

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

Awarding Agency Name	Human Services
Agency Contact	Barb Roberson (DHS.DBHR.GrantApp@Illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	27-444-42-3821-01
Funding Opportunity Title	785 Cluster Permanent Supportive Housing (PSH)
CSFA Number	444-42-3821
CSFA Popular Name	785 Cluster Permanent Supportive Housing (PSH)
Anticipated Number of Awards	7
Estimated Total Program Funding	\$2,525,554
Award Range	\$133000 - \$586000
Source of Funding	State
Cost Sharing or Matching Requirements	No
Indirect Costs Allowed	Yes
Restrictions on Indirect Costs	No
Posted Date	02/02/2026
Application Date Range	02/02/2026 - 03/03/2026 : 12:00 PM
Grant Application Link	Please select the entire address below and paste it into the browser... https://www.dhs.state.il.us/page.aspx?item=176795
Technical Assistance Session	No

785 Cluster Permanent Supportive Housing (PSH) (27-444-42-3821-01)

I. Basic Information

Awarding Agency Name	Illinois Department of Human Services
Awarding Division Name	Division of Behavioral Health & Recovery (DBHR)
Agency Contact	Barb Roberson DHS.DBHR.GrantApp@Illinois.gov
Announcement Type	Competitive/Initial Announcement
Funding Opportunity Title	785 Cluster Permanent Supportive Housing (PSH)
Funding Opportunity Number	27-444-42-3821-01
Application Posting Date	February 2, 2026
Application Closing Date	March 3, 2026, 12:00 PM (Noon) Central Time
Catalog of State Financial Assistance (CSFA) Number	444-42-3821
Catalog of State Financial Assistance (CSFA) Popular Name	785 Cluster Permanent Supportive Housing (PSH)
Catalog of Federal Domestic Assistance (CFDA) Number(s)	NA
Award Source	State
Estimated Total Program Funding	\$2,525,554
Anticipated Number of Awards	7
Award Range	\$133,000 to \$586,000 (depending on location; see below)
Cost Sharing or Matching Requirement	No
Indirect Costs Allowed	Yes
Restrictions on Indirect Costs	No
Technical Assistance Session	Session Offered: No

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

A. Funding Details

1. Total Amount of Funding

- a. The Department expects to award approximately \$2,525,554.
- b. The source of funding for this program is State funds.

2. Number of Grant Awards

- a. The Department anticipates funding approximately 7 grant awards to provide this program.

3. Expected Dollar Amount of Individual Grant Awards

- a. The Department anticipates that the dollar amount of individual awards will be between \$133,000 to \$586,000 dependent on location.

- i. Location 1WC: Approximate Funding: \$586,000
- ii. Location 2CW: Approximate Funding: \$476,300
- iii. Location 3WC: Approximate Funding: \$428,000
- iv. Location 4WC: Approximate Funding: \$376,000
- v. Location 5CC: Approximate Funding: \$133,000
- vi. Location 6CC: Approximate Funding: \$133,000
- vii. Location 7CC: Approximate Funding: \$389,700

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

- a. Previous funding amounts per grant award on average was \$420,926.

5. Renewal of Existing Projects Eligibility

- a. Applications for renewal 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 DBHR and on file with the DBHR. 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.
 - ii. Per 2 CFR 200.414 (f) De minimis grantees may utilize a De Minimis indirect cost rate up to a maximum of 15%.

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. 02/02/2026

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 03/03/2026 at 12:00 p.m. (Noon) Central Time

4. Anticipated Award Date

a. 07/01/2026

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

a. Subject to appropriation, the grant period will begin no sooner than 07/01/2026 and will continue through 06/30/2027.

C. Executive Summary

The cluster model PSH program is designed to serve Williams and Colbert Consent Decree class members and Front Door Diversion participants who would greatly benefit from a 24/7 support services while still enjoying and maintaining independent living in a self-contained apartment primarily in the Chicago area. The cluster model units are subsidized by either a Bridge Subsidy administered by Catholic Charities or a SEC-811 subsidized by the Illinois Housing Development Authority (IHDA) making it affordable to cover their rent. In addition, the mentioned class population are individuals who would likely have a difficult time moving into an apartment without the array of support services 24/7 needed to improve their ability to manage their daily living task, meds, challenges, etc. in addition to receiving much needed Community Support Team (CST) or Assertive Community Treatment (ACT) services from Mental Health and Social Service providers.

D. Agency Contact Information

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

a. Barb Roberson only to: DHS.DBHR.GrantApp@Illinois.gov

2. Questions

a. IDHS encourages inquiries concerning this funding opportunity and welcomes the opportunity to answer questions from applicants. Questions and IDHS/DBHR Responses "[Q&A](#)" will be posted on the website.

b. Deadline for Questions is February 24, 2026, 12:00 PM (Noon) Central Time

c. Questions about this NOFO will ONLY be accepted via email to: DHS.DBHR.GrantApp@Illinois.gov.

d. The subject line of the email MUST state:

i. Program 785 - Question(s)

E. Indirect Costs

An organization must have a negotiated indirect cost rate agreement (NICRA) with the State of Illinois, A Federal NICRA, or elect to use the 15% de minimis rate to be reimbursed for any indirect costs within a program. All State of Illinois grantees also have the option to select "no rate" and not claim any indirect costs.

Awardees must select an indirect cost election in the Grantee Portal on an annual basis. Note - The election for "no rate" and "de minimis" continue indefinitely once initially selected until a new election is made.

All State of Illinois grantees receiving awards from Illinois grant making agencies must substantiate or elect an indirect cost rate for their organization. Grantees that wish to negotiate a rate with the State of Illinois will start their election process in the Grantee Portal and the case will then be sent to the Crowe Resource Management Program (CRMP) to begin negotiation.

See the [Centralized Indirect Cost Rate System](#) to begin the indirect cost rate election process and obtain access to resources and points of contact to assist your organization in completing this process.

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
3. 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.
 - a. 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:
 - i. Be registered in [SAM.gov](#) before the application due date.
 - ii. Provide a valid unique entity identifier ([UEI](#)) in its application.
 - iii. 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.
 - iv. The State Agency may not make an award until applicant has fully complied to all UEI and SAM requirements.
 - v. 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.
 - b. 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.
 - c. Must not be on the Illinois Stop Payment List.
 - d. Must not be on the SAM.gov Exclusion List.
 - e. Must not be on the [Medicaid Sanctions List](#).
4. 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](#).
5. See Section number I(A)(7) for funding restrictions.
6. Other factors that would disqualify an applicant or application include:
 - a. Not Applicable.
7. Limit on Number of Applications: More than one application per entity is permitted.
 - a. One per location as defined in Section IV(A)(4) and (5).

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

There exist a significant number of Williams and Colbert Class Members who have not been afforded an opportunity to transition from Specialized Mental Health Rehabilitation Facilities (SMHRFs), and Nursing Facilities (NFs) to the community housing alternatives, specifically into Permanent Supportive Housing (PSH), because their transition needs have been assessed to have greater risks should they move into independent living, individually leased scatter-site rental apartments. Additionally, there are several SMHRF eligible consumers who cannot divert from SMHRF placement to community housing alternative because their needs have been assessed to have greater risks if diverted to

more independent living or temporary living arrangements. These Williams/Colbert Class Members and Front Door Diversion (FDD) consumers have been assessed to have presenting problems that include complex medical conditions which require a more intensive amount of medication/medical monitoring or medication administration than is currently available with Assertive Community Treatment resources or they may have functional limitations/skill deficits that periodically require other levels of assistance. It is suggested that implementing a Permanent Supportive Housing (PSH) Cluster Housing model would be a means to facilitate the transition of more challenging Class Members to their own apartments.

The PSH Cluster Housing model is designed to provide on the premises resource support to Williams/Colbert Class Members/FDD consumers living in their own apartments. This is not a therapeutic environment and staff is not stationed in individual apartments. Direct care services, Assertive Community Treatment, Community Support Team, or case management will be provided to the Williams/Colbert Class Members and FDD consumers by a community mental health center. These apartments are "clustered" in proximity. Ideally, the apartments/units (in compliance with the 25% limitation) will be in one building or adjacent buildings. The resource support (staff) will be available to respond to requests for assistance should it be initiated by the Class Member. Support staff must have an office in the building and provide the needed support either in the Class Members/FDD consumers apartment or staff office. The level of support could include a daily check to make sure the night was spent incident free; providing a reassuring conversation to reduce anxiety; assisting a Class Member/FDD consumer who has concerns with meal preparation and cooking or provide assurance that a minor cut does not necessitate a call to 911 or an emergency room visit. The premise of this model is to have onsite staff available 24/7 who can intervene, if necessary or who can call for more clinical intervention, if needed, thus eliminating or minimizing a crisis.

A. Funding Purpose

1. The general purpose of this program's funding is included in the Program Summary and it's expected to not only save taxpayers money compared to the state paying towards each class population if they were residing in a nursing facility or group home, but it allows the members and participants to live independently in the community striving to become productive members to society with the proper connected services and equal opportunities for the public good.

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 agency will do the following:

1. Hire and maintain a full complement of qualified staff to provide 365 days, 24 hours per day resource supports to the Cluster Housing office within 45 days after notification of the award or the State's securing of a new Cluster Housing site and notification to an awardee.
2. Provide orientation to staff on the Williams and Colbert Consent Decrees, the agency's business practices as it relates to work productivity in Cluster Housing and operational protocol.
3. Provide annual training on the expectations of transition/diversion; how to help facilitate community resettlement; wellness self-management and principles and practices of recovery; billable vs. non-billable activities and documentation.
4. Establish an interagency agreement with each referring Williams/Colbert/Front Door Diversion Program (FDDP) Grantee referring agency.
5. Provide ongoing non-clinical support to Class Members and FDD Consumers who have tenancy in the building where the Cluster Housing is located.
6. Assist Class Members with daily activities and life skills enhancements, as requested. At a minimum training and assistance must include:
 - a. Shopping;
 - b. Using public transportation
 - c. Financial literacy skills;
 - d. Cooking, cleaning, and household tasks.

7. Assist Class Members and FDD consumers to actualize principles of recovery, empowerment and self-sufficiency.
8. Assist Class Members and FDD consumers engaged with issues on housing tenancy support in being a good neighbor, including but not limited to, mediation of disputes between Class Members and building tenants/building management.
9. Provide eviction prevention including, but not limited to, assistance with:
 - a. Short-term crises with financial hardships;
 - b. Budgeting difficulties;
 - c. Employment instability;
 - d. Hospitalizations.
10. Provide employment assistance which must include, but not limited to:
 - a. Skills assessment;
 - b. Resumé building;
 - c. Interviewing skills;
 - d. Linkage with employment training programs; and
 - e. Post-employment support.
11. Provide ongoing supervision and monitoring of site staff's productivity.
12. Maintain a weekly calendar of special activities to support housing stability of Class Members and FDD Consumers.
13. Assures ongoing staff development.

D. Performance Measures

1. Total Number of qualified staff positions.
2. Number of qualified staff identified but not yet hired.
3. Number of qualified staff hired during the period.
4. Number of qualified staff currently employed.
5. Number of staff hired during the period that received an initial orientation on the Consent Decrees and expectations.
6. Number of staff due for annual training during the report period.
7. Number of staff completing their annual training during the reporting period in the expectations with transition activities related to Class Members and diversion activities related to FDD consumers in Cluster Housing units, Wellness and Recovery Action Plan (WRAP) and community resettlement; wellness self-management and principles and practices of recovery; billable vs. non-billable activities and documentation.
8. Number of unduplicated Class Members in the Cluster Housing units.
9. Number of unduplicated FDDP consumers in the Cluster Housing units.
10. Number of unduplicated Class Members who receive a non-billable support or activity associated with housing tenancy.
11. Number of unduplicated FDDP consumers who receive a non-billable support or activity associated with housing tenancy.
12. Number of unduplicated Class Members engaged in daily activities or life skills training and assistance to promote recovery and self-sufficiency.
13. Number of unduplicated FDDP consumers engaged in daily activities or life skills training and assistance to promote recovery and self-sufficiency.
14. Number of unduplicated Class Members engaged around problems or issues with housing tenancy.
15. Number of unduplicated FDDP consumers engaged around problems or issues with housing tenancy.
16. Number of unduplicated Class Members engaged around eviction prevention assistance.
17. Number of unduplicated FDDP consumers engaged around eviction prevention assistance.
18. Number of unduplicated Class Members engaged around employment assistance.

19. Number of unduplicated FDDP consumers engaged around employment assistance.
20. Number of unduplicated Class Members who had a reportable incident, which required assistance from support staff.
21. Number of unduplicated Class Members who had a reportable incident, which require assistance from support staff, documented.
22. Number of supervisory sessions provided to support staff.

E. Performance Standards

1. 90% of staff positions were either filled by qualified staff or qualified staff was identified to be hired for open positions.
2. 100% of staff hired during the period received an initial orientation on the Williams and Colbert Consent Decrees and expectations.
3. 100% of staff annually trained in the expectations with transition activities related to Class Members and diversion activities related to FDD consumers in Cluster Housing units, Wellness and Recovery Action Plan (WRAP) and community resettlement; wellness self-management and principles and practices of recovery; billable vs. non-billable activities and documentation.
4. 100% of Class Members and FDDP consumers received at least one non-billable support or activity associated with housing tenancy.
5. 100% of Class Members and FDDP consumers engaged in daily activities or life skills training and assistance to promote recovery and self-sufficiency.
6. 100% of Class Members and FDDP consumers engaged around eviction prevention assistance.
7. 100% of Class Members and FDDP consumers engaged around employment assistance.
8. 100% of reportable incidents with Class Members documented.
9. 10 or more supervisory sessions provided to support staff.

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. 20 ILCS 1705 Sect. 73(a)
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 as specified in Section VI Application Review Information. 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 an FY27 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 each budget status in CSA Tracking System 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 \(state.il.us\)](http://IDHS: CSA Tracking System (state.il.us)). A copy is not to be submitted along with the application packet. A separate budget and budget narrative must be completed for each location for which you are applying. Under "Grant Suffix" Column in CSA Tracking System you must include the suffix listed.
 - i. The locations and suffixes are as follows:
 - o Location 1: Suffix 1WC: The Bryn Mawr Apartments, 5550 N. Kenmore, Chicago, IL 60640 (Williams Services)
 - o Location 2: Suffix 2CW: Crandon Avenue Apartment, 7308 S. Crandon Avenue #207, Chicago, IL 60649 (Colbert & Williams Services)
 - o Location 3: Suffix 3WC: The Studios, 1801 S Wabash Ave Chicago, IL 60616 (Williams Services)
 - o Location 4: Suffix 4WC: Warren Apartments, 1533 W Warren Blvd Chicago, IL 60607 (Williams Services)
 - o Location 5: Suffix 5CC: The Kilpatrick Renaissance, 4655 W Berteau Ave, Chicago, IL 60641 (Colbert Services)
 - o Location 6: Suffix 6CC: Renaissance St. Luke, 1501 W Belmont Ave, Chicago, IL 60657 (Colbert Services)
 - o Location 7: Suffix 7CW: 1215 Hyde Park Ave, Chicago, IL 60615 (Colbert & Williams Services)
 - d. 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.
 - e. Deadline for submission of the budget, in the CSA Tracking System, is the same as the application deadline.
 - f. 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.

g. **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.

h. 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.

i. [Instructions](#) for the Budget Template

j. Subcontractor budgets

i. Subcontract budgets are allowed for technical or operational needs

ii. 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. Subcontractor budgets must be submitted for each application submitted as outlined above.

iii. Subcontractor budgets shall be submitted on the GATA [Uniform Grant Budget Template](#) (GOMBGATU-3002).

iv. 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. Applicants must apply for each location you propose to serve. A Suffix will need to be used when submitting your budget (under "NOFO Suffix" in CSA Tracking System). Details about this can be found in Section IV(A)(4) above. A separate application and Program Narrative must be submitted for each location. For example, if an applicant applies for funding for Location 1 and Location 2, two applications and two narratives must be submitted, one associated with each location for the program.

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 the specific location on each individual application 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. A Program Narrative for each Location is required using the Location and suffix numbers listed above.

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. Each Program Narrative shall not exceed 12 pages. If there are more than 12 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. Each Program Narrative must be typed, single-spaced with 1-inch margins on all sides.

g. Each submission must be on 8 1/2 x 11-inch page size using pdf.

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 [IDHS: Mental Health Grants - FY 2027](#).
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.

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

1. Each Applicant Must:
 - a. Be registered in [SAM.gov](#) before submitting its application;
 - b. Provide a valid Unique Entity Identifier ([UEI](#)) 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. Program Narrative
 - ii. Uniform Application for State Grant Assistance
 - 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](#), submit as a separate attachment (no submission will result in default to Reimbursement Method)

b. Applications must be sent via email to DHS.DBHR.GrantApp@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. Program 785, Location Suffix

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 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: Barb Roberson
- b. Email: DHS.DBHR.GrantApp@Illinois.gov

D. Submission Dates and Times

1. Full applications are due on 03/03/2026 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. Not Applicable.
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 12 pages. If there are more than 12 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**
 - ii. **Community Identification and Need - Point Value 20:**
 - o Describe which class population agency proposes to serve in the community.
 - o Describe the key strengths or assets required for class members to succeed.
 - o Describe the most common challenges or barriers class members face.
 - o Describe how class members in the community typically access support or services.
 - o Describe what services or resources class members are missing or hard to access.
 - o Describe what changes would make the biggest difference in class members daily life.
 - o Describe what barriers would members experience to housing, employment, or healthcare.
 - o Describe how members can be involved in shaping or contributing to their community.
 - iii. **Capacity/Agency Qualifications - Point Value 30:**
 - o Describe agency's current caseload, and how does it align with their staffing capacity.
 - o Describe what infrastructure (e.g., technology, facilities, transportation) does agency have to support service delivery.
 - o Describe how the agency manages and monitors program outcomes and performance metrics.
 - o Describe what contingency plans are in place to maintain service continuity during staff turnover or emergencies.
 - o Describe what certifications, licenses, or accreditations does agency hold relevant to the services provided.
 - o Describe how agency can provide references or examples of past successful partnerships or services.

- o Describe the type of populations has the agency historically served, and how they would ensure cultural competence.
- o Describe the training and professional development opportunities provided to staff.

iv. **Quality - Description of Program Services - Point Value 25:**

- o Describe how program services are tailored to meet the specific needs of class members.
- o Describe what measurable outcomes are used to assess the effectiveness of the services provided.
- o Explain how members describe their experience with the cluster housing program services.
- o Describe what training and qualifications do staff members have to deliver these services.
- o Describe how cultural competence is integrated into service delivery.
- o Describe what mechanisms are in place for continuous quality improvement.
- o Describe how services are accessible in terms of location, hours, language, and physical access.
- o Describe how partnerships with other organizations are leveraged to enhance service quality.

v. **Data Collection, Evaluation and Reporting Criteria - Point Value 15:**

- o Describe what specific data is agency prepared to collect to measure the success of program 785 goals.
- o Describe what methods (e.g., surveys, interviews, case notes) are most effective for collecting reliable and valid data from our target population.
- o Describe how agency would define and measure key performance indicators (KPIs) for program 785.
- o Describe what evaluation framework (e.g., logic model, theory of change) will guide agency's analysis.
- o Describe how the agency will ensure that their evaluation process is equitable and inclusive of all class members' voices.
- o Since class members are the primary audience for agency's reports, describe what kind of information would they need.
- o Describe how frequently will the agency report findings, and in what formats (e.g., dashboards, briefs, presentations).
- o Describe how the agency will use the data and evaluation findings to inform program improvements or policy change.

vi. **Grant Specific Criteria - Point Value 10:**

- o Will the agency be able to meet the primary goals and objectives for this grant?
- o Does the agency believe they are eligible for program 785 grant?
- o Will agency be able to meet the required deliverables or outcomes?
- o Does the agency understand who the specific class populations are that the grant is intended to serve?
- o Does the agency understand that the actual funds awarded may vary from the anticipated funding amount

2. All competitive grant applications are subject to merit review.

3. Cost sharing will not be considered when evaluating the application.

4. IDHS/DBHR 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:

- The numerical score may not be the sole award criterion.
- The Department reserves the right to consider other factors such as: geographical distribution, demonstrated need, and agency past performance as a state awardee, etc.
- 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.

2. 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.

3. 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.

4. Merit Based Review Appeal Process

- i. 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).

- Submission of Appeal
 - Appeals submission IDHS contact information:
 - Contact Name: Barb Roberson
 - Email Address: DHS.DBHR.GrantApp@Illinois.gov
 - Email Subject Line: Applicant Name - Program 785 - 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 FY27 Internal Control Questionnaire (ICQ) is to be completed by the awardee within the [Grantee Portal](#). Note: It is expected that the FY27 ICQ will be available by the end of February 2025. OR if ICQ is already available An agency wide FY27

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 FY27 ICQ is March 10, 2026, 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 \$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. 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 DBHR programs and submitted no later than 15 days after the end of the month. All invoices shall be HIIPA compliant and encrypted utilizing DHS approved encryption software and emailed to DBHR at the email address listed above.
 - d. Invoice and PFR Email Address for General Grants: DHS.DBHR.QuarterlyReports@Illinois.gov
 - e. Invoice and PFR Email Address for Williams Consent Decree: DHS.DBHR.WilliamsInvoices@Illinois.gov
 - f. Invoice and PFR Email Address for Colbert Consent Decree: DHS.DBHR.ChesterInvoices@Illinois.gov
4. Payment Forms
 - a. [Monthly Invoice \(IL444-5257\)](#)
 - b. [Advance Payment Request Cash Budget Form \(IL444-4985\)](#) submit as a separate attachment (no submission will result in default to Reimbursement Method)

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.
 - i. PFR Email Address for General Grants: DHS.DBHR.QuarterlyReports@Illinois.gov
 - ii. PFR Email Address for Williams Consent Decree: DHS.DBHR.WilliamsInvoices@Illinois.gov
 - iii. PFR Email Address for Colbert Consent Decree: DHS.DBHR.ColbertInvoices@Illinois.gov
 - iv. PPR and PRTP Email Address for All Grants: DHS.DBHR.QuarterlyReports@Illinois.gov
- h. DBHR reporting templates and detailed instructions for submitting reports can be found in the Provider section of the [IDHS website](#).

IX. Other Information

A. Credentials/Documentation

Staff include:

1. Rehabilitation Services Associate (RSA) staff
2. Case Workers and
3. Licensed Nurse staff

B. Program Websites

1. [IDHS: Mental Health Grants - FY 2027](#)
2. [IDHS Grants](#)
3. [IDHS website](#)

C. 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)