods are described below:

##### **a Advance Payment (Advance and Reconcile)**

- i An initial payment will be processed in an amount equal to the first two months' cash requirements as reflected in the Advance Payment Requirements Forecast (Cash Budget) Form submitted with the Grantee's application. The initial payment will be processed upon execution of the grantee's Uniform Grant Agreement. Cash Budgets must be signed by either the Chief Executive Officer (or equivalent) or Chief Financial Officer (or equivalent) for the entity. The executive's signature certifies that their entity complies with the requirements set forth in 2 CFR 200.302 (Financial Management) and 44 Ill. Admin. Code 7000.120(b)(i)(A) (Advance Payments).
- ii Advance payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the grantee in carrying out the purpose of the program.
- iii Grantees must submit monthly invoices in the format and method prescribed in the Grantee's executed Uniform Grant Agreement. The first invoice is due within 15 days after the first month of the Award's term. Invoices must be submitted on or before the 15th calendar day following the end of each monthly invoice period. Invoices must include only allowable incurred costs that have been paid by the Grantee. For programs that have Grantee matching requirements, allowable costs are only reimbursable when matching costs have also been incurred.
- iv Subsequent monthly payments will be based on each monthly invoice submitted by Grantee to Grantor, and will be adjusted up or down, based on a comparison of actual cumulative expenditures to cumulative advance payments, to date.
- v Grantees that do not expend all advance payment amounts by the end of the Award term or that are unable to demonstrate that all incurred costs were necessary, reasonable, allowable, or allocable as approved in their respective budget, must return the funds within 45 days.
- vi Grantees may be required to submit supporting documentation for their requests at the request of and in a manner prescribed by the Grantor.
- vii Failure to abide by advance payment governance requirements may result in grantee losing their right to advance payments.

##### **b Reimbursement**

- i IDHS will disburse payments to Grantee based on actual allowable costs incurred as reported in the monthly financial invoice submitted for the respective month, as described below.
- ii Grantees must submit monthly invoices in a format prescribed by Grantor. Invoices must include all allowable incurred costs for the first and each subsequent month of operations until the end of the Award term. Invoices must be submitted on or before the 15th calendar day following the

end of each monthly invoice period. As practicable, Grantor shall process payment within 15 calendar days after receipt of the invoice, unless the State awarding agency reasonably believes the request to be improper.

- iii Grantees may be required to submit supporting documentation for their requests at the request of and in a manner prescribed by the Grantor.

**c Working Capital Advance**

- i Grantees may request separate working capital advance payments. Requests must be submitted on the IDHS [Advance Payment Request Cash Budget Form IL444-4985.pdf \(state.il.us\)](#) to the respective grant Program Manager. The Cash Budget must include monthly cash requirements for every month of the grant term. Requests must be signed by either the Chief Executive Officer (or equivalent) or the Chief Financial Officer (or equivalent) for the entity. The executive's signature certifies the cash requirements are actual expected costs.
- ii IDHS Grant Program Managers will advance working capital payments to the grantee to cover their estimated disbursement needs for an initial period not to exceed two months of grant expenses. Startup costs may be approved if determined by IDHS Grant Program Managers to be allowable.
- iii Grantees must submit monthly invoices for each of the one or two months covered by the Working Capital Advance in the format and method prescribed by the Grantor. The first invoice is due 15 calendar days after the first month of the Award term. Invoices must include only allowable incurred costs that have been paid by the grantee. For grant programs that have grantee matching requirements, allowable costs are only reimbursable when matching costs have also been incurred.
- iv Grantees may be required to submit supporting documentation for their requests at the request of and in a manner prescribed by the Grantor.
- v Working Capital Advance Payments are limited to a single occurrence per grant term.
- vi Following the initial working capital advance payment, grantees will be paid via advance or reimbursement method as appropriate.

**d 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.

**e Stop Payment**

The Grant Accountability and Transparency Act (GATA) protects the quality of grant programs by limiting fraud, waste and abuse. GATA specifically requires the Governor's Office of Management and Budget (GOMB) to maintain a "list of individuals and entities that are ineligible, either temporarily or permanently, to receive an award of grant funds from the State." 30 ILCS 708/60(a)(8). In response to this requirement, the State of Illinois has set policy known as the Grantee Compliance Enforcement System (GCES) based on established federal law and supporting guidance. The system, Stop Pay List Tracking System (SPLTS), will only be used to track non-compliance of grantees.

Non-compliance issues are classified as follows:

**i Temporary Stop Payment Status:**

- (a) Late performance or expense reporting
- (b) Failure to clear fiscal/administrative monitoring issue(s)
- (c) Failure to submit a timely audit report
- (d) Failure to respond to audit report or monitoring review corrective action for deficiencies and material weaknesses
- (e) Failure to submit a required refund payment or a payment missing from the payment plan; or
- (f) Factually based discretionary issue documented by the leadership within the awarding agency.

**ii Permanent Stop Payment Status**

- (a) Facts documented by the applicable state agency including but not limited to:
  - (i) Conviction of or civil judgment for commission of fraud or a criminal offense, violation of federal or state antitrust statutes, commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, tax evasion, or commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects present responsibility.
  - (ii) Violation of grant terms or a transaction so serious as to affect the integrity of the program such as a willful failure to perform in accordance with grant terms, a history of failure to perform or of unsatisfactory performance, or a willful violation of statutory or regulatory provisions or requirements application to a grant.
  - (iii) Any other cause so serious or compelling in nature that it affects present responsibilities.
- (b) Fraud documented by the Office of the Executive Inspector General and/or other Governmental entity's investigation.

**f 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.

**g Pre-Award Costs**

Pre-Award costs prior to the execution of the agreement will be allowed under the following conditions:

- i The Provider must have received and accepted the Notice of State Award (NOSA) AND,
- ii Submitted any and all requested program plan and budget revisions per the NOSA; AND
- iii May NOT incur pre-award costs prior to the contract start date.

**h Payment Forms**

- i Expenditure Documentation & Certification Form
- ii [Advance Payment Request Cash Budget Form IL444-4985.pdf \(state.il.us\)](#)



## **G State Awarding Agency Contact(s)**

### **1 Point of Contact**

Name: Brandon Bax  
Email Address: [DHS.PositiveYouthDevelopment@Illinois.gov](mailto:DHS.PositiveYouthDevelopment@Illinois.gov)

### **2 Questions and Answers**

If you have questions relating to this NOFO, please send them via email to: [DHS.PositiveYouthDevelopment@Illinois.gov](mailto:DHS.PositiveYouthDevelopment@Illinois.gov) with “IYIP” in the subject line of the email. Beginning 11/13/2024 questions with their respective answers will be posted here: [IDHS: FY25 Illinois Youth Investment Program Technical Assistance, Q & A and Appendices \(state.il.us\)](https://www.idhs.gov/fy25-illinois-youth-investment-program-technical-assistance-q-a-and-appendices). Questions and answers will be updated frequently as new questions are received. Applicants are responsible for checking frequently as the responses provided may have an impact on their ability to submit a responsive application. Only written answers posted on the website will be considered valid and official.

The final deadline to submit any written questions regarding this Funding Notice will be Tuesday, 12/3/2024. The Final listing of Q&A will be posted by End of Day on Thursday, 12/5/2024

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## **H Other Information, if applicable**

### List of Available Appendices

- Definitions
- Employment Equity Plan
- Employment Termination Forms
- Illinois' Essential Employability Skills
- IYIP Executive Summary
- IYIP NOFO Checklist
- Placement Summary Form
- Program Contact Information
- Program Data Collection and Reporting
- Program Placement/Work Site Information Form
- Service Delivery Site
- Wages, Stipends and Incentives

## **I Mandatory Forms**

- 1 Uniform Application for State Grant Assistance
- 2 Project Narrative and Attachments
- 3 Uniform Grant Budget
- 4 [Grantee Conflict of Interest Disclosure](#)

# Illinois Youth Investment Program

## Appendix Definitions

- *AmeriCorps*

[AmeriCorps](#) is the federal agency for national service and volunteerism. AmeriCorps provides opportunities for Americans of all backgrounds to serve as their country, address the nation's most pressing challenges, and improve lives and communities. Individuals may serve as volunteers or AmeriCorps Members.

- *AmeriCorps Member*

An AmeriCorps member is an individual serving in an approved national service position with an AmeriCorps program. An AmeriCorps member serves for a pre-determined term of service and is eligible to receive a [Segal AmeriCorps Education Award](#) upon successful completion of service. AmeriCorps members are supervised by program staff and often receive a living allowance.

Member requirements are:

1. Be at least 17 years of age at the commencement of service; or be an out-of-school youth 16 years of age at the commencement of service participating in a program described in [§ 2522.110\(b\)\(3\)](#) or [\(g\)](#);
2. Have a high school diploma or its equivalent; or
  - a. Not have dropped out of elementary or secondary school to enroll as an AmeriCorps participant and must agree to obtain a high school diploma or its equivalent prior to using the education award; or
  - b. Obtain a waiver from the Corporation of the requirements in [paragraphs \(a\)\(2\)\(i\)](#) and [\(a\)\(2\)\(ii\)](#) of this section based on an independent evaluation secured by the program demonstrating that the individual is not capable of obtaining a high school diploma or its equivalent; or
  - c. Be enrolled in an institution of higher education on an ability to benefit basis and be considered eligible for funds under section 484 of the Higher Education Act of 1965 ([20 U.S.C. 1091](#));
3. Be a citizen, national, or lawful permanent resident alien of the United States;
4. Satisfy the National Service Criminal History Check eligibility criteria pursuant to [45 CFR 2540.202](#).

- *AmeriCorps Provider*

An organization who receives funding directly from AmeriCorps or from IDHS and the Serve Illinois Commission to offer volunteer and service opportunities. Contact

[Serve Illinois Commission on Volunteerism and Community Service](#) for more information and a list of Illinois AmeriCorps providers.

- *Apprenticeship*

An employer-driven, “learn while you earn” model that combines structured on-the-job training with job-related instruction in curricula tied to the attainment of industry-recognized skills standards and leading to an industry credential. The on-the-job training is provided by the employer, who hires the apprentice at the commencement of the program and pays the participant during the program.

- *Articulated Post-Secondary Education*

Ensures that students receive credit for comparable coursework without unnecessary repetition when transferring from one institution or program to another.

- *Career Cluster*

- Agricultural, Food & Natural Resources
- Architecture & Construction
- Arts
- Audio/Video Technology & Communications
- Business Management & Administration
- Education & Training
- Finance
- Government & Public Administration
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections & Security
- Manufacturing
- Marketing
- Science, Technology, Engineering & Mathematics
- Transportation, Distribution & Logistics

- *Career Development Experience*

A supervised work experience relating to an individual’s career area of interest that:

- Occurs in a workplace or under other authentic working conditions
- Is co-developed by at least one employer in the relevant field and a service provider and/or an education provider
- Provides compensation or educational credit to the participant
- Reinforces foundational professional skills including, at a minimum, those outlined in the Essential Employability Skills framework
- Includes a Professional Skills Assessment that assesses skill development and is utilized as a participant feedback tool
- Takes place for a minimum of 60 total hours

Career Development Experiences may include any of the following, provided the experience meets the definitional criteria: internship, school-based enterprise, supervised agricultural experience, student-led enterprise, or youth apprenticeship.

- *Career Education/Illinois Pathways*

Career education includes training that expands the student’s understanding and awareness of career clusters and pathways. Projects will be tied to the courses, work-based learning activities, and credentials/assessments outlined in the Illinois pathways initiative. The objective of these strategies is to provide youth with a structured pathway related to their academic or career interests, as well as resources to fully engage students in their learning and enable them to successfully transition into postsecondary education programs and the workforce.

- *Career Exploration Activity*

Any activity such as a job shadow, attendance at a career exposition, or employer site visit providing an individual with the ability to engage directly with employers, for the purpose of gaining knowledge of one or more industry sectors or occupations.

- *Certificate*

An official document attesting to certain standards in the areas of curriculum for example: Certified Public Accountant (CPA) and Assistant Behavioral Analyst (ABA)

- *Credential*

Document verifying the attainment of academic, educational or certain occupational qualifications and competence for example: high school diploma, GED, Registered Nurse (RN) and Registered Dietitian (RD)

- *Incumbent Worker Training*

A program that helps employers develop and implement training programs for new or current employees who need intensive services in order to retain employment

- *Industry Credential*

- A work-related credential, certification, or license that:
- Verifies, through a valid assessment, an individual’s qualifications or competence in a specific skillset related to a particular industry or occupation
- Is issued by an industry-related organization or state licensing body with the relevant authority to issue such credentials
- Is broadly sought or accepted by employers as a recognized, preferred, or required credential for recruitment, screening, hiring, retention, or advancement purposes.

- *Industry-Linked*

Employment, apprenticeships, credentials, etc. that are linked to one of seventeen career clusters.

- *In-School Youth*

In-School youth are those youth actively pursuing their high school diploma, equivalent or are enrolled at least half-time in post-secondary education including technical education.

- *Internship*

An opportunity offered by an employer to potential employees, called interns, to work for the employer for a fixed period of time

- Can be paid or voluntary
- Provides practical experience in an occupation or profession

- *License*

A permit from an authority to own or operate something, do a particular thing, or carry on a trade

- *Long-term Employment*

An employment position that is not temporary in nature. A position that, should the youth successfully complete a probationary period, the youth would continue to work indefinitely. Sustained employment.

- *Long-term Programming*

Long-term and career development programming is designed to target youth who are ready to focus on long-term employment. These youth may have an identified career path or may still be exploring employment interests. Community-based providers will develop partnerships with established employers and/or Industry Association training programs to identify, refer and support youth participants. Upon enrollment into the program, youth will receive services to ensure they are prepared for employment, including assessments, case plans, employment readiness and other support services. For long-term and career development programming, youth will be placed within three months of enrollment, in age-appropriate, ability-appropriate, and experience-appropriate long-term employment, career development training program or placed as an AmeriCorps volunteer service member in a youth's identified area of interest.

- *Non-Registered Apprenticeship*

An apprenticeship that is not registered with the U.S. Department of Labor, but that meets all Registered Apprenticeship criteria other than application for registration.

- *On-the-Job Training*

A hands-on method of teaching the skills, knowledge, and competencies needed for employees to perform a specific job within the workplace and to face the challenges that occur during the performance of the job

- Uses existing workplace tools, machines, documents, & equipment
- Takes place within the employee's normal job environment
- May occur as the employee performs their actual work

- Usually conducted by a supervisor or a co-worker/mentor

- *Out-of-School Youth*

Out-of-School youth are those youth that have already acquired their high school diploma or equivalent and do not meet In-School criteria

- *Pre-Apprenticeship Program*

A program that has a documented partnership with an employer and is designed to prepare individuals to enter and succeed in a Registered Apprenticeship or Non-Registered Apprenticeship which includes all the following:

- Training and curriculum that aligns with the skill needs of employers in the region and that has been designed to prepare participants to meet the minimum entry-level requirements of the apprenticeship.
- Access to educational and career counseling, and other supportive services as needed by participants.
- Hands-on meaningful learning activities that are connected to education and training activities, such as Career Exploration and Career Development Experiences, and that reinforce foundational professional skills including, at a minimum, those outlined in the Essential Employability Skills framework.
- Upon successful completion of the program, participants are supported to apply for a Registered Apprenticeship or Non-Registered Apprenticeship program and may receive preference for enrollment.

- *Recognized Postsecondary Credential*

A Recognized Postsecondary Credential is defined as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal government, or an associate or baccalaureate degree, as well as graduate degrees for purposes of the VR program as required by section 103(a)(5) of the Rehabilitation Act of 1973, as amended by title IV of WIOA. A recognized postsecondary credential is awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations.

- *Registered Apprenticeship*

An apprenticeship registered with the U.S. Department of Labor meeting the standards defined by USDOL, which includes the five required components:

- Business Involvement
- Structured On-the-Job Training
- Related Instruction
- Rewards for Skill Gains
- Industry Credentials

- *School-based Enterprise*

A supervised entrepreneurial operation usually in a school setting, that provides goods/services to meet the needs of the market and are managed and operated by students/youth

- Provide realistic and practical learning experiences that reinforce classroom instruction
- Help to prepare students for the transition from school to work or college
- Goods may include spirit wear, food and beverages, school supplies, and more
- Services may include creative design, advertising sales, and more

- *Short-term Programming*

Short-term programming is designed to target those youth who are interested in short-term employment with a goal of developing workplace skills and gaining employment experience while exploring potential Career Pathways. Community-based providers will partner with local employers to provide employment for youth workers. Youth targeted in this category will be placed in age-appropriate, ability-appropriate, and experience-appropriate opportunity. This may be accomplished by placing and supporting youth in unsubsidized employment, or through an agreement with the employer to fully or partially subsidize the youth's wages for a period not to exceed 3 months (13 weeks).

- *Continuous-* youth may be enrolled at any point during the project period.
- *Cohorts-* a group of youth will be enrolled at the same point during the project period. For example, a group (cohort) of youth may be enrolled on September 1<sup>st</sup> and continue through November 30<sup>th</sup>.
- *Seasonal-* youth may be enrolled to participate at particular seasons of the year; for example through the winter holiday season or through the summer. ***(Reminder, if your organization only plans to offer employment programming during the summer, the organization must apply under NOFO# 444-80-3080.)***

- *Service Learning*

An educational approach that combines learning objectives with community service to provide a pragmatic, progressive learning experience while meeting societal needs

- involves students in a wide range of experiences, which often benefit others and the community, while also advancing the goals of a given curriculum

- *Supervised Agricultural Experience*

A planned, practical activity that helps a student develop skills, competencies, and experience in a career area of the student's choice and should be designed to implement specific agricultural and academic knowledge and skills learned in the classroom. There are four types of supervised agricultural experience programs

- *Exploratory – allows a student to have a wide range of experiences to learn more about career opportunities or the agricultural industry in general and may involve job shadowing*

- *Entrepreneurship* – involves personally owning all or part of an enterprise in agriculture, the student has an ownership interest in the materials and supplies or is the sole owner or has an ownership share
- *Placement* – involves gaining work experience and competencies in an agricultural business by working for another person or company
- *Research/experimentation* – a science-based experience that may involve using a science laboratory or an environmental site for study

- *Transitional Jobs*

Time-limited subsidized work experiences that help individuals who are chronically unemployed and have barriers to employment establish a work history and develop skills to access unsubsidized employment and progress in the workplace

- *Work-Based Learning*

Work-based learning provides participants with work-based opportunities to practice and enhance the skills and knowledge gained in their program of study or industry training program, as well as to develop employability, and includes an assessment and recognition of acquired knowledge and skills. Examples include internships, service learning, paid work experience, on-the-job training, and transitional jobs.

- *Youth Apprenticeship*

A program for youth (ages 16 to 24) currently enrolled in secondary education or pursuing a high school equivalency, including those with disabilities, that include, at minimum, the following:

- Programs must include a documented partnership with an employer
- 450 hours of paid on-the-job training
- At least 2 semesters of related instruction that ideally counts towards a high school and/or postsecondary credential, but minimally leading to an Industry Credential
- Ongoing and a final assessment measuring success in mastering skill standards
- Career exploration where participants learn about several positions within the employer and the field
- Wraparound supports (e.g. case management and counseling) and holistic upskilling (e.g. technical skills and soft skills)
- Upon successful completion of the program, participants are supported to apply for one or more of the following: entry-level employment, admission to a Registered Apprenticeship or Non-Registered Apprenticeship program, or admission to other articulated postsecondary education options (including 2- and 4-year programs)

- *Youth-led Enterprise*

A supervised entrepreneurship that integrates practices of positive youth development with community engagement to enable mutual transformation of economies, neighborhoods, and individuals



- Youth-designed, youth-led business or community social initiative that is supported within a framework of intergenerational participation
- Promotes the overall development of adolescents through initiatives that increase their creative and skillful vision to gain financial stability while caring for their communities
- Includes activities to promote social and emotional learning, develop business and financial skills, engage entrepreneurial and design thinking

# Illinois Youth Investment Program

## Appendix

### Employment Equity Plan (EEP)

Successful applicants will be required to address the significant disparities that exist within youth unemployment rates for youth of color by intentionally working to ensure equity in their youth employment program. Each applicant must demonstrate a thorough knowledge and understanding of the needs of these youth within the specific service area identified in their application.

Each applicant will be required to submit an Employment Equity Plan (EEP) that describes how their proposed program will work ensure equity in their proposed youth employment program.in an effort to mitigate the employment disparities that exist for youth of color.

The EEP plan should include the following elements:

1. Applicant Organization Details and Service area description
2. A description of the applicant's access to community-level data at strategic points (economic, education, justice, etc.) within the applicant's identified community area. These strategic points could include but are not limited to Youth population (16-24 if possible); poverty, unemployment, under-employment; HS graduation rates, drop-out rates; truancy/expulsion; educational attainment levels; violence/crime statistics; homelessness (youth); teen pregnancy rates; substance use/abuse; gang involvement/activity etc.
3. Data. Include available data and identify data sources. Where possible, provide this data disaggregated by age, gender, race and ethnicity.
4. An analysis of racial and ethnic disparities evident in the data for the applicant's identified community area. Reference data sources.
5. If applicable, discuss previous and on-going racial and ethnic disparity work the applicant and/or other community partners have undertaken; describe some of the challenges or successes of that work. *(Please distinguish between the work of the applicant and the work of other community organizations.)*
6. Describe how the proposed youth employment program will address the identified disparities and youth employment inequities for youth of color. Describe the steps that will be taken to ensure these racial inequities are mitigated.
7. Describe the impact and anticipated outcomes the proposed youth employment program will have on reducing racial inequities in youth employment.
8. List existing or potential community partners or stakeholders that could be engaged to assist in implementing the EEP plan. Describe how.

**Illinois Youth Investment Program  
Appendix  
Employment Termination Forms**

Employee Name	
Employer/Worksite	
Date of Hire	
Date of Termination	

	<b>Employee or Employer</b>
The decision to terminate employment was made by:	

**If the employee chose to terminate employment, please complete this section.**

**Employee**

	Yes or No
At least two weeks notice given?	
Did employee provide reason?	

<b>Please describe reason(s) below:</b>

**If the employer chose to terminate employment, please complete this section.**

**Employer**

<b>Reason(s) for decision to terminate:</b>

Printed Name of Employee's Representative:	
Signature of Employee's Representative:	
Date:	

**Illinois Youth Investment Program**  
**Appendix**  
**Illinois Essential Employability Skills**

**A Personal Ethic**

**1 Integrity**

- a Treats others with honesty, fairness, and respect
  - i Demonstrates respect for company time and property
    - (a) Is present and engaged in the workplace
    - (b) Demonstrates appropriate use of technology in the workplace
  - ii Accepts responsibility for one's decisions and actions

**2 Respect**

- a Works effectively with those who have diverse backgrounds, beliefs, and cultures
- b Exhibits respect for authority

**3 Perseverance**

- a Stays on task when provided with strategies for overcoming barriers

**4 Positive attitude**

- a Cooperates in a pleasant and polite manner with clients, coworkers, and supervisors
- b Exhibits flexibility and adaptability
- c Takes direction and correction willingly

**B Work Ethic**

**1 Dependability**

- a Shows up on time and ready to work
  - i Fulfills obligations, completes assignments, and meets deadlines
  - ii Behaves consistently and predictably
- b Regular Attendance
  - i Demonstrates minimum absenteeism
  - ii Communicates absenteeism with direct supervisor
- c Commitment
  - i Desires to effectively work toward the employer's goals
  - ii Takes the initiative in seeking new responsibilities, maintaining professional goals, and striving to exceed standards and expectations of their position

**2 Professionalism**

- a Maintains a professional demeanor at work
  - i Demonstrates self-control by maintaining composure and keeping emotions in- check, even in difficult situations
  - ii Exhibits professional appearance by dressing appropriately for the workplace and maintaining personal hygiene
  - iii Understands employer's objectives

**C Communication Skills**

**1 Active Listening**

- a Listens to and considers other's viewpoints
- b Maintains open and factual lines of communication appropriate to one's position

**2 Clear Communication**

- a Follows directions
- b Is open to correction
- c Comprehends written material
- d Effectively explains a process or problem verbally and/or in writing

**D Team Work**

**1 Critical Thinking**

- a Demonstrates sound decision making
- b Exhibits problem solving skills

**2 Effective and Cooperative Work**

- a Demonstrates an ability to work effectively with others
  - i Is willing to ask questions and seek clarification or guidance
- b Uses appropriate strategies and solutions in dealing with conflicts/differences to maintain a smooth workflow

**Illinois Youth Investment Program  
Appendix  
IYIP Executive Summary**

Organization Name:	
FEIN Number:	
Address:	
Website:	
Authorized Representative Name:	
Authorized Representative Phone:	
Authorized Representative Email:	
Contact Person Name:	
Contact Person Phone:	
Contact Person Email:	
Service area for proposed IYIP Programming, including county	

**Funding Request**

<b>Funding Request by Grant Period and Program Type</b>	<b>Amount Requested</b>
FY25 Grant Period 2/1/2025 to 6/30/2025	
FY26 Grant Period 7/1/2025 to 3/31/2026	
Total 14-month project period Requested:	
How much of the 14-month financial request will be for short-term programming (non-Summer)	
How much of the 14-month financial request will be for short-term programming: (Summer)	
How much of the 14-month financial request will be for long-term & Career Development programming:	
Is applicant's budget for FY25 (2/1/25 to 6/30/25) entered into CSA and submitted for program review? <i>Remember to choose "FY25" as fiscal year.</i>	
Is applicant's budget for FY26 (7/1/25 to 3/31/26) entered into CSA at this time and submitted for program review? <i>Remember to choose "FY26" as fiscal year.</i>	

**Community Intermediaries**

(Complete this section ONLY if applicant organization is planning to serve as a Community Intermediary)

Briefly describe what qualifies the applicant to be a Youth Employment Community Intermediary.	
How many sub-recipients are included as part of the application:	
How were these sub-recipients identified?	

### Type of Programming

Indicate type of programming applicant organization is proposing and complete the table below.

**(Check all that apply)**

- Short-term programming (non-Summer)
- Short-term programming (Summer)
- Long-term & Career Development programming

### Cost Per Youth Served by Program Type

	<b>Number of Youth Served</b> (may be duplicated)	<b>Budgeted amount per Program Category</b> <i>(These should match the amounts provided above)</i>	<b>Cost per youth by Programming Type</b> <i>(Budgeted amount / # youth served)</i>
Projected number of youths to be served in <b>short-term programming (non-Summer)</b>			
Projected number of youths to be served in <b>short-term programming (Summer)</b>			
Projected number of youths to be served in <b>long-term and career development programming</b>			
<b>TOTALS</b>			

### Unduplicated Youth

Projected total number of unduplicated youths to be served	
If duplicated youth are being served, please explain.	

### Applicant Experience within the Community

Indicate the number of years' experience the applicant organization has providing services to at-risk youth and/or young adults in the community for which the applicant organization is proposing to provide services. <b>(Requires minimum two (2) years to be considered an eligible applicant.)</b>	
List and identify the attached supporting documents (included as Attachment 1)	

Explain how this documentation proves your organization meets the minimum 2 years/ experience requirement in the community for which you are proposing to serve under this grant. **Your application will be disqualified if this experience is not sufficiently documented**

--

Applicant Experience providing Youth Employment Services

Please provide the number of years the applicant organization has provided youth employment services (regardless of funder).	
--	--

Briefly describe the youth employment services the organization currently provides or has provided in recent years, (if any), including funding source.

--



## Project Abstract

Briefly describe the overall program model and implementation design for this program.

Identify project partners (service providers, employers, Industry Associations, Local Workforce Areas, Community Colleges, AmeriCorps providers, etc.) and their roles/responsibilities.

Identify by name each employer partner for which the applicant organization has already secured commitment to place youth into employment positions under this award. Also indicate the number of jobs associated with each. Employer Agreements will be included as Attachment 9.

**Please note that this Executive Summary serves as a Project Abstract; you must ALSO complete the Application (Program) Narrative as described in *Section D.3: Content and Form of Application Submission* in the NOFO.**

Illinois Youth Investment Program  
Appendix  
IYIP NOFO Checklist (Applicant use only)

I  **FY25 Uniform Application for State Grant Assistance (available as an appendix)**

II **Program Narrative**

- IYIP Executive Summary (**available as an appendix**)
- Capacity - Agency Qualifications/Organizational Capacity
- Need - Description of Need
- Equity and Racial Justice
- Quality - Description of Program Design and Services
- Budget Narrative (Narrative should cover the entire 12-month grant award period plus 2-month start-up period, February 1, 2025 to March 31, 2026)

III **Attachments to Your Application**

- Attachment 1 Eligibility Documentation
- Attachment 2 Program Contact Information (**available as an appendix**)
- Attachment 3 Organizational Chart
- Attachment 4 Job Description/Resume
- Attachment 5 Implementation Timeline
- Attachment 6 Employment Equity Plan (**available as an appendix**)
- Attachment 7 Service Delivery Site (**available as an appendix**)
- Attachment 8 Program Placement/Work Site Information Form (**available as an appendix**)
- Attachment 9 Employer Agreements
- Attachment 10 Placement Summary (**available as an appendix**)
- Attachment 11 Applicant FY25 Five-Month Uniform Grant Budget (**printed from CSA**)
- Attachment 12 Applicant FY26 Nine-Month Uniform Grant Budget (**printed from CSA**)
- Attachment 13 Applicant NICRA (if applicable)
- Attachment 14 Applicant Federal Form W9
- Attachment 15 [Grantee Conflict of Interest Disclosure](#)

*If subrecipients will be used, include Attachments S1-S5 for each subrecipient*

- Attachment S1 Program Contact Information (available as an appendix)
- Attachment S2 Subrecipient Budget (Use the [IDHS: Uniform Grant Budget Template](#))
- Attachment S3 Subrecipient Agreement (This is not an IDHS form but rather an applicant-generated form)
- Attachment S4 Subrecipient Organization Federal Form W-9
- Attachment S5 Subrecipient Organization approved NICRA (if applicable)

IV **Uniform Grant Budgets** (Both budgets must be entered, signed, and submitted in CSA and is required for the application to be considered complete.)

- The five-month budget for the FY25 portion of the project period. (2/1/25 to 6/30/25)
- The nine-month budget for the FY26 portion of the project period. (7/1/25 to 3/31/26)

Prior to award, the FY 25 ICQ must be completed in the [Illinois GATA Grantee Portal](#)

Prior to the FY26 portion of the award, the FY 26 ICQ must be completed in the [Illinois GATA Grantee Portal](#)

# Illinois Youth Investment Program

## **Appendix** **Program Category Placement Summary**

Please complete the Program Category Placement Summary form(s) that correspond to the Program Category(ies) for which you are applying.

**APPENDIX PROGRAM CATEGORY PLACEMENT SUMMARY**

**Placement Summary Form**  
**Project Period #1 (4/1/25-3/31/26)**

<b>Application/Organization Name:</b>	
<b>Name of Program:</b>	
<b>Service Area</b> (Identify the Communities that will be targeted for services including the county name, or the Chicago Community Area as appropriate):	
<b>Total Number of unduplicated youths to be served in the Project Period.</b>	

1. Projected # of unduplicated youth to be enrolled by age and gender:

<b>Age Group</b>	<b>Male</b>	<b>Female</b>	<b>Non-Binary</b>	<b>Total</b>
#16 up to and including 17				
#18 up to and including 20				
#21 up to and including 24				
Totals				

2. Projected # of unduplicated youth to be enrolled by race and ethnicity:

<b>Race</b>	<b>Hispanic/Latino</b>	<b>Non-Hispanic/Latino</b>	<b>Total</b>
White			
Black/African American			
Asian			
American Indian/Alaska Native			
Native Hawaiian/Other Pacific Islander			
Multi-Racial			
<b>Totals</b>			

3. Complete the table on the next page. Please list each targeted career cluster by # in the Targeted/Career column . List each career cluster on a separate row. Insert additional rows when needed.

- |  |                                       |  |
|--|---------------------------------------|--|
| 1. Agricultural, Food & Natural Resources  | 7. Finance                            | 13. Law, Public Safety, Corrections & Security     |
| 2. Architecture & Construction             | 8. Government & Public Administration | 14. Manufacturing                                  |
| 3. Arts                                    | 9. Health Science                     | 15. Marketing                                      |
| 4. Audio/Video Technology & Communications | 10. Hospitality & Tourism             | 16. Science, Technology, Engineering & Mathematics |
| 5. Business Management & Administration    | 11. Human Services                    | 17. Transportation, Distribution & Logistics       |
| 6. Education & Training                    | 12. Information Technology            |  |



<b>Placement Category</b>	<b>Category Type</b>	<b>Placement Description</b> (Describe placement & indicate if Short-term (ST) Short-term Summer (STS) or Long-term (LT))	<b>Targeted Career Cluster #</b>	<b>Employer Partner Name(s)</b>	<b>Education Partner Name(s)</b>	<b>Total # Youth to be Served by Category Type/Career Cluster</b>	<b># of Youth to be Placed within 90 Days of Enrollment</b>	<b># Subsidized Placements (wages/stipends)</b>	<b># Unsubsidized Placements (including AmeriCorps)</b>
AmeriCorps Member									
Registered Apprenticeship									
Non-Registered Apprenticeship									
Industry-Linked Credential									
					<b>Totals</b>				

# Illinois Youth Investment Program Appendix Program Contact Information Form

Please check one:

- Applicant Organization
- Subrecipient Organization

<b>Organization Name:</b>	
<b>FEIN:</b>	
<b>Address:</b>	
<b>Agency Website:</b>	

<b>Executive Director</b>	
<b>Address</b>	
<b>Phone/Cell</b>	
<b>Email Address</b>	

<b>Program Director</b>	
<b>Address</b>	
<b>Phone/Cell</b>	
<b>Email Address</b>	

<b>Person responsible for Reporting Data</b>	
<b>Address</b>	
<b>Phone/Cell</b>	
<b>Email Address</b>	

<b>Additional Program Contact:</b>	
<b>Address</b>	
<b>Phone/Cell</b>	
<b>Email Address</b>	

<b>Fiscal Contact</b>	
<b>Address</b>	
<b>Phone/Cell</b>	
<b>Email Address</b>	



# AppIllinois Youth Investment Program

## Appendix

### Program Data Collection & Reporting

The following data elements must be tracked and reported by program Category for each youth served in the program. They must be collected and reported to the Department as requested. Some data may be reported monthly while all data will be reported quarterly. The data elements below represent a comprehensive list, however are not considered all-inclusive.

1. Total number of youth referred to the program.
  - A. Total number of youth referred to the program by DHS Local FCRC Office.
2. # of referred youth registered in Illinois workNet
  - A. # of registered youth determined eligible for the program.
    - a. # of eligible youth accepted/enrolled into the program.
      - # of eligible FCRC referred youth accepted/enrolled into the program
3. # of youth enrolled in the program by age group and gender:

Age Group	Male	Female	Non-Binary
# 16 up to and including 17			
# 18 up to and including 20			
# 21 up to and including 24			
<b>Totals</b>			

4. # of youth enrolled in the program by Ethnicity and Race:

Race	Hispanic/Latino	Non-Hispanic/Latino
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
Multi-Racial		
<b>Totals</b>		

5. # of youth enrolled by eligibility criteria
  - A. Youth residing in a household receiving TANF funds
  - B. Youth residing in a household receiving SNAP funds
  - C. Youth is eligible for Free/Reduced lunch
  - D. Youth living in a single-parent household
  - E. Youth experiencing academic difficulties
  - F. Youth is in danger of or has been previously held back to repeat one or more academic years
  - G. Youth experiencing truancy concerns
  - H. Youth is reported to have behavior issues
  - I. Youth is reported to be a victim of bullying
  - J. Youth is reported to be a perpetrator of bullying
  - K. Youth is unsupervised after school
  - L. Youth has an IEP (Individual Education Plan)
  - M. Youth has witnessed or been a victim of family violence
  - N. Youth identifies as LGBTQ
  - O. Youth has current or prior school expulsions or suspensions
  - P. Youth with siblings who dropped out of school
  - Q. Youth with siblings who are teen parents
  - R. Youth has current or prior justice system involvement

- S. Youth with siblings who are involved in the juvenile justice system
  - T. Youth with one or both parents who are incarcerated
  - U. Youth with siblings who are gang involved
  - V. Youth is reported to be gang – involved
  - W. Youth has current or prior DCFS system involvement
  - X. Youth is homeless
  - Y. Youth is pregnant
  - Z. Youth is parenting
  - AA. Youth has a disability
  - BB. Youth with no work experience
  - CC. Youth with a history of employment failure
6. # of enrolled youth identified in # 5X above were connected to homeless services.
  7. # of enrolled youth identified in # 5Y and 5Z above that were connected to pre-natal, WIC, Early Intervention and/or Family Case Management services.
  8. # of enrolled youth identified in # 5AA above were connected to disability services.
  9. # of enrolled youth completing an Illinois workNet Employment 101 pre-assessment evaluation.
    - A. # completing the required Employment 101 activities in Illinois workNet.
    - B. # completing an Illinois workNet Employment 101 post-assessment evaluation.
    - C. # of youth demonstrating work readiness skills improvement based on the Employment 101 Post assessment
  10. # of youth completing Career Clusters Inventory in Illinois workNet.
  11. # of enrolled youth participating in career education activities utilizing Illinois Pathways strategies.
  12. # of youth completing the Illinois Essential Employability Skills assessment
    - A. # of youth participating in skill development activities to build the Essential Employability Skills
    - B. # of youth receiving a Worksite Professional Skills Assessment measuring attainment of the Illinois Essential Employability Skills
    - C. # of youth demonstrating attainment of the Illinois Essential Employability Skills through a Worksite Professional Skills Assessment
  13. # of enrolled youth assessed for Supportive Services.
    - A. # of youth assessed requiring Employment Support Services
      - a. # that received Employment Support Services
    - B. # of youth assessed that required Social Emotional Support Services
      - a. # that received Social Emotional Support Services
    - C. # of enrolled youth completing a Casey Life Skills Assessment
      - a. # participating in Life Skills Education.
      - b. # demonstrating increased Life Skills (to be tracked by skill area).
    - D. # of enrolled youth participating in anger management and/or conflict resolution.
      - a. # demonstrating improved anger management and/or conflict resolution skills.
  14. # of enrolled youth with an individualized case plan developed.
    - A. # completing 50% or more of short-term case plan goals
    - B. completing 100% of short-term case plan goals
  15. # of non-DHS FCRC referred youth completing an application in ABE to determine benefits/services eligibility.
  16. # of enrolled youth with a Career Plan developed.
  17. Total # of youth with a HS Diploma at enrollment.
  18. Total # of youth with a GED at case enrollment.
  19. # of out-of-school youth without a HS Diploma or GED at enrollment.
    - A. # engaged in education to acquire either a HS diploma or GED

- B. # with a HS Diploma at case closure
  - C. # with a GED at case closure
20. # of youth enrolled in career/higher education program (includes technical/certificate) at enrollment.
  21. # of youth enrolled in career/higher education program (includes technical/certificate) at case closure
  22. # of current employer partnerships (new & established)
  23. # of part-time subsidized job placements
  24. # of part-time non-subsidized job placements
  25. # of part-time AmeriCorps placements
  26. # of full-time subsidized job placements
  27. # of full-time non-subsidized job placements
  28. # of full-time AmeriCorps placements
  29. # of part-time subsidized job placements converted to non-subsidized
  30. # of full-time subsidized job placements converted to non-subsidized
  31. # of youth in employed part-time at case closure.
  32. # of youth in employed full-time at case closure.
  33. # of youth receiving an AmeriCorps Segal Education Award
  34. Average length of subsidy/stipend for youth receiving a subsidy/stipend
  35. Average amount of subsidy/stipend per youth receiving a subsidy/stipend
  36. # of youth that did not receive any subsidy/stipend during their enrollment
  37. At case closure:
    - A. # of youth completing a minimum of 180 hours of entry-level work experience
    - B. # of youth completing a “Work-Based Learning” opportunity
    - C. # of youth continuing in a “Work-Based Learning” opportunity
    - D. # of youth completing a “Career Development Experience”
    - E. # of youth continuing in a “Career Development Experience”
    - F. # of youth completing a “Pre-Apprenticeship Program”
    - G. # of youth continuing in a “Pre-Apprenticeship Program”
    - H. # of youth completing a “Youth Apprenticeship Program”
    - I. # of youth continuing in a “Youth Apprenticeship Program”
    - J. # of youth completing a “Registered Apprenticeship Program”
    - K. # of youth continuing in a “Registered Apprenticeship Program”
    - L. # of youth completing a “Non-Registered Apprenticeship Program”
    - M. # of youth continuing in a “Non-Registered Apprenticeship Program”
    - N. # of youth receiving one or more “Industry-linked Credential, Certification, or License”
    - O. # of youth actively working toward one or more “Industry-linked Credential, Certification, or License”
    - P. # of youth completing an “AmeriCorps placement”
    - Q. # of youth continuing in an “AmeriCorps placement”
  38. # of newly developed Industry-Linked Training Programs, by Industry
    - A. # of Registered Apprenticeship Programs
    - B. # of Non-Registered Apprenticeship Programs
    - C. # of Industry-Linked Credential, Certification, or Licensing Programs

**Illinois Youth Investment Program  
Appendix  
Program Placement / Work Site Information Form**

Employer/Placement Name	
Is the provider a sub-recipient	
If yes, provide the sub-award amount	
Worksite/Placement Name	
Address	
Worksite Supervisor Name	
Title	
Phone	
Email	
<b>Total number of Placements available at this site:</b>	

**Performance Target:** 100% of Job Placements will be expected as indicated above under "*Total # Placements at Site*". How many of these youth are projected to remain successfully employed from this site following program completion?

**Placement Types:**

- Work-Based Learning Internships
- Service-Learning
- Paid Work Experience On-the-job Training
- Career Developmental Experience Internship
- School-based Enterprise Supervised Agricultural Experience
- Student-led Enterprise
- Pre-Apprenticeship
- Youth Apprenticeship
- Long-Term Employment (Full-Time)
- Long-Term Employment (Part-Time)
- Registered Apprenticeship
- Non-Registered Apprenticeship
- Industry-Linked Credential Program
- Industry-Linked Certification Program
- Industry-Linked License Program

**Industry-Linked Career Cluster(s):**

- Agricultural, Food & Natural Resources
- Architecture & Construction
- Arts
- Audio/Video Technology & Communications
- Business Management & Administration
- Education & Training
- Finance
- Government & Public Administration
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections & Security
- Manufacturing
- Marketing
- Science, Technology, Engineering, & Mathematics
- Transportation, Distribution, & Logistics

	Yes or No
Is signed Worksite Agreement included with application?	
Is draft or sample Worksite Agreement included with application?	

## Placement Information Block

For each separate Placement Type (see above) offered through this Placement/Worksite, complete a Placement Information Block and include all Placement Information Blocks with your application. If additional Blocks are needed, blocks can be added.

Employer / Placement Provider Name	
Worksite / Placement Name	
Type of Placement	
Career Cluster	
Number of Placements Available (by Program Category)	
General Description of Placement/Duties	
Job Title for Youth	
Length of Placement	
Number of Required Work- Experience Hours for Placement	
Average Hours per Week - Work Experience	
Average Hours per Week - Non-Work Experience Activities	
Average Length of Wage Subsidy	
Wage Rate (at least Minimum Wage)	
Amount of Wage Subsidy (Max allowed \$17)	
Describe payment terms agreed to. Include who will pay, how tracked and reported.	
Average Length of Stipend	
Describe How Stipends will be Earned, Tracked and Reported	
Stipend Amount & How Amount will be Determined	
Education Partner	
Education Requirements	
Outcomes Projected at Program Completion	
Describe employer commitment to providing sustained employment upon program completion. Include numbers.	

**Illinois Youth Investment Program  
Appendix  
Service Delivery Site**

Agency Name	
Is the provider a sub-recipient	
If yes, provide the sub-award amount	
Site Name	
Site Address	
Site Supervisor/Contact Name	
Title	
Phone	
Email	

**Designate Required Services Provided at this Site:**

- Employment Readiness Activities
- Essential Employability Skills
- Assessment/Development
- Support Services
  - Employment Support Services
  - Social Emotional Support
  - Services Life Skills
  - Assessment/Development
  - Educational Support Services
  - Career Plan Development
- Case Management

**Designate Specific Support Services Provided at this Site:**

- |   |   |
|---|---|
| <input type="checkbox"/> Illinois WorkNet Access / Internet | <input type="checkbox"/> Trauma Services  |
| <input type="checkbox"/> Access Life Skills Education       | <input type="checkbox"/> Mental Health Service                                  |
| <input type="checkbox"/> Conflict Resolution Skills         | <input type="checkbox"/> Anger Management Skills                                |
| <input type="checkbox"/> Child Care Services                | <input type="checkbox"/> Assessment Services                                    |
| <input type="checkbox"/> Mentoring/Coaching                 | <input type="checkbox"/> Educational/GED Support Activities                     |
| <input type="checkbox"/> Transportation                     | <input type="checkbox"/> Advocacy Services (Education, having disability, etc.) |
| <input type="checkbox"/> Other (Describe Below):            | <input type="checkbox"/> Individual / Family Counseling                         |

Provide a brief description of other specific services to be provided to enrolled youth at this site not included above.

Provide a brief description of services to be provided to enrolled youth at this site. Include the age group(s) targeted for services and if they will be in-school or out-of-school youth, # of youth to receive each service, etc.

Estimate the number of youths to receive services through this site during the project period:	
--	--

# Illinois Youth Investment Program

## Appendix

### Wages, Stipends and Incentives

#### A. Wages/Stipends

##### 1. Short-term and/or Summer programming

Wages may be subsidized by the grant for work experience only. This will include employment, work experience, internships, on-the-job training, transitional jobs, apprenticeships, and supervised school-based and youth-led enterprise. Youth may not receive subsidized wages for participation in non-workplace activities such as employment readiness activities, assessments, case management activities, Career Exploration activities, and non-workplace training and skill development activities.

Wage subsidies/stipends in this category will include compensation for services rendered limited to youth wages and benefits to include FICA and workers' compensation. Youth must be paid at least the applicable minimum wage for the jurisdiction in which the youth is employed, and the grant may not provide a wage subsidy or stipend in excess of \$17.00 per hour. Full and Part-time wages may be subsidized in whole or in part with grant funding up to 3 months (**13 weeks**) per enrolled youth. The calculation of the 3-month limitation only includes periods during which the youth is earning a full or partial subsidized wage/stipend. The 3-month limitation is a limitation per participant, not per placement and considers length of time subsidies/stipends are paid. For example, if a youth's subsidized job placement ends after 9 weeks, and the youth receives a new subsidized job placement, the new job placement may only be subsidized for 4 weeks. Programs that are able to off-set the wage subsidies with other funds or have the capacity to provide unsubsidized opportunities, step down, or partial subsidies will be able to stretch funding to allow for additional youth to be served in the program. Incentives paid for achievement of certain identified milestones etc. will NOT count toward the 13-week subsidy maximum.

It is the responsibility of the applicant to ensure that job placements are in compliance with all local, state, and federal laws which may be applicable to the jurisdiction in which the placement is made.

##### 2. Long-term Programming/Career Development\*

Wages may be fully or partially subsidized by the grant for the hours worked for both long-term employment and the required minimum 450 on-the-job training hours worked for the Youth Apprenticeship Program. Further, stipends may be paid for up to 2 semesters of related instruction that lead toward an industry credential as part of the Youth Apprenticeship program. Ideally these 2 semesters of instruction count toward a high-school diploma and/or postsecondary credential. Should a youth participate in a Career Development Experience, the grant may be used to fully or partially subsidize a wage provided the Experience meets the minimal definition criteria above. In total, the wage subsidies/stipends for long-term programming/career development may not exceed a period of 6 months (**26 weeks**) per youth.

As a rule, the employer pays the wage for an Apprenticeship program. In this case, grant funds could not be used to pay a wage or stipend for work hours. Grant funds could be used to pay stipends for required training as described above only if the youth is not otherwise being compensated for training participation/completion. In situations where an established training program already pays a wage or stipend for participation in or completion of the training program, the grant may NOT be used to offset or replace this subsidy. Further, stipends may not be paid for the same hour for which a youth is earning a wage, regardless of payee. However, if the employer rate is less than the maximum allowed, the stipend may be paid in addition to but not in lieu of, provided that it at no time exceeds the maximum allowed under the grant (\$17.00). If the Apprenticeship / Credentialing program only pays for work hours and not for required training, stipends may be paid for those required and verified training hours.

Except as noted above, youth may not receive subsidized wages or stipends for participation in non-workplace activities such as employment readiness activities, assessments, case management activities, Career Exploration activities, and non-workplace training and skill development activities.

Wage subsidies and stipends in long-term programming will include compensation for services rendered limited to youth wages and benefits to include FICA and workers' compensation. Youth must be paid at least the applicable minimum wage for the jurisdiction in which the youth is employed, and the grant may not provide a wage subsidy or stipend in excess of \$17.00 per hour. Full and Part-time wages may be subsidized in whole or in part with grant funding up to 6 months (26 weeks) per enrolled youth. The calculation of the 6-month limitation only includes periods during which the youth is earning a full or partial subsidized wage and/or a stipend. The 6-month limitation is a limitation per participant, not per placement and considers all subsidies/stipends paid. For example, if a youth's subsidized job placement ends after 10 weeks, and the youth receives a new subsidized job placement, the new job placement may only be subsidized for 16 weeks. Programs that are able to off-set the wage subsidies with other funds or have the capacity to provide unsubsidized opportunities, step down, or partial subsidies will be able to stretch funding to allow for additional youth to be served in the program. Incentives paid for achievement of certain identified milestones etc. will NOT count toward the 26-week subsidy maximum.

It is the responsibility of the applicant to ensure that job placements are in compliance with all local, state, and federal laws which may be applicable to the jurisdiction in which the placement is made.

During participation in the Apprenticeship and the Recognized Postsecondary Credential training programs, youth may receive a subsidized wage for hours worked. Youth may also receive a weekly stipend for associated and required training. Stipends may only be paid for those training hours required by the Apprenticeship / Credentialing program that are completed, verified and not otherwise compensated for regardless of payee. Training stipends and wage subsidizes may not exceed \$17.00 per hour or a combined total period of 6 months **(26 weeks)**.

Wage subsidies and stipends in this category will include compensation for services rendered limited to youth wages and benefits to include FICA and workers' compensation. Training stipends will also include FICA and workers compensation as necessary. As a rule, the employer pays the wage for an Apprenticeship program. In this case, grant funds could not be used to pay a wage or stipend for work hours. Grant funds could be used to pay stipends for required training as described above only if the youth is not otherwise being compensated for training participation/completion. In situations where an established training program already pays a wage or stipend for participation in or completion of the training program, the grant may NOT be used to offset or replace this subsidy. Further, stipends may not be paid for the same hour for which a youth is earning a wage, regardless of payee. However, if the employer rate is less than the maximum allowed, the stipend may be paid in addition to but not in lieu of, provided that it at no time exceeds the maximum allowed under the grant (\$17.00). If the Apprenticeship / Credentialing program only pays for work hours and not for required training, stipends may be paid for those required and verified training hours.

Except as noted above, youth may not receive subsidized wages or stipends for participation in non-workplace activities such as employment readiness activities, assessments, case management activities, Career Exploration activities, and non-workplace training and skill development activities.

\*If a youth is placed with an AmeriCorps provider agency as an AmeriCorps member, the AmeriCorps provider agency will assume responsibility for administering stipends, etc., in accordance with AmeriCorps regulations. Wages / stipends may not be paid by the grant for youth placed as an AmeriCorps member.

### 3. Additional Provisions (all Categories excluding AmeriCorps placements)

- a. Youth will not be eligible to receive a wage subsidy and/or stipend for a combined period in excess of the maximum length allowed by the category for which they are currently enrolled, inclusive of previously paid wage subsidizes/stipends under other categories.
- b. No youth, under any circumstance, may receive a combined wage subsidy and/or stipend, for a period in excess of 6 months (26 weeks).
- c. When the youth's wage is being subsidized by the grant, the provider may assume the role of employer of record for the employed youth and process a payroll request every two weeks during this subsidized period if this is formally agreed to in writing by both the employer and provider and the job meets all of the following criteria:
  - i. The Grantee must submit payroll documentation, including wages, wage subsidies, stipends, incentives and the corresponding incentive policy to the Department using Illinois workNet, or other data system as



directed by the Department, including hourly wage and the employer's FICA and workers' compensation that is attributed to the participant.

- ii. All subsidized wages and stipends paid will be disallowed if the youth was not fully enrolled in Illinois workNet on or before the date the subsidy and stipend was earned.

## B. Incentives (All Categories)

### 1. Short-term and/or Summer programming

Incentives can be effective tools to encourage participation in activities which lead to improved skills and to the achievement of specific program elements. An incentive can be in the form of payment, gift cards, or a material item, etc. issued to eligible program participants for the successful participation and achievement of expected outcomes as defined by the specific program and included the individual's case plan and/or career plan.

While incentive payments are allowable, the incentives must be in compliance with the Cost Principles in 2 CFR part 200. For example, Federal funds must not be spent on entertainment costs. Therefore, incentives must not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment. Additionally, there are requirements related to internal controls to safeguard cash, which also apply to safeguarding of gift cards, which are essentially cash. The US Department of Labor (USDOL) has also clarified that incentives are not allowed for activities such as recruitment, submitting eligibility documentation, or just simply showing up for the program.

### 2. Additional Provisions

- a. The incentive must be linked to an achievement and must be tied to training and education, Work Readiness skills, an occupational skills attainment goal or other goal as identified in the individual's case plan and/or career plan.
- b. Achievements must be documented in Illinois workNet or other system as directed by IDHS and in the participant's file as the basis for an incentive payment.
- c. All subsidized incentives paid will be disallowed if the youth was not fully enrolled in Illinois workNet on or before the date the incentive was earned.
- d. Incentive award amounts must be reasonable and necessary. Incentives must not be more than the equivalent of \$17.00 per hour.
- e. Incentives may NOT be used for achievements related to activities for which the youth is receiving a wage or stipend.

### 3. Policy

If incentives are planned, a policy must be in place that governs the terms and conditions associated with the provision of the incentives. At minimum, the policy must demonstrate:

- f. The cost of the incentive program has been written into the Youth Provider's budget.
- g. The incentives are reasonable and necessary.
- h. The incentives must equate to an achievement, for achievement of certain goals, milestones and training and skill development activities connected to individual case plan goals.