

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

Awarding Agency Name	Human Services
Agency Contact	Robert Putnam (DHS.DMHGrantApp@illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	26-444-22-2469-02
Funding Opportunity Title	832 Not Guilty by Reason of Insanity (NGRI) Community Reintegration
CSFA Number	444-22-2469
CSFA Popular Name	832 Not Guilty by Reason of Insanity (NGRI) Community Reintegration
Anticipated Number of Awards	2
Estimated Total Program Funding	\$108,000
Award Range	\$30000 - \$85000
Source of Funding	State
Cost Sharing or Matching Requirements	No
Indirect Costs Allowed	Yes
Restrictions on Indirect Costs	No
Posted Date	05/30/2025
Application Date Range	05/30/2025 - 06/30/2025 : 12:00 PM
Grant Application Link	Please select the entire address below and paste it into the browser... <a href="https://www.dhs.state.il.us/page.aspx?item=173278">https://www.dhs.state.il.us/page.aspx?item=173278</a>
Technical Assistance Session	No

**Illinois Department of Human Services**

JB Pritzker, Governor · Dulce M. Quintero, Secretary

IDHS &gt; Providers &gt; IDHS Grants Administration &gt; Grant Funded Programs &gt; Mental Health Grants - FY 2026 &gt; NOFOs (Competitive Grants) &gt;

# 515-RIPS Regions IPS Trainers (26-444-22-1185-02)

## I. Basic Information

Awarding Agency Name	Illinois Department of Human Services
Awarding Division Name	Division of Mental Health
Agency Contact	Rob Putnam <a href="mailto:DHS.DMHGrantApp@Illinois.gov">DHS.DMHGrantApp@Illinois.gov</a>
Announcement Type	Competitive
Funding Opportunity Title	515-RIPS Regions IPS Trainers
Funding Opportunity Number	26-444-22-1185-02
Application Posting Date	April 18, 2025
Application Closing Date	May 19, 2025, 12:00 PM (Noon) Central Time
Catalog of State Financial Assistance (CSFA) Number	444-22-1185
Catalog of State Financial Assistance (CSFA) Popular Name	515-RIPS Regions IPS Trainers
Catalog of Federal Domestic Assistance (CFDA) Number(s)	Not Applicable
Award Source	State
Estimated Total Program Funding	\$360,000
Anticipated Number of Awards	1
Award Range	\$360,000
Cost Sharing or Matching Requirement	No
Indirect Costs Allowed	Yes
Restrictions on Indirect Costs	No
Technical Assistance Session	A Technical Assistance Session was conducted on 3/27/25. Information about the Technical Assistance Session can be found at <a href="#">515-RIPS Regions IPS Trainers Technical Assistance Session</a>

- [IDHS: CSA Tracking System \(state.il.us\)](https://state.il.us)
- [Centralized Repository Vault \(CRV\)](#)
- [GATA Learning Management System \(LMS\)](#)

## A. Funding Details

### 1. Total Amount of Funding

- The Department expects to award approximately \$360,000.
- The source of funding for this program is State funds.

## 2. Number of Grant Awards

- a. The Department anticipates funding 1 grant award to provide this program.

## 3. Expected Dollar Amount of Individual Grant Awards

- a. The Department anticipates that the dollar amount of the individual award will be \$360,000.

## 4. Amount of Funding per Grant Award on average in previous years

- a. Previous funding amounts per grant award on average was \$279,482.

## 5. Renewal or Supplementation of Existing Projects Eligibility

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

## 6. Procurement Contract Allowability

- a. Subcontractor Agreement(s) and budgets must be pre-approved by the Department and on file with the Department. Subcontractors are subject to all provisions of this Agreement. The successful applicant Agency shall retain sole responsibility for the performance and monitoring of the subcontractor.

## 7. Funding Restrictions

- a. Pre-Award Costs
  - i. Pre-Award costs are not allowable for this award.
  - ii. IDHS grants are governed by 2 CFR, Part 200, Subpart E-Cost Principles and 30 ILCS 708 which include information on allowable costs, audit requirements, and financial records.
- b. Indirect Costs
  - i. [Indirect Costs](#) may be applied to this grant award. [Indirect Cost rates](#) must be approved through the [Centralized Indirect Cost Rate System](#).

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

## B. Key Dates

### 1. Application Posting Date

- a. 04/18/2025

2. The Department must receive the Preliminary Submission Materials (Letter of Intent, Etc.):

- a. Not Applicable

### 3. The Department must receive the Full Application Packet:

- a. Due on 05/19/2025 at 12:00 p.m. (Noon) Central Time

### 4. Anticipated Award Date

- a. 07/01/2025

### 5. Anticipated Start Date and Periods of Performance for new grant awards

- a. Subject to appropriation, the grant period will begin no sooner than 07/01/2025 and will continue through 06/30/2026.

## C. Executive Summary

1. Division of Mental Health [DMH] IPS Trainers are needed to assist agencies in the State of Illinois to implement and maintain Individual Placement and Support/Supported Employment [IPS] programs. The Grantee will recruit, hire, and employ full-time IPS Trainers to provide and/or ensure training and technical assistance in all aspects of IPS Supported Employment to agencies committed to IPS Supported Employment program development. The Grantee will function in partnership and collaborate with the Department of Mental Health Administrator of General Community Programs (or designee) to provide the programming and work plan of IPS Trainers including work goals, job duties, work schedule, and evaluation measures. IPS Trainers will assist the Division of Mental Health (DMH) with the sustainability and scalability of IPS in the State of Illinois.

## D. Agency Contact Information

### 1. If you have questions about this NOFO, Please contact:

- a. Rob Putnam
- b. Email: [DHS.DMHGrantApp@Illinois.gov](mailto:DHS.DMHGrantApp@Illinois.gov)

### 2. Questions

- a. IDHS encourages inquiries concerning this funding opportunity and welcomes the opportunity to answer questions from applicants. Questions and IDHS/DMH Responses "[Q&A](#)" will be posted on the website.
- b. Deadline for Questions is May 12, 2025, 12:00 PM (Noon) Central Time
- c. Questions about this NOFO will ONLY be accepted via email to: [DHS.DMHGrantApp@Illinois.gov](mailto:DHS.DMHGrantApp@Illinois.gov).
- d. The subject line of the email MUST state:
  - 515-RIPS Regions IPS Trainers - Question(s)

## II. Eligibility

### A. Eligible Applicants

1. The specific types of applicants that may apply for the grant award are:
  - a. Nonprofit Organizations
2. The applicant must meet the Registration, [Pre-qualification](#), and any other Mandatory Requirements listed in this funding opportunity.
  - a. Applicants must provide the following information via the [Grantee Portal](#) annually to be registered with the State of Illinois as an awardee:

- i. Organization Name and Contact Information
  - ii. Federal Employee Identification Number (FEIN)
  - iii. Unique Identity Number (UEI)
  - iv. Organization Type
- b. 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. Items i) through v) below are the prequalification requirements.
- i. Unique Entity Identifiers and SAM Registration. Each applicant (unless the applicant is an individual or State awarding agency that is exempt from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the Federal or State awarding agency under 2 CFR § 25.110(d)) is required to:
    - Be registered in [SAM.gov](https://sam.gov) before the application due date.
    - Provide a valid unique entity identifier ([UEI](#)) in its application.
    - Continue to maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by the awarding agency.
    - The State Agency may not make an award until applicant has fully complied to all UEI and SAM requirements.
    - The State Agency may determine that an applicant is not qualified if they have not complied to requirements and use that determination as a basis to award another applicant or applicants.
  - ii. Must be in "good standing" with the Illinois Secretary of State if the Illinois Secretary of State requires the entity's organization type to be registered.
  - iii. Must not be on the Illinois Stop Payment List.
  - iv. Must not be on the SAM.gov Exclusion List.
  - v. Must not be on the [Medicaid Sanctions List](#).
3. Applicant must be a Certified Community Mental Health Center who has been implementing the Individual Placement and Support (IPS) model at their agency.
4. Applicant must successfully complete the online IPS Practitioner Course and/or Online Supervisor Course offered by ISP Employment Center Research Foundation for Mental Hygiene within 1 year of being awarded.
5. Successful Applicants will not receive an award if [pre-award requirements](#) are not met. Qualified status is re-verified nightly. If the entity's status changes, an email notice is sent to the designated entity representative with a link to the [Grantee Portal](#).
6. See Section number I(A)(7) for funding restrictions.
7. Other factors that would disqualify an applicant or application include:
- a. Not Applicable.
8. Limit on Number of Applications: More than one application per entity is not permitted.

## B. Cost Sharing

- 1. Providers are not required to participate in cost sharing or provide match.
- 2. Serves as Maintenance of Effort to the Federal Substance Abuse and Mental Health Services Administration Community Mental Health Block Grant.

## III. Program Description

The Grantee will provide training to agencies throughout Illinois who are implementing evidence-based Individual Placement and Supported Employment (IPS-SE) to assist persons with serious mental illness obtain mainstream competitive employment.

Agencies throughout the state provide IPS employment services to approximately 3,000 consumers each year. The Grantee will recruit, hire, and employ a full-time IPS Trainer (or multiple full-time Trainers) to provide IPS training and technical assistance to other IPS Grantee Agencies and/or Agencies interested in implementing and providing IPS. The grantee will function in partnership and collaboration with Department of Mental Health Administrator of General Community Programs and designee to provide the programming and workplan of IPS trainer(s). The IPS Trainer(s) will assist the Division of Mental Health (DMH) with the sustainability and scalability of IPS in the State of Illinois.

## A. Funding Purpose

1. The general purpose of this program's funding is to implement statewide IPS training. Providing training for this evidence-based program will help people recover from serious mental illness and increase their independence.

## B. Funding Priorities or Focus Areas

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

## C. Performance Requirements

The Grantee will provide an IPS Trainer who will be an IPS technical assistance practitioner with at least three years' experience delivering the IPS-SE evidence-based practice. The IPS trainer will function in partnership and collaborate with the IPS Statewide Program Manager and other DMH regional IPS-SE coordinators and trainers. The IPS Trainer must assist DMH with coordinating IPS-SE services, and providing training and technical assistance in all aspects of IPS programming including:

1. Implementation of the IPS Model using the 8 Principles of IPS
2. Integration of IPS with Clinical and Recovery Services
3. Monitoring of Fidelity of IPS
4. Monitoring and Evaluating IPS Agency Performance and Outcomes
5. Documentation and billing practices
6. Monitoring and evaluating outcomes
7. Creating reports if necessary
8. Collaboration with other State Agencies to ensure IPS continues to have sustainability and scalability in Illinois

## D. Performance Measures

1. Number of direct Technical Assistance (TA) hours provided to IPS stakeholders (Grantees, funders, consumers, family members, collaborators) by the individual IPS Trainers. (including on-site, group, and tele- and web-based TA).
2. Number of (TA) Resources and/or materials developed, organized, and prepared for use by the individual IPS Trainers, statewide.
3. Number of IPS Fidelity Reviews completed by all IPS Trainers, statewide, combined.
4. Number of agencies providing IPS.
5. Number of agencies implementing evidence based IPS, statewide.
6. Number of unduplicated consumers, statewide, receiving IPS. (unduplicated number of enrollees inclusive of all IPS sites)

## E. Performance Standards

1. 250 or more hours of direct TA provided to IPS stakeholders by IPS Trainers, statewide. (include on-site, group, and tele- and web-based TA).
2. 3 or more (TA) Resources and/or materials developed, organized, and prepared for use by the individual IPS Trainer, statewide.
3. 5 or more IPS Fidelity Reviews completed by all IPS Trainers, statewide, combined.
4. 100% of agencies implement evidence based IPS.
5. 2,700 or more unduplicated consumers, statewide, received IPS. (unduplicated number of enrollees inclusive of all IPS sites).

## F. Cooperative Agreements

1. Not Applicable.

## G. Unallowable Costs

1. 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.
2. 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.
3. 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.
4. 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.

## H. Program beneficiaries or program participants must meet the following requirements:

1. Not Applicable.

## I. Authorizing Statutes or Regulations

1. 59 Ill. Admin, Code 132 (Rule 132), Section 132.150g
2. Mental Health Community Services Act (405 ILCS 30/ Section (f))
3. Illinois Administrative Code Part 7000 Grant Accountability and Transparency Act

## IV. Application Contents and Format

### A. Content and Form of Application Submission

1. Pre-applications, letters of intent, or white papers
  - a. Are not required and will not be reviewed during the Merit Review process.

## 2. Required Content of Application

- a. Applications must include the required documents and demonstrate that the program eligibility requirements have been met. The Department will not contact applicants for missing items listed below. Applicants that do not include all the following documents will be considered substantially incomplete and will not be considered for funding. Refer to Section V. Submission Requirement and Deadlines for details.

## 3. Program Narrative Content and Attachments

- a. Program Narrative: The program narrative makes up the bulk of the application. Please provide a complete response to the following sections. If the program narrative is missing from your application packet, your application will receive a score of zero points and your agency will not meet the criteria to receive a grant under this notice of funding opportunity.
- b. Program Narrative Content and Attachments: 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 not consider content contained within that specific section.

## 4. Budget and Budget Narrative

- a. Applicants must enter a budget electronically in the CSA Tracking System.
- b. Budget must be electronically signed and submitted in the CSA Tracking System. Budget must be signed by the Provider's Chief Executive Officer and/or Chief Financial Officer.
- c. **IMPORTANT:** Please be sure the budget status in CSA says "GATA Budget signed and submitted to program review." This status will appear after the budget is electronically signed by the agency CEO or CFO and submitted to IDHS. See IDHS CSA Tracking System webpage for additional information on CSA at [IDHS: CSA Tracking System \(state.il.us\)](https://idhs.state.il.us/CSA/TrackingSystem). A copy is not to be submitted along with the application packet. The budget and narrative must tie fiscal activity to program objectives and deliverables and demonstrate that all proposed costs are:
  - i. Reasonable and necessary
  - ii. Allocable, and
  - iii. Allowable as defined by program regulatory requirements and the Uniform Guidance (2CFR 200), as applicable.
- d. Deadline for submission of the budget, in the CSA Tracking System, is the same as the application deadline.
- e. A Budget Template can be used as a tool to assist in determining expenses; however, the final budget must be completed in the CSA Tracking System. The pdf budget or paper copy will not be accepted. Applicants will NOT be issued an award without the applicant's fully approved budget in the CSA Tracking System.
- f. **NOTE:** The Illinois Department of Innovation & Technology (DoIT) is now disabling external Illinois.gov IDs if they have not been used for 114 days. If you receive the error "HPDIA0309W This account is disabled," your ID has been disabled and cannot be re-activated by changing your password. You need to contact the DoIT HelpDesk at [217-524-DoIT (3648) or 312-814-DoIT (3648)] or their website at [Report A Problem](#). Request that they create an incident to re-enable your external ID. You will need to provide your external ID (firstname.lastname@external.illinois.gov) and the error message (this account is disabled). Please be sure to [Reset Your Password](#) every 3 months so your account is not disabled.
- g. There is space when preparing the budget on each line item for the budget narrative. For each line in the budget the applicant will describe why each expenditure is necessary for program implementation and how the amount was determined. Please include cost allocations as necessary. The Budget narrative (including MTDC base exclusions as appropriate) must clearly identify indirect costs, direct program costs, direct administrative costs, and describe how the specified resources and personnel have been allocated for the tasks and activities within each line item. The budget should be prepared to reflect 12 months.
- h. [Instructions](#) for the Budget Template
- i. Subcontractor budget(s), If applicable



- i. If applicant is planning to use a subcontractor, a pdf copy of the subcontractor budget must be submitted as a separate pdf document with the other application materials.
- ii. Subcontractor budgets shall be submitted on the GATA [Uniform Grant Budget Template](#) (GOMBGATU-3002).
- iii. For more information see Section I(A)(6).

## 5. Required Forms

- a. 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.
  - i. The document requires the electronic or wet(ink) signature and email address of the organization's authorized representative. This email address will be used for official communication between the Department and the applicant organization for matters regarding this application.
  - ii. Page one of the application is pre-populated with the appropriate information. Applicants must not complete anything on Page one.
  - iii. On Page three, applicants will need to include the amount for which they are applying and sign.
  - iv. The correct application must be used.
- b. Grantee Conflict of Interest Disclosure - The grantee [Conflict of Interest Disclosure](#) is required for all grant award programs regardless if the grantee has identified a potential conflict or not. The document requires agencies to identify actual or potential conflicts of interest. The form must have a printed name and be signed by a representative of the organization.

## 6. Required Format

- a. The narrative portion must follow the page maximums where prescribed and must be organized in the format outlined or points may be deducted.
- b. The department may determine that an applicant is not qualified if they have not complied with the requirements listed in this Notice of Funding Opportunity and use that determination as a basis to award to another applicant.
- c. The Program Narrative shall not exceed 6 pages. If there are more than 6 pages, the remaining pages will not be reviewed or scored.
- d. All documents must be typed using Times New Roman 12-point type, 100% magnification and use black typeface on a white background, Except for letterhead.
- e. For charts and tables only, Times New Roman 10-point with color may be used.
- f. The Program Narrative must be typed, single-spaced with 1-inch margins on all sides.
- g. The submission must be on 8 1/2 x 11-inch page size using pdf.
- h. If attachments are required as part of this NOFO, they must be submitted at the time of the application.

# V. Submission Requirements and Deadlines

## A. Address to Request Application Package

1. The complete application package (this Notice of Funding Opportunity, including links to required forms) is available through the Illinois Catalog of State Financial Assistance and the [Mental Health Grants - FY 2026](#) website.
2. Each Applicant must have access to the internet. The Department's website will contain information regarding the NOFO and materials necessary for submission. Questions and answers will also be posted on the Department's website as described in this announcement (Section I(D)(2). It is the responsibility of each applicant to monitor the website and comply with any instructions or requirements related to the NOFO.
3. A PDF copy may be obtained by emailing the Division of Mental Health at [DHS.DMHGrantApp@Illinois.gov](mailto:DHS.DMHGrantApp@Illinois.gov).

## B. Unique Entity Identifier (UEI) and System for Award Management (SAM.gov)

1. Each Applicant Must:
  - a. Be registered in [SAM.gov](https://sam.gov) before submitting its application;
  - b. Provide a valid Unique Entity Identifier ([UEI](https://sam.gov)) in its application; and
  - c. Continue to maintain an active registration in SAM.gov with current information at all times during which it has an active award or an application or plan under consideration.
2. The Department may not make an award until applicant has fully complied with all UEI and SAM Requirements.
3. The department may determine that an applicant is not qualified if they have not complied with all requirements and use that determination as a basis to award to another applicant.
4. If individuals are eligible to apply, they are exempt from this requirement under 2 CFR 25.110(b).
5. If the agency exempts any applicants from this requirement under 2 CFR 25.110(c) or (d), a statement to that effect.

## C. Submission Instructions

1. Actions needed prior to applying:
  - a. Applicants must be registered with the State of Illinois and Pre-qualified in the GATA portal prior to applying for Illinois awards. Instructions for creating an account and registering are located at the following link: [Illinois GATA Grantee Portal](#). Additionally, detailed instructions for registration and prequalification requirements, including the expected amount of time for completion are located here: [Grant Applicant Pre-Qualification and Pre-Award Requirements \(pdf\)](#).
  - b. Registration in CSA is required. The [IDHS: CSA Tracking System \(state.il.us\)](#) is the system the IDHS utilizes for approving budgets and issuing grant awards. It is strongly recommended that if an applicant entity is not already registered in the CSA Tracking System, they should begin the registration as soon as possible so they may submit a signed budget in CSA. Successful applicants will NOT be issued an award without a fully approved budget in the CSA Tracking System.
2. The Methods for submitting the application:
  - a. Applicants must electronically submit the complete application packet which includes the following attachments as separate pdf documents:
    - i. Uniform Application for State Grant Assistance
    - ii. Program Narrative
    - iii. Grantee Conflict of Interest Disclosure
    - iv. Budget (entered into the CSA Tracking System as described in section (IV)(A)(4)
    - v. Subcontractor Budgets, if applicable
    - vi. Advance Payment Request Cash Budget Form, if applicable
    - vii. Other Required Attachments
      - Applicant must submit a copy of their most recent IPS Fidelity Review or Quality Improvement Survey
  - b. Applications must be sent electronically to [DHS.DMHGrantApp@Illinois.gov](mailto:DHS.DMHGrantApp@Illinois.gov). The application will be electronically time-stamped upon receipt. 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, or thumb drive.
  - c. Include the following in the subject line:
    - i. Your Agency Name

- ii. 515-RIPS Regions IPS Trainers
- d. Documents must NOT include a password.
- e. Software or Electronic Capabilities i. Each applicant must have access to the internet. The Department's website will contain information regarding the NOFO and materials necessary for submission. Questions and answers will also be posted on the Department's website as described in this announcement. It is the responsibility of each applicant to monitor that website and comply with any instructions or requirements relating to the NOFO.
- f. Applicants are required to notify the Department within 48 hours of the deadline, if they did not receive an email notifying them that their application was received. If the applicant does not receive an email and does not notify the Department within 48 hours, their application will be considered a late submission and will NOT be reviewed or scored. The applicant will NOT have the right to protest the submission/receipt of their application to the Department after the 48 hours. In the event of a dispute the applicant bears the burden of proof that the application was received on time at the email location listed above (and that the budget was submitted into the CSA Tracking System on time).
- 3. Pre-application materials must be submitted as follows:
  - a. Not Applicable.
- 4. If you are experiencing system problems or technical difficulties submitting your application, you may contact:
  - a. Name: Rob Putnam
  - b. Email: [DHS.DMHGrantApp@Illinois.gov](mailto:DHS.DMHGrantApp@Illinois.gov)

## D. Submission Dates and Times

1. Full applications are due on 05/19/2025 at 12:00 p.m. (Noon) Central Time.
2. Missed Deadlines
  - a. Applications received after the due date and time will not be considered for review or funding. All applicants/applications determined to be non-compliant or otherwise determined to be disqualified from consideration will be separately notified in writing, by email, upon determination. This email will be sent to the email addresses provided in the application and will identify the reason for disqualification.
  - b. For your records, please keep a copy of your submission with the date and time the application was submitted along with the email address to which it was sent. The deadline will be strictly enforced.
  - c. **IMPORTANT:** It is strongly recommended that the applicant not wait until the last minute to submit an application in case they experience technical difficulties with the submission process. Applicants should keep copies of all documentation that may prove their application was submitted to the correct location and that it was received by IDHS 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.

## E. Intergovernmental Review

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

## VI. Application Review Information

### A. Responsiveness Review

1. Applications that are received will be reviewed within 2 business days to ensure they meet the criteria for consideration. Applications that do not meet the criteria in paragraph B below will be rejected and not entered into the Merit Review process.
2. The following are the criteria that must be met for eligibility:

- a. Applicant has a current registration with the State of Illinois in the Grantee Portal.
- b. Applicant has an active Sam.gov public account.
- c. Applicant has an active Unique Entity Identifier (UEI) with Sam.gov
- d. Applicant is in "good standing" with the Secretary of State.
- e. Applicant is not on the DHS Stop Payment List Service or the Illinois Stop Payment List.
- f. Applicant is not on the Sam.gov Exclusion List.
- g. Applicant is not on the Illinois Medicaid Sanctions List.
- h. Program specific eligibility restrictions
  - i. Applicant must be a Certified Community Mental Health Center who has been implementing the Individual Placement and Support (IPS) model at their agency.
  - ii. Applicant must successfully complete the online IPS Practitioner Course and/or Online Supervisor Course offered by ISP Employment Center Research Foundation for Mental Hygiene within 1 year of being awarded.
3. Restrictions on eligibility for State awards are referenced in 44 Ill Admin Code 7000.70. Program specific eligibility restrictions are referenced in this Notice of Funding Opportunity.
4. All applicants/applications determined to be non-compliant or otherwise determined to be disqualified from consideration will be notified. This email will be sent to the email addresses provided in the application and will identify the reason for disqualification.

## B. Review Criteria

1. Evaluation criteria is based upon requirements set forth in 44 Ill Admin Code 7000.350 Merit Review of Applications and the IDHS Merit Review Manual. The review criterion and sub-criterion include the following:
  - a. Label each section of the Program Narrative utilizing the format provided below. It must be organized in the format outlined below or points may be deducted. Information must be provided in the section in which it is requested.
  - b. Please see Section IV(A)(6) as you are preparing the Program Narrative for the required format. The Program Narrative shall not exceed 6 pages. If there are more than 6 pages, the remaining pages will not be reviewed or scored.
  - c. To be successful in the application process, applicants must submit the following information as part of the grant application process. Please provide a complete response to the following sections:
    - i. **Executive Summary - Not Scored**

The purpose of this section is for the applicant to present the agency description, history, achievements, service description, financial overview and future plans.
    - ii. **Community Identification and Need - 25 points**

The purpose of this section is for the applicant to provide a clear and accurate picture of the need for Individual Placement and Support [IPS] Services, IPS Trainers providing services within the State of Illinois and fidelity reviews for IPS Programs. This section will describe the impact that IPS Trainers would have on Community Mental Health Centers providing IPS Services to clients who want to work.
    - iii. **Capacity/Agency Qualifications - 25 points**

The purpose of this section is for the applicant to demonstrate if they can implement and execute Individual Placement and Support [IPS] Trainer technical assistance to Community Mental Health Centers providing IPS Services across the State. The applicant should present an accurate picture of their ability to meet Statewide IPS Trainer services.
    - iv. **Quality - Description of Program Services - 25 points**

The purpose of this section is for the applicant to provide a detailed, clear and accurate picture of their intended IPS Trainer program design and implementation model.

**v. Data Collection, Evaluation and Reporting Criteria - 10 Points**

The purpose of this section is for the applicant to describe their methods of collecting and reporting employment data that will aid in the success of Individual Placement and Support [IPS] across Illinois.

**vi. Grant Specific Criteria - 15 points**

The purpose of this section is for the applicant to describe what resources, trainings, and other workforce development items will be budgeted for in order to support IPS Trainers.

2. All discretionary grant applications are subject to merit review.
3. Cost sharing will not be considered when evaluating the application.
4. IDHS/DMH staff familiar with the requirements of the program will score and review the application package.
5. Review team members will have no conflicts of interest and will read and evaluate application packages independently.
6. Applications that fail to meet the criteria described in Section II. Eligibility will not be scored and/or considered for funding.
7. Applications must follow the instructions in Section V. Submission Requirements and Details.

## C. Review and Selection Process

1. The process for evaluation of the application is as follows:
2. The numerical score may not be the sole award criterion.
3. The Department reserves the right to consider other factors such as: geographical distribution, demonstrated need, and agency past performance as a state awardee, etc.
4. While the recommendation of the review panel will be a key factor in the funding decision, the Department maintains final authority over funding decisions and considers the findings of the reviewers to be non-binding recommendations. Any internal documentation used in scoring or awarding of grants shall not be considered public information.
5. In the event of a tie with insufficient funding for all tied applications, 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; or
  - c. Not fund any of the tied applications.
6. The Department reserves the right to negotiate with applicants to adjust award amounts, targets, deliverables, etc. These negotiations do not obligate IDHS to provide funding, nor should an applicant draw any conclusions about the Department's intentions to fund or not fund the application.
7. 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).
    - i. Submission of Appeal
      - Appeals submission IDHS contact information:
        - Contact Name: Rob Putnam
        - Email Address: [DHS.DMHGrantApp@Illinois.gov](mailto:DHS.DMHGrantApp@Illinois.gov)
        - Email Subject Line: Applicant Name - 515-RIPS Regions IPS Trainers - Appeal

- 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.
- An appeal must be received within 14 calendar days after the date that the grant award notice has been published.
- The written appeal shall include at a minimum the following:
  - Name and address of the appealing party
  - Identification of the grant; and
  - Statement of the reasons for the appeal
  - Supporting documentation, if applicable
- ii. Response to appeal
  - IDHS will acknowledge receipt of an appeal within 14 calendar days from the date the appeal was received.
  - 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.
  - The appealing party must supply any additional information requested by IDHS within the time period set in the request.
- iii. Resolution
  - The ARO will make a recommendation to the Agency Head or designee as expeditiously as possible after receiving all relevant, requested information.
  - 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.
  - The Agency will resolve the appeal by means of written determination.
  - The determination shall include, but not be limited to:
    - Review of the appeal;
    - Appeal determination; and
    - Rationale for the determination.

## D. Risk Review

1. IDHS conducts risk assessments for all awardees, prior to the award being issued.
  - a. An agency wide Internal Control Questionnaire (ICQ) is to be completed by the awardee within the Grantee Portal prior to the deadline listed below. The ICQ evaluates fiscal, administrative, and programmatic risk in the following categories:
    - i. Quality of Management Systems
    - ii. Financial and Programmatic Reporting
    - iii. Ability to Effectively Implement Award Requirements
    - iv. Awardee Audits
  - b. The deadline to submit the FY26 ICQ is May 19, 2025, 12:00 PM (Noon) Central Time
  - c. A program specific Programmatic Risk Assessment conducted by the awarding agency to evaluate the following categories:
    - i. Programmatic financial stability
    - ii. Management systems and standards that would affect the program.

- iii. Programmatic audit and monitoring findings
    - iv. Ability to effectively implement program requirements.
    - v. External partnerships
    - vi. Programmatic reporting
  - d. Risk assessments are not intended to be punitive in nature, rather they are conducted in order to evaluate the support, technical assistance, and training that may be needed for the awardee and the level of monitoring that is needed for the award.
  - e. Risk assessments may result in Specific Conditions being placed on the award to include more frequent monitoring or the implementation of a corrective action plan.
2. Simplified Acquisition Threshold - Federal and State awards
- a. It is anticipated that grants under this award may receive an award over the Simplified Acquisition Threshold (as defined in [48 CFR part 2, subpart 2.1](#); the dollar amount set by the Federal Acquisition Regulation (FAR), currently at \$250,000 (with some exceptions)). Potential grantees under this notice of funding opportunity may receive an award in excess of the simplified acquisition threshold of \$250,000. Therefore, the grantee is subject to the simplified acquisition threshold and related requirements.
    - i. Prior to making an award with a total amount greater than the simplified acquisition threshold, IDHS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM. (Currently FAPIIS) (See [41 U.S.C. 2313](#)).
    - ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a State or Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.
    - iii. IDHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicants' integrity, business ethics, and record of performance under State and Federal awards when completing the review of risk posed by applicants as described in [2 CFR 200.206](#).

## VII. Award Notices

### A. State Award Notices

1. Applicants recommended for funding under this NOFO following the review and selection process will receive a Notice of State Award (NOSA). The NOSA shall include:
  - 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 risk assessment (ICQ), programmatic risk assessments (PRA), and the Merit Review.
2. **Note:** The Department cannot issue a NOSA until the successful applicant has an FY26 approved budget entered into the CSA Tracking System. The applicant shall receive the NOSA through the Grantee Portal. The NOSA must be signed by the grants officer (or equivalent). This signature effectively accepts the state award amount and all conditions set forth within the notice. The signed NOSA is the document authorizing the department to proceed with issuing an agreement. The Agency signed NOSA must be remitted to the Department as instructed in the notice.
3. The NOSA is NOT an authorization to begin performance (to the extent that it allows charging to State awards of pre-award costs; pre-award costs are incurred at the non-State entities own risk unless they have received written prior approval to begin performance).

4. The authorizing document to begin performance is the fully executed Uniform Grant Agreement (UGA) signed by the grants officer, or equivalent. This is the official document that obligates funds. The UGA is sent to the non-State entity via the CSA Tracking System. The non-State entity will print and sign the signature page of the UGA and return signature page to [DHS.OCA.SignaturePages@Illinois.gov](mailto:DHS.OCA.SignaturePages@Illinois.gov). A final signed copy of the UGA will be provided to the non-State entity via an upload into the CSA Tracking system.
5. Applicants who are not eligible due to registration or pre-qualification issues, or late applications will be notified that they are ineligible for consideration when their application is processed.
6. A written Notice of Non-Selection shall be sent to the applicants not receiving an award following the Merit Review process.

## VIII. Post-Award Requirements and Administration

### A. Administrative and National Policy Requirements

1. 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.
2. You can find a sample of the grant agreement at [IDHS Uniform Grant Agreement](#).
3. Payment Terms
  - a. It is the policy of the Illinois Department of Human Services (IDHS) that this policy complies with 2 CFR 200.302, 2 CFR 200.305, 31 CFR 205 (Procedures implementing the Cash Management Improvement Act and Treasury State Agreement (TSA)) and 44 Ill. Admin. Code 7000.120 (GOMB Adoption of Supplemental Rules for Grant Payment Methods). Three different award payment methods exist, namely [Advance Payment, Reimbursement, and Working Capital Advance](#).
  - b. Grantees selecting the Advance Payment Method, or the Working Capital Advance Payment Method must complete the Advance Payment Request Cash Budget Template as described in the procedures above. In addition, please note: If you will be submitting the Advance Payment Request Cash Budget, it must be submitted with the application materials as a separate document.
  - c. The Monthly Invoice IL444-5257 Template must be used for all DMH programs and submitted no later than 15 days after the end of the month. All invoices shall be HIPAA compliant and encrypted utilizing DHS approved encryption software and emailed to DMH at the email address listed above.
  - d. Invoice and PFR Email Address for General Grants: [DHS.DMHQuarterlyReports@Illinois.gov](mailto:DHS.DMHQuarterlyReports@Illinois.gov)
  - e. Invoice and PFR Email Address for Williams Consent Decree: [DHS.DMHWilliamsInvoices@Illinois.gov](mailto:DHS.DMHWilliamsInvoices@Illinois.gov)
  - f. Invoice and PFR Email Address for Colbert Consent Decree: [DHS.Colbert.Invoices@Illinois.gov](mailto:DHS.Colbert.Invoices@Illinois.gov)
4. Payment Forms
  - a. [Monthly Invoice \(IL444-5257\)](#)
  - b. [Advance Payment Request Cash Budget Form \(IL444-4985\)](#) Only if requesting an advance payment

### B. Reporting

1. Reporting, upon execution of the grant agreement, shall be in accordance with the requirements set forth in the UGA and related exhibits which include but is not limited to the following:
  - a. Periodic Financial Reports submitted electronically in accordance with instructions in the UGA no more frequent than quarterly and no less frequent than annually, unless unusual circumstances exist.
  - b. Periodic Programmatic Reports submitted electronically in accordance with instructions in the UGA no more frequent than quarterly and no less frequent than annually, unless unusual circumstances exist.



- c. Close-out Performance Reports and Financial Reports as instructed in the UGA.
- d. Other Unique Programmatic Reporting Requirements: additional annual performance data may be collected as directed by the Department and in the format prescribed by the Department.
- e. If the State share of any State award may include more than \$500,000 over the period of performance applicants are also subject to the reporting requirements reflected in Appendix XII to 2 CFR 200.
- f. Non-compliance with any of the identified reports may lead to being placed on the Illinois Stop-Payment List.
- g. Grantee shall submit these reports to the appropriate email address listed below. Reported expenses should be consistent with the approved annual grant budget. Any expenditure variances require prior Grantor approval in accordance with Article VI of the UGA to be reimbursable.
  - PFR Email Address for General Grants: [DHS.DMHQuarterlyReports@Illinois.gov](mailto:DHS.DMHQuarterlyReports@Illinois.gov)
  - PFR Email Address for Williams Consent Decree: [DHS.DMHWilliamsInvoices@Illinois.gov](mailto:DHS.DMHWilliamsInvoices@Illinois.gov)
  - PFR Email Address for Colbert Consent Decree: [DHS.Colbert.Invoices@Illinois.gov](mailto:DHS.Colbert.Invoices@Illinois.gov)
  - PFR and P RTP Email Address for All Grants: [DHS.DMHQuarterlyReports@Illinois.gov](mailto:DHS.DMHQuarterlyReports@Illinois.gov)
- h. DMH reporting templates and detailed instructions for submitting reports can be found in the Provider section of the IDHS website.

## IX. Other Information

### A. Program Websites

- 1. [Mental Health Grants - FY 2026](#)
- 2. [IDHS Grants](#)
- 3. [IDHS website](#)

### B. Mandatory Forms and Submissions

- 1. [Uniform Application for State Grant Assistance](#)
- 2. Program Narrative
- 3. [Uniform Grant Budget Template](#) (Submit in CSA) | [Instructions](#)
- 4. Subcontractor Budget, if applicable submit as a separate attachment
- 5. Grantee [Conflict of Interest Disclosure](#) submit as a separate attachment
- 6. [Advance Payment Request Cash Budget Form \(IL444-4985\)](#) submit as a separate attachment (no submission will result in default to Reimbursement Method)
- 7. Copy of Applicant's most recent IPS Fidelity Review or Quality Improvement Survey