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

Awarding Agency Name	Public Health
Agency Contact	Kathryn Endress (kathryn.endress@illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	IGT-26
Funding Opportunity Title	Implementing Gatekeeper Training within the Illinois Department of Corrections and Juvenile Detention Centers in Disproportionately Affected Communities
CSFA Number	482-00-3760
CSFA Popular Name	Implementing Gatekeeper Training within the Illinois Department of Corrections and Juvenile Detention Centers in Disproportionately Affected Communities
Anticipated Number of Awards	1
Estimated Total Program Funding	$168,903
Award Range	$0 - $168903
Source of Funding	Federal
Cost Sharing or Matching Requirements	No
Indirect Costs Allowed	Yes
Restrictions on Indirect Costs	No
Posted Date	10/15/2025
Application Date Range	10/15/2025 - 11/14/2025 : 4pm
Grant Application Link	Please select the entire address below and paste it into the browser... https://idphgrants.com/user/home.aspx?Mode=Logout
Technical Assistance Session	No

Uniform Notice of Funding Opportunity (NOFO)

	Data Field	
1.	**Awarding Agency Name:**	Illinois Department of Public Health
2.	**Agency Contact:**	Name: Kathryn Endress Phone: 217-299-8044 Email: Kathryn.endress@illinois.gov
3.	**Announcement Type:**	☒ Initial announcement ☐ Modification of a previous announcement
4.	**Type of Assistance Instrument:**	Grant
5.	**Agency Opportunity Number:**	IGT-26
6.	**Funding Opportunity Title:**	Implementing Gatekeeper Training within IL Department of Corrections and Juvenile Detention Centers
7.	**CSFA Number:**	482-00-3760
8.	**CSFA Popular Name:**	Implementing Gatekeeper Training
9.	**CFDA Number(s):**	93.136
10.	**Number of Anticipated Awards:**	1
11.	**Estimated Total Funding Available:**	$168,903
12.	**Single Award Range:**	Up to $168,903
13.	**Funding Source:** Mark all that apply	☒ Federal or Federal pass-through ☐ State ☐ Private / other funding
14.	**Is Cost Sharing or Match Required?**	☐ Yes ☒ No
15.	**Indirect Costs Allowed?** **Restrictions on Indirect Costs?**	☒ Yes ☐ No ☐ Yes ☒ No If yes, provide the citation governing the restriction:
16.	**Posted Date:**	10/15/2025
17.	**Application Date Range:** Leave the 'End Date' and 'End Time' empty if there is no deadline.	Start Date: 10/15/2025 End Date: 11/14/2025 End Time: 4:00PM CST

18.	**Technical Assistance Session:**	Session Offered: ☐ Yes ☒ No
		Session Mandatory: ☐ Yes ☒ No
		Date and time:
		Conference Info/Registration Link:

A. Program Description

Through federal funding, the Illinois Department of Public Health (IDPH) Violence and Injury Prevention Section will provide funding for one organization to implement evidence-based gatekeeper training to support people at-risk for suicide, such as the ASIST and/or safeTALK programs by LivingWorks. Programs must serve justice-involved females 10-19 years old in any county and/or justice-involved men greater than 50 in the following counties Champaign, DeKalb, Kankakee, Kendall, Macon, Madison, McLean, Peoria, Rock Island, Sangamon, St. Clair, Tazewell, Vermilion, and Winnebago. The goal is to expand gatekeeper training in areas under the CDC Expansion of Comprehensive Suicide Prevention Across the U.S. Funding is available through a grant from the Center for Disease Control (CDC). This funding opportunity supports implementation and evaluation of a comprehensive public health approach to suicide prevention in the U.S. This approach a) convenes and connects multisectoral partners (e.g., public health, mental health, people with lived experience); b) uses data to identify vulnerable populations (i.e., disproportionately affected populations [DAP]), understand contributors to suicide, and track trends in morbidity/mortality; c) assesses gaps in existing programs in the jurisdiction (d) implements complementary strategies with the best available evidence from Preventing Suicide: A Technical Package of Policy, Programs, and Practices (updated [Suicide Prevention Resource for Action](#)); and e) communicates trends, progress, successes, and lessons learned to partners. The approach is rigorously evaluated with a focus on continuous quality improvement and sustained impact. The purpose is to implement and evaluate the comprehensive approach, with attention to one or more DAP, (e.g., veterans, rural communities, tribal populations, LGBTQ, homeless, other) that account for a significant proportion of the suicide burden and/or have suicide rates greater than the general population in a jurisdiction(s) (e.g., state, county, tribe). Key outcomes include a 10% reduction in suicide morbidity and mortality in the DAP(s), in the chosen jurisdiction.

This funding opportunity also helps expand the implementation of strategies in the [Illinois Suicide Prevention Strategic Plan 2020](#). Measurable outcomes are essential for determining the extent to which the overall comprehensive approach and its component parts reduce suicide morbidity and mortality in disproportionately affected populations.

IDPH will fund one organization to implement the following approaches:
- Participate in IDPH Suicide Prevention activities including the Illinois Suicide Prevention Alliance, statewide summit, subcommittees, etc. offered during the project period.
- Track required Performance Measures:
  For tracking purposes, performance indicators will need to be reported at least quarterly. These shall include, but are not limited to:
    1. Number of people offered trainings by training approach;
    2. Number of people who enrolled or registered for trainings;
    3. Number of individuals who completed the trainings;
    4. Number and type of culturally adapted training materials provided;
    5. Other indicators required by LivingWorks;
- When possible, it is expected that the grantee will collaborate and partner with other IDPH grantees working towards suicide prevention such as: Project ECHO Grant, Identifying the System for Timely Referrals: Youth at Risk of Suicide, Training Professionals Working with Youth at Risk of Suicide, Postvention Technical Assistance, Depression Screening in School Base Health Centers, Reducing Access

to Lethal Means, Zero Suicide- Strengthen Access and Delivery of Suicide Care,
- Collaborate with community partners.
- Individuals working on this project will be expected to pass a background check if the training is being conducted in the prisons or juvenal detention centers.
- If organization is not an ASIST trainer, organization will work with LivingWorks on training potential trainers.
- Organization will work with the Illinois Department of Corrections and Juvenile Detention Centers to schedule and implement LivingWorks ASIST program.

LivingWorks safeTALK is a four-hour training that equips people to be more alert to someone thinking of suicide and better able to connect them with further help. This includes:
- Trainer presentations, facilitated discussion, and skills practice
- Videos that illustrate what happens when signs of suicide are overlooked, and how you can contribute to safe outcomes when these signs are heard and addressed
- Opportunities to further explore organizational applications of the training
- A community resource person on hand at the workshop to support safety and comfort of all attendees

LivingWorks ASIST is a 2-day, interactive, skill-based workshop that prepares people to provide suicide first aid using a unique 6-task model.
Learning Objectives:
- In LivingWorks ASIST, attendees learn how to help someone thinking about suicide develop a personalized SafePlan to keep safe-for-now and connect with further help.
- Attendees learn to apply a Safety Framework to guide the development of a SafePlan through a collaborative helping relationship.
- Attendees also consider how personal and community attitudes about suicide affect someone's openness to seek help and the attendee's ability to provide it.
- This workshop increases the attendee's willingness, confidence, and capacity to provide suicide first aid.

LivingWorks ASIST aims to provide a safe learning environment. The learning process includes:
- Trainer presentations and powerful videos to stimulate discussion and support learning
- Extensive opportunities for skills practice
- Shared participant experiences that enrich learning
- Trainer-facilitated workgroups to optimize participation
- Direct and honest discussion about suicide is encouraged. While sometimes challenging, this prepares helpers to openly approach people with thoughts of suicide, and to help them keep safe.

Recipients will also be expected to develop and share success story. The success story developed may address programmatic and/or achievements, collaborative efforts, innovations, best practices, and/or lessons learned from any part of your comprehensive approach. The success story will need to include a benefit derived from the activity. No success is too small. The story may be a few lines, a paragraph or may extend to a one-pager or full report. For example, recipients will highlight:
- The Situation: Describe the situation identified.
  - Describe the suicide-related problem/situation
  - Explain why this was important to address
  - Note the date sources used if applicable
- The Narrative: How was the grant funds used to address the problem?
  - Describe how your program aimed to prevent suicide, including the specific activities and strategies used

- o Describe who (such as state/local health department and/or local/state partners) was involved in developing, supporting, or leading the program, initiative, or activity
- Outcomes and Impact: What outcomes resulted from your actions?
  - o Describe how the activities were evaluated if applicable
  - o Identify the measurable early results of the process and or long-term outcomes that demonstrate how activities addressed the problem
  - o Avoid stories lacking an outcome. For example, "A fact sheet was created and distributed to stakeholders." Be specific and provide details. For example, describe what was included in the factsheet, why it was relevant to specific stakeholders, and how stakeholders used the fact sheet
- Lessons Learned: What lesson(s) was learned that can help others with similar problems in the future?
  - o Share any lessons learned from your program or activities highlighted in the success story if applicable
  - o Discuss barriers overcome or facilitators that contributed to success
- Summary: Provide a brief summary that effectively wraps up the story.
  - o Summarize the situation, activity, and outcome in 3-4 succinct bullets
  - o Use very clear and direct language to help the reader understand exactly what the problem was, what was done to address it, and what the outcomes were
  - o Consider the section as an overall, brief summary of everything that was written in the sections above
- Helpful Tips:
  - o Avoid jargon and use plain language, spell out acronyms, and provide background information
  - o Use active (not passive) voice
  - o Consider including direct quotes
  - o Be specific and avoid broad, vague statements
  - o Include metrics if available
  - o Avoid personal opinions
  - o Keep the message simple
- Include three or more of the following items with your story:
  - o Press Release
  - o Project Photos
  - o Promotional Materials
  - o Publications
  - o Quote from Partner/Participant
  - o Sample of Materials Produced
  - o Testimonials
  - o Video/Audio Clip
  - o Website URL
  - o Other:_____

B. Funding Information
This award is utilizing ⊠ federal pass-through, ☐ state and/or ☐ private funds.

Funding will be for the period of December 15, 2025 – September 14, 2026. The grantee will work in

collaboration with the IDPH Office of Health Promotion (OHPm), Division of Emerging Health Issues' Violence and Injury Prevention Section to ensure alignment with state and federal goals and objectives. Applicants must submit a project plan that covers the period of December 15, 2025 – September 14, 2026, and 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. The application will be reviewed, evaluated, and funded based on program need, availability of funds and history of efficient use of project funds. Quarterly progress reports to the Department will be submitted by the applicant and will be used to track progress made towards achievement of the program goals and objectives. Fiscal reimbursement requests shall be made quarterly. Failure to submit required reports in a timely manner will result in reimbursement delays.

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, , 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;
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*
Applicants my apply for this grant but will not be eligible for a grant award until they are pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee portal, www.grants.illinois.gov. During pre-qualification, Dun and Bradstreet verifications are performed including a check of Debarred and Suspended status and good standing with the Secretary of State. The pre-qualification process also includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire. If applicable, the entity will be notified that it is ineligible for award as a result of the Dun and Bradstreet verification. The entity will be informed of corrective action needed to become eligible for a grant award.

2. *Cost Sharing or Matching*
Cost sharing is not required. Eligible applicants may voluntarily identify indirect costs as a programmatic match, in order to allocate the entire grant award for direct costs.

3. *Indirect Cost Rate*
Eligible applicants may voluntarily identify indirect costs as a programmatic match, or in-kind, in order to allocate the entire grant award for direct costs.

In order to charge indirect costs to a grant, the applicant organization must have an annually negotiated indirect cost rate agreement (NICRA). There are three types of NICRAs: a) Federally Negotiated Rate. Organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated

rate. The organization must provide a copy of the federal NICRA. b) State Negotiated Rate. The organization must negotiate an indirect cost rate with the State of Illinois if they do not have Federally Negotiated Rate or elect to use the De Minimis Rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the notice of award. c) De Minimis Rate. An organization that has never received a Federally Negotiated Rate may elect a de minimis rate of 15% 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.

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*
Indirect Costs are limited to 15% of the total award, unless the applicant provides a copy of a current Federally Negotiated Rate Indirect Cost Agreement.

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.

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:
 Kathryn Endress
Violence and Injury Prevention Section Chief
Office of Health Promotion, Illinois Department of Public Health
535 West Jefferson Street, 2nd Floor, Springfield, IL 62761
Kathryn.Endress@illinois.gov
Phone (217) 299-8044
TTY (800) 547-0466

2. *Content and Form of Application Submission*
 Applications must be submitted via the Illinois Department of Public Health's Electronic Grants Administration and Management System (EGrAMS), accessible at www.idphgrants.com.

This work will occur between December 15, 2025 – September 14, 2026.

Agencies requesting funding must provide:
  The grant application shall include information about the following:
- A description of the need for the proposed program using data, facts, and/or supporting evidence.

- A description of the organization's past or current work implementing training focused on suicide prevention. In the description, information that demonstrates how the organization's mission, knowledge, and/or experience are related to this program's purpose should be provided. If the organization has not previously implemented suicide prevention trainings, a description of how they will obtain the educational content and subject matter experts needed for the grant activities should be provided.
- A description of the organization's experience and ability to establish partnerships with the subject matter experts needed to inform high quality, up-to-date educational content, including a description of the subject matter collaborations and/or subcontractors necessary to achieve the grant objectives.
- A description of the organization's ability and experience providing training to professionals working with vulnerable populations (ie - justice involved and/or those experiencing homelessness) using best practices or evidence-based strategies, including why it is important for personnel in these sectors to gain competencies to identify and respond to those at risk for suicide.
- An overview of the proposed activities and deliverables as a narrative, including a description of plans to implement activities & deliverables within the program timeframe. This should include the following:
    1. A brief description of proposed activities
    2. Sequence of proposed activities
    3. Role of Partnerships
    4. Outreach plan, if relevant
    5. Expected outcomes
- List of goals to be accomplished during the grant period.
- Outline objectives by month with a list of tasks that will be implemented to accomplish the objectives (Work Plan.) The organization shall specify how the objectives will be measured to determine successful completion.
- Include resume of project director as attachment.
- Agreement to participate in IDPH Suicide Prevention activities including the Illinois Suicide Prevention Alliance, statewide summit, etc. offered during the project period.
- Detailed budget by line item and justification which should additionally include:
    1. An outline of the personnel supported by the grant. Include name and title of all staff participating on the project, percent of time projected that will be reimbursed through the grant funding, and how the proposed personnel will enable the organization to fulfill obligations in the proposed work plan.
- Risk Assessment Questionnaire Information (complete within EGrAMS) – In response to the requirements of 2 CFR 200.205, the award agency is required to review the programmatic risk posed by applicants. Four risk categories are assessed through this questionnaire:
    1. Quality of management systems and ability to meet the management standards
    2. History of performance
    3. Reports and findings from audits performed under Subpart F – Audit Requirements of this part or the reports and finding of any other available audit; and
    4. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on awardees.
- Progress report requirements – grantees are required to submit quarterly progress reports on their work plan objectives including reporting on required performance metric.

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.
 Applications must be submitted electronically through the Illinois Department of Public Health Electronic Grants Administration & Management System (EGrAMS), accessible at idphgrants.com. Applicants must be received by the close of business (4:00 p.m. CST) on **November 14, 2025**. Submission confirmation will be generated by EGrAMS.

5. *Intergovernmental Review, if applicable*

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:

Use of Funds. 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. Use of grant funds for prohibited purposes may result in loss of grant award and/or place the grantee at risk for recouping of those funds used for the prohibited purpose. Expenditure reports must be submitted monthly. To be reimbursable under the Department/Office of Health Promotion Grant Agreement, expenditures must meet the following general criteria:

- Be necessary and reasonable for proper and efficient administration of the program and not be a general expense required to carry out the overall responsibilities of the applicant.
- Be authorized or not prohibited under federal, state, or local laws, or regulations.
- Conform to any limitations or exclusions set forth in the applicable rules, program description, or grant agreement.
- Be accorded consistent treatment through application of generally accepted accounting principles, appropriate to the circumstances.
- Not be allocable to or included as a cost of any state or federally financed program in either the current or a prior period.
- Be net of all applicable credits.
- Be specifically identified with the provision of a direct service or program activity.
- Be an actual expenditure of funds in support of program activities, documented by check number, and/or internal ledger transfer of funds.
- Not be used for research or clinical care.

NOTE: Grantee should prepare a budget that reflects expenses for the grant term. Use whole numbers and round to the nearest dollar. Once approved, the budget will be incorporated into the grant. Using the forms provided in this packet, submit additional information or justification as required in the allowable costs list section. Specific line items listed in the detailed budget must be explained on the budget forms. The grantee may divide employee work time among multiple staff directly involved in the Program development, implementation, and evaluation. The allocation of employee work time in the grant budget must reflect and be commensurate with program activities attributed to the specific program staff in the approved Scope of Work Plan. Program staff members funded 100% from the grant are expected to work solely on this grant program and may not be funded by other IDPH grant programs. Use the Personnel Loading Chart found in the appendix to detail staff.

If the grantee is anticipating the use of sub-contractors/sub-grantees, those should be listed under the Contractual Costs section of the Budget Detail Template and the Contractual Services section of the grant application. For such sub-contractors and/or sub-grantees, justification should be of sufficient detail to document the items requested are essential to the achievement of the work plan activities. Complete Subcontractor Table found in the appendix to provide information for each subcontractor that will be used to provide services under this grant. If a vendor is to be determined, indicate so on the table.

Contractual Services are costs such as contractual employees, repair and maintenance of equipment, media development and placement, software for support of program objectives, among other costs. Payments (or pass-through) to subcontractors are to be shown in the Contractual Services section of the application (Section 5) as well as in the Budget Detail section.

The grantee acknowledges they must expend funds in accordance with the budget approved by the Department and in line with the line-item categorical amounts approved in

that budget. Ten (10%) of the grant amount shall be distributed upon execution. The grantee is required to submit monthly documentation of actual expenditures incurred for conducting activities through use of the Department's reimbursement certification form. If changes in line items of the approved budget are necessary, the grantee must submit a Budget Adjustment Request in writing on Department forms for approval by the Department prior to making any of the requested expenditure changes. Documentation of actual expenditures incurred for the grant period must be submitted within 30 days after the close of the grant period. Any funds not documented and approved by the Department must be returned to the Department.

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.

Incentives:
- Grantees may provide incentives (not to exceed $30 dollars, non-cash value) to participate in required data collection follow-up. This amount may be paid for each required follow-up interview.
- Incentives may only be used to encourage participation in data collection follow-up activities, such as participation in post-activity, training, or event surveys, questionnaires, evaluations, and follow-up interviews.
- Incentives may not be used to encourage attendance at any a programmatic activity, training, or event.

Travel:
- Auto travel mileage at no higher than $0.70 per mile - 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:

Funding Use Prohibitions
Funding may NOT be used for the following:

Unallowable Cost List. Unallowable or prohibited uses of grant funds include, but are not limited, to the following:
- Political or religious purposes.
- Contributions or donations.
- Promotional items including but not limited to t-shirts, bags, backpacks, hats, pencils, rulers, coloring books, stress balls, band-aid holders, mugs, and cookware.
- Fundraising 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, sporting events, recreation 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.
- Lease of facility space.
- Any expenditure that may create conflict of interest or the perception of impropriety.
- Audit expenses.
- Equipment.
- Prescription drugs.
- Conference registration fees, including registration fees to attend or exhibit at events that can be defined as fundraisers.
- Exhibit fees.
- Subscriptions.
- Association dues.
- Expenses for credentialing (e.g., CHES certification).
- Out-of-state travel.
- Airfare.
- Scholarships, fellowships, or student aid.
- Stipends

Additional Funding Guidance

7. *Other Submission Requirements*
  Applications must be submitted through the Illinois Department of Public Health Electronic Grants Administration & Management System (EGrAMS) accessible at idphgrants.com. Applications must be received by the close of business (4:00 p.m.) on November 14, 2025. If the applicant encounters technical difficulties with the EGrAMS system, the applicant may contact: IDPH Grants Support E-mail: DPH.GrantReview@illinois.gov

E. Application Review Information
  Applications will be reviewed for content, work plan activities, budget proposals, and required application supplemental material**.** In addition, based on adherence to prior grant guidelines, timely submission of reports and fiscal monitoring.

1. *Criteria*
   Grants will be reviewed and graded based on a 100-point scoring rubric. The categories are as follows:

   a. **Scope of Work Section (60 points)** - Applicant capacity and experience; Need; Target audience clearly defined; Proposed implementation approach; Plan provided with detailed activities.
   b. **Work Plan Section (25 points)** - Activities, outcomes and measurements are provided and aligned with program requirements; Information provided in the SMART format
   c. **Budget Section (15 points)** - Budget reasonable & justified

2. *Review and Selection Process*
  This grant is competitive. A merit-based review will be scored by the Department grant committee consisting of two or more reviewers. Scoring will be based on the evaluation criteria listed above.

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.***
   After review, the anticipated award announcement is November 2025

   Anticipated Announcement Date (if known):   Click or tap to select a date.
   Anticipated Program Start Date: 12/15/2025
   Anticipated Program End Date: 9/14/2026

F. Award Administration Information

1. ***State Award Notices***
   The grant application will be reviewed after grant deadline. Anticipated award announcement is November 2025.

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*

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*
 Grantees are required to submit quarterly performance reports on their work plan objectives and quarterly fiscal reporting in EGrAMS within 15 days after the reporting period. Failure to submit required reports in a timely manner will result in delays with approval of reimbursements. The grantee will ensure quarterly reports are submitted in the provided format as follows:

- Project Period 1 Report Due: March 31, 2026 (December 15 – March 14, 2026)
- Project Period 2 Report Due: June 30, 2026 (March 15 – June 14, 2026)
- Project Period 3 Report Due: September 30, 2026 (June 15 – September 14, 2026)

G. State Awarding Agency Contact(s)
 Kathryn Endress
 Violence and Injury Prevention Section Chief
 Office of Health Promotion, Illinois Department of Public Health
 535 West Jefferson Street, 2nd Floor, Springfield, IL 62761
 kathryn.endress@illinois.gov
 Phone (217) 299-8044
 TTY (800) 547-0466

H. Other Information, if applicable
 The state of Illinois is not obligated to make any State award as a result of the announcement, and funding is contingent upon approval and receipt of state appropriation.

Other webpages:
Grant Accountability and Transparency Act (GATA) Grantee Portal - http://www.grants.illinois.gov

Illinois Department of Public Health's Electronic Grants Administration and Management System (EGrAMS) - dphgrants.com.

EGrAMS Help Desk: DPH.GrantReview@illinois.gov.

Mandatory Forms -- Required for All Agencies
1. **Uniform State Grant Application – Available at 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:
1. Project director resume or CV
2. Organization W-9
3. Programmatic Risk Assessment (within EGrAMS Application)
4. Subcontractor Disclosure Form, if applicable (under EGrAMS Document Tab)