

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

Awarding Agency Name	Public Health
Agency Contact	Keturah Tracy (keturah.tracy@illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	HFLI-26
Funding Opportunity Title	Healthy Family Lifestyles Illinois
CSFA Number	482-00-3482
CSFA Popular Name	HFLI
Anticipated Number of Awards	1
Estimated Total Program Funding	\$20,000
Award Range	\$20000 - \$20000
Source of Funding	Federal
Cost Sharing or Matching Requirements	No
Indirect Costs Allowed	Yes
Restrictions on Indirect Costs	No
Posted Date	06/30/2025
Application Date Range	06/30/2025 - 08/15/2025 : 5.00pm
Grant Application Link	Please select the entire address below and paste it into the browser... <a href="https://idphgrants.com/user/home.aspx">https://idphgrants.com/user/home.aspx</a>
Technical Assistance Session	No



## Uniform Notice of Funding Opportunity (NOFO)

	Data Field	
1.	<b>Awarding Agency Name:</b>	Illinois Department of Public Health
2.	<b>Agency Contact:</b>	Name: Keturah Tracy Phone: 217-620-8295 Email: Keturah.Tracy@illinois.gov
3.	<b>Announcement Type:</b>	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	<b>Type of Assistance Instrument:</b>	Grant
5.	<b>Agency Opportunity Number:</b>	HFLI-26
6.	<b>Funding Opportunity Title:</b>	Healthy Family Lifestyles Illinois
7.	<b>CSFA Number:</b>	482-00-3482
8.	<b>CSFA Popular Name:</b>	Healthy Family Lifestyles
9.	<b>CFDA Number(s):</b>	93.988
10.	<b>Number of Anticipated Awards:</b>	1
11.	<b>Estimated Total Funding Available:</b>	\$20,000
12.	<b>Single Award Range:</b>	\$20,000 - \$20,000
13.	<b>Funding Source:</b> Mark all that apply	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	<b>Is Cost Sharing or Match Required?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15.	<b>Indirect Costs Allowed?</b>  <b>Restrictions on Indirect Costs?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide the citation governing the restriction:
16.	<b>Posted Date:</b>	6/30/2025
17.	<b>Application Date Range:</b> Leave the 'End Date' and 'End Time' empty if there is no deadline.	Start Date: 6/30/2025 End Date: 8/15/2025 End Time: 5:00 p.m.
18.	<b>Technical Assistance Session:</b>	Session Offered: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date and time:  Conference Info/Registration Link: Questions can be sent to <a href="mailto:Keturah.Tracy@illinois.gov">Keturah.Tracy@illinois.gov</a> Answers can be included in a revised NOFO.

## Agency-specific Content for the Notice of Funding Opportunity

### A. Program Description

IDPH will fund one organization for a single implementation of a Healthy Family Lifestyles pilot program in Peoria Illinois. IDPH will consider a single proposal with contractual elements that meets each of the three categories stated below:

- 1) An implementation *partner* who will purchase/apply for the CDC-approved Healthy Family Lifestyles program, participate in necessary training, and support staffing to implement the program at a single location;
- 2) A *host site* (if separate from the partner providing the programming) serving one or more IDPH-identified priority populations;
- 3) An external referral partner who is a trusted member of the community (preferably with a community health worker).

The first year of funding will be for planning and preparation. The work plan for the first year of funding should include acquiring the Healthy Family Lifestyles program and receiving the necessary training, as well as identification of both a host site and an external referral partner.

The work plan for the first year of funding should *also* include the development and submission an implementation plan no later than December 31, 2025 which includes a timeline for two additional years of funding. The timeline will include a goal of one completed cohort by the end of the first year of funding, two completed cohorts within the second year of funding, and 3 completed cohorts within the third year of funding. Applicant shall use the **Implementation Planning documents included in this application** to guide the development of their implementation plan. Marketing and ongoing quality improvement should be integrated into the Implementation Plan.

For a successful pilot, it is necessary to start with a larger population with more resources to increase chances of success. The Healthy Family Lifestyles Illinois workgroup identified the following requirements for a successful pilot:

Grantee will be selected based on the following criteria:

- Serving black and/or Latino community members
- Located in Peoria, an IDPH-identified geographic priority area
- Identified as a trusted member of the community with demonstrated community partnerships and support
- Prior experience working with children and families
- Willing to acquire, train for, and implement the CDC-approved program: Healthy Weight and Your Child [Healthy Weight and Your Child Program | YMCA](#)
- Interested in, and capacity for, undertaking a pilot project

The first year of funding will occur between **July 1, 2025 and June 29, 2026**. Applicants must submit a detailed project plan that describes how the award will be executed. The project plan should include necessary detail to enable the agency to manage the grant agreement activity against planned project performance (implementation steps (milestones), lead personnel assigned, key partners, and timelines to meet all milestones.

## B. Funding Information

This award is utilizing ☒ federal pass-through, ☐ state and/or ☐ private funds.

\$20,000 will be provided to a single organization serving each role (program provision, host site, referral partner).

1. The project proposal for this first year of funding must document a timetable that covers the period from July 1, 2025 through June 29, 2026. It must include schedules of events and activities planned during the project period with a specific requirement for documented activities.
2. Letters of commitment from each partner (collaborators and sub-contractors) participating in the proposed project must be attached (as appropriate). The letters must clearly state the partner's planned role in the project and what they anticipate will be achieved through their participation.
3. The applicant agrees to submit quarterly progress reports to the Department. The Department will use these reports to track progress made toward achievement of program goals and objectives. Failure to submit required reports in a timely manner will result in reimbursement delays and may affect future Department funding.
4. The application should address how the applicant will sustain future project activities after the funds are depleted.
5. The applicant agrees to participate in monthly conference calls with the Department.
6. All communications, written, verbal, or printed, by grantees or subcontractors of grantees for use in promoting activities funded under this grant opportunity must be submitted to IDPH for approval prior to use and must contain the following verbiage: "Funding provided by a grant from the Illinois Department of Public Health utilizing funds from the Centers for Disease Control and Prevention".

Competitive grant agreement can be renewed non-competitively for two consecutive years with sufficient documented progress. Grantee should have sustainability plan in place at the beginning of the third year of funding (i.e. successfully billing Medicaid, Medicare, and/or other insurance).

## C. Eligibility Information

Regardless of the source of funding (federal pass-through or State), all grantees are required to register with the State of Illinois through the Grant Accountability and Transparency Act (GATA) website, <https://gata.illinois.gov/>, complete a prequalification process, and be determined "qualified" as described in Section 7000.70. Registration and prequalification is required before an organization can apply for an award.

The entity is "qualified" to be an awardee if it:

1. has an active UEI (Unique Identity ID) number;
2. has an active SAM.gov account;
3. has an acceptable fiscal condition;
4. is in good standing with the Illinois Secretary of State, if the Illinois Secretary of State requires the entity's organization type to be registered. Governmental entities, school districts and select religious organizations are not required to be registered with the Illinois Secretary of State. Refer to the Illinois Secretary of State Business Services website: [http://www.cyberdriveillinois.com/departments/business\\_services/home.html](http://www.cyberdriveillinois.com/departments/business_services/home.html);
5. is not on the Illinois Stop Payment List;
6. is not on the SAM.gov Exclusion List;
7. is not on the Sanctioned Party List maintained by HFS.

**1. Eligible Applicants**

Tax Exempt organization(s) doing business in Peoria IL.

**2. Cost Sharing or Matching**

Allowed; not required

**3. Indirect Cost Rate**

Indirect Cost Rate (ICR) must be elected even if claiming de minimis or not claiming ICR at all. There are no caps on an approved negotiated ICR.

Annually, each organization receiving an award from a State grantmaking agency is required to enter the centralized Indirect Cost Rate System and make one of the following elections for indirect costs to State and federal pass-through grants:

- I. Federal Negotiated Indirect Cost Rate Agreement (NICRA);
- II. Election of the de minimis rate;
- III. Election not to charge indirect costs; or
- IV. Negotiate an indirect cost rate with the State of Illinois.

The awardee shall make one election or negotiate a rate that all State agencies must accept unless there are federal or State program limitations, caps or supplanting issues.

**4. Other, if applicable**

NA

**D. Application and Submission Information**

**1. Address to Request Application Package**

Applications must be submitted via the Illinois Department of Public Health's Electronic Grants Administration and Management System (EGRAMS), accessible at [idphgrants.com](http://idphgrants.com).

Since high-speed internet access is not yet universally available for downloading documents or accessing the electronic application, and applicants may have additional accessibility requirements, applicants may request paper copies of materials by contacting:

Keturah Tracy  
535 W. Jefferson St.  
2<sup>nd</sup> Floor  
Springfield IL 62702

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

This work will occur **from July 1, 2025 to June 29, 2026**. Grantees making sufficient progress *may* have the opportunity to renew non-competitively for two more years. Applicant must submit a project plan that describes how the award will be executed. The project plan should include necessary detail to enable the agency to manage the grant agreement activity against planned project performance implementation steps (milestones), lead personnel assigned, key partners, and timelines to meet all milestones).

As specified by the Centers for Disease Control and Prevention funding opportunity, grantee is responsible for reporting on the following performance measures, as applicable to programming selected. Measures will be reported to the department quarterly as directed by the department.

Illinois Department of Public Health - Office of Performance Management

**Short-term measure:**

N/A – include if plan on more than one site

**Intermediate measure:**

Number of children for whom the family healthy weight program implementing partner received a referral (total number)

Grantee shall also report on IDPH-specific sub-measures as appropriate for work plan delivery. These shall include, but not be limited to:

- i. Race/ethnicity
- ii. Age
- iii. Biological Sex/Gender Identity
- iv. Rural/Urban
- v. Referral pathway(s) where applicable
- vi. Number of participants in each referral pathway
- vii. Reimbursement Method

**3. Unique Entity Identifier (UEI) and System for Award Management (SAM)**

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:

- i. Be registered in SAM before submitting its application. If you are not registered in SAM, this link provides a connection for SAM registration: <https://sam.gov/SAM/>
- ii. provide a valid UEI in its application; and
- iii. 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.

The State awarding agency may not make a Federal pass-through or State award to an applicant until the applicant has complied with all applicable UEI and SAM requirements and, if an applicant has not fully complied with the requirements by the time the State awarding agency is ready to make a Federal pass-through or State award, the State awarding agency may determine that the applicant is not qualified to receive a Federal pass-through or State award and use that determination as a basis for making a Federal pass-through or State award to another applicant.

**4. Submission Dates and Times**

See 17 on Page 1 of this NOFO.

**5. Intergovernmental Review, if applicable**

NA

**6. Funding Restrictions**

All grant funds must be used for the sole purposes set forth in the grant proposal and application and must be used in compliance with all applicable laws. Grant funds may not be used as matching funds for any other grant program unless specifically allowed under grant program guidelines. Use of grant funds for prohibited purposes may result in loss of grant award and/or place the grantee at

risk for repayment of those funds used for the prohibited purpose. Regardless of the source of funding (federal pass-through or State), all grant-funded expenses must be compliant with Cost Principles under Subpart E of 2CFR200 unless an exception is noted in federal or State statutes or regulations.

### **Allowability**

**Allowable** – All grant funds must be used for items that are necessary and reasonable for the proper and efficient performance of the grant and may only be used for the purposes stated in the grant agreement, work plan, and budget. Items must comply with all applicable state and federal regulations.

**Allocable** – Grant-funded costs must be chargeable or assignable to the grant in accordance with relative benefits received. The allocation methodology should be documented and should be consistent across funding sources for similar costs.

**Reasonable** – The amounts charged for any item must be reasonable. That means the nature and amount of the expense does not exceed what a prudent person under the same circumstances would expend; and that the items are generally recognized as ordinary and necessary for the performance of the grant.

### **Allowed Uses**

Funding may be used for the following:

**Allowable costs.** Examples of allowable costs are listed below. This is not meant to be a complete list, but rather specific examples of items within each line item category.

### **Personal Services:**

- Gross salaries paid to agency employees directly involved in the provision of program services. All salaries to be provided as in-kind need to be documented and noted on the budget sheet as such.
- Employer's portion of fringe benefits actually paid on behalf of direct services employees. Examples include FICA (Social Security), life/health insurance, workers compensation insurance, unemployment insurance and pension/retirement benefits.

### **Contractual Services:**

- Contractual employees (requires prior program approval).
- Postage, postal services, overnight mailing, or other carrier costs.
- Photocopies. If paid to a duplicating business, list the number of copies and costs. If charged by copy on a leased photocopy machine, list cost per actual copy.
- Telecommunications. Allowable charges are monthly telephone service costs for land lines and installation, repair, parts and maintenance of telephones and other communication equipment.
- Payments or pass-throughs to subcontractors or sub grantees are to be shown in the Contractual Services section. All subcontracts or sub grants require an attached detail line item budget supporting the contractual amount.
- Printing. Any printing job, e.g., letterpress, offset printing, binding, lithographing services, must be requested as a prior approval item in the budget submission. This expense requires substantive documentation as to its relevance to the work plan before approval will be granted. The cost of the printing may not exceed \$1,000 or 5 percent of the total budget, whichever is less.

### **Travel:**

- Auto travel mileage at no higher than \$.70 - the state reimbursement rate as of January 1, 2025.
- Rail transportation expenses.
- Lodging. The rate must be in accordance with Illinois Travel Control Board rates or justification must be provided.
- Per Diem.

### **Supplies:**

- Office supplies.
- Educational and instructional materials and supplies, including booklets and reprinted pamphlets. The budget narrative must describe the connection between the purchase of these materials and approved work plan before it will be approved.
- Paper supplies.
- Envelopes and letterhead.

### **Prior Approval ONLY**

With prior approval, funding may be used for the following:

NA

### **Funding Use Prohibitions**

Funding may NOT be used for the following:

Unallowable or prohibited uses of grant funds include, but are not limited, to the following:

- Political or religious purposes.
- Contributions or donations.
- Fund raising or legislative lobbying expenses.
- Payment of bad or non-program related debts, fines or penalties.
- Contribution to a contingency fund or provision for unforeseen events.
- Food, alcoholic beverages, gratuities or entertainment.
- Membership fees.
- Interest or financial payments or other fines or penalties.
- Purchase or improvement of land or purchase, improvement, or construction of a building.
- Any expenditure that may create conflict of interest or the perception of impropriety.
- Audit expenses.
- Equipment.
- Prescription drugs.
- Clinical Care

### **Additional Funding Guidance**

A minimum of 10% of the budget must be used to address social determinants of health/barriers to participation.

Expenditure reports must be submitted quarterly via the electronic grants management system, EGrAMS.



## **7. Other Submission Requirements**

If the applicant encounters technical difficulties with the EGrAMS system, the applicant may complete a helpdesk ticket <https://app.smartsheet.com/b/form/898130b64be64507be8b2bcbea1e27d6>

## **E. Application Review Information**

Application will be reviewed and scored on the following criteria outlined in the Criteria section below.

### **1. Criteria**

Applications will be reviewed and scored on a 100-point rubric using the following criteria:

1. **Scope of Work Section (40 pts)** - Applicant capacity and experience; Need; Target audience clearly defined; Proposed implementation approach; Plan provided with detailed activities.
2. **Work Plan Section (15 pts)** - Activities, outcomes and measurements are provided and aligned with program requirements; Information provided in the SMART format
3. **Budget Section (10 pts)** - Budget reasonable & justified

### **2. Review and Selection Process**

This grant is competitive. A maximum of one (1) applicant will be selected for this project. Please see the Scope of Work section of the grant application for specific details we are requesting.

### Merit-Based Review Appeal Process

For competitive grants, only the evaluation process is subject to appeal. Evaluation scores or funding determinations/outcomes may not be contested and will not be considered by the Department's Appeals Review Officer.

To submit an appeal, the appealing party must:

- Submit the appeal in writing and in accordance with the grant application document through IDPH's Merit-Based Review Appeal Request Form available here: <https://app.smartsheet.com/b/form/ed4d113385de41feb38964a8005ce72b>
- Appeals must be received within 14 calendar days after the date that the grant award notice was published.
- Appeals must include the following information:
  - The name and address of the appealing party
  - Identification of the grant
  - A statement of reasons for the appeal
  - If applicable, documents or exhibits to support statement of reason

The IDPH Appeals Review Officer (ARO) will consider the grant-related appeals and make a recommendation to the appropriate Deputy Director as expeditiously as possible after receiving all relevant, requested information.

- The ARO must review the submitted Appeal Request Form for completeness and acknowledge

- receipt of the appeal within 14 calendar days from the date the appeal was received.
- The ARO will utilize an Appeal Review Tool to consider the integrity of the competitive grant process and the impact of the recommendation.
- The appealing party must supply any additional information requested by the agency within the time period set in the request.
- The ARO shall respond to the appeal within 60 days or supply a written explanation to the appealing party as to why additional time is required.

Documentation of the appeal determination shall be sent to the appealing party and must include the following:

- Standard description of the appeal review process and criteria
- Review of the appeal
- Appeal determination
- Rationale for the determination
- In addition to providing the written determination, the grant-making office may do the following:
- Document improvements to the evaluation process given the findings and re-review all submitted applications.
- Document improvements to the evaluation process given the findings and implement improvements into the following year's grant evaluation process.
- Provide written notice to the appealing party as to how the identified actions will be remedied.

Appeals resolutions may be deferred pending a judicial or administrative determination when actions concerning the appeal have commenced in a court of administrative body.

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

Within 30 days of application submission

Anticipated Announcement Date (if known): 9/15/2025  
 Anticipated Program Start Date: 7/1/2025  
 Anticipated Program End Date: 6/29/2026

## **F. Award Administration Information**

### **1. *State Award Notices***

A Notice of State Award (NOSA) shall be issued to the finalists who have successfully completed all grant award requirements and have been selected to receive grant funding. The NOSA will specify the funding terms and specific conditions resulting from applicable pre-award risk assessments.

The Illinois Department of Public Health (IDPH) is exempt from utilizing the standard NOSA issued on the GATA Grantee Portal. Successful applicants will receive an email notification from EGrAMS and

must review the funding terms and specific conditions in the grant agreement and accept utilizing an electronically signature. Both the electronic signature in EGrAMS and a physical signature on the grant agreement must be completed by an authorized representative of the grantee organization and submitted to IDPH.

A Notice of Denial shall be sent to the applicants not receiving awards via EGrAMS.

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

The following Administrative Requirements (AR) apply to this grant: Generally applicable ARs:

AR-9: Paperwork Reduction Act <http://www.hhs.gov/ocio/policy/collection/infocollectionfaq.html>

AR-10: Smoke-Free Workplace

AR-11: Healthy People 2020

AR-12: Lobbying Restrictions

AR-13: Prohibition on Use of CDC Funds for Certain Gun Control Activities

AR-14: Accounting System Requirements

AR-16: Security Clearance Requirement

AR-21: Small, Minority, And Women-owned Business

AR-24: Health Insurance Portability and Accountability Act

AR-25: Release and Sharing of Data

AR-29: Compliance with EO13513, “Federal Leadership on Reducing Text Messaging while Driving,” October 1, 2009

AR-30: Compliance with Section 508 of the Rehabilitation Act of 1973

AR-33: Plain Writing Act of 2010

AR-34: Patient Protection and Affordable Care Act (e.g., a tobacco-free campus policy and a lactation policy consistent with S4207)

AR-35: Nutrition Policies

Organization-specific ARs:

AR-8: Public Health System Reporting (community-based, nongovernment organizations)

AR-15: Proof of Non-profit Status (nonprofit organizations)

AR 23: Compliance with 45 C.F.R. Part 87 (faith-based organizations)

All grantees receiving one or more federally-funded subawards from IDPH equal to or greater than \$30,000 must provide compensation information within EGrAMS prior to issuance of an award. Grantees will not be able to sign grant agreements or amendment agreements until this requirement is complete. Annual completion of this requirement is necessary for multiyear grants.

### **3. Reporting**

The grantee will be required to submit quarterly performance progress reports electronically through a document provided by the Department. The grantee will be required to submit [quarterly](#) reimbursement certifications within **15** days after the reporting period.

First Quarterly Report Due 10/15/25  
Second Quarterly Report Due 1/15/26  
Third Quarterly Report Due 4/15/26  
Fourth quarterly Report Due 7/15/26  
Final Date for Budget Adjustment Requests and Approval 6/15/26

For quarters that have already passed at the point of grant execution, grantee will report “no progress; award pending”.

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

Tiffanie Pressley, Division Chief  
Chronic Disease and School Health Program  
Office of Health Promotion  
535 W. Jefferson, 2nd Floor  
Springfield, IL 62761  
Phone: 271-785-5225  
TTY: 800-547-0466  
E-mail: Tiffanie.Pressley@illinois.gov

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

NA

#### **Mandatory Forms -- Required for All Agencies**

1. Uniform State Grant Application – Available at [idphgrants.com](http://idphgrants.com) for eligible applicants
2. New to EGrAMS, click [HERE](#) to see how to Get Started
3. Project Narrative (included in EGrAMS application)
4. Budget (included in EGrAMS application)
5. Budget Narrative (included in EGrAMS application)

Other program-specific mandatory forms:

Implementation Planning documents can be found in “Show Documents” in the upper right of the application.