

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

Awarding Agency Name	Public Health
Agency Contact	Jill McCamant (jill.mccamant@illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	N/A
Funding Opportunity Title	Reducing Access to Lethal Means
CSFA Number	482-00-3464
CSFA Popular Name	RALMRS
Anticipated Number of Awards	1
Estimated Total Program Funding	\$125,000
Award Range	\$0 - \$125000
Source of Funding	Federal
Cost Sharing or Matching Requirements	No
Indirect Costs Allowed	Yes
Restrictions on Indirect Costs	No
Posted Date	07/31/2026
Application Date Range	07/31/2026 - 08/31/2026 : 4pm
Grant Application Link	Please select the entire address below and paste it into the browser... https://idphgrants.com/user/home.aspx
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:	N/A
6.	Funding Opportunity Title:	Reducing Access to Lethal Means
7.	CSFA Number:	482-00-3464
8.	CSFA Popular Name:	RALMRS
9.	CFDA Number(s):	93.136
10.	Number of Anticipated Awards:	1
11.	Estimated Total Funding Available:	\$125,000
12.	Single Award Range:	\$125,000
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:	7/31/2026
17.	Application Date Range: Leave the 'End Date' and 'End Time' empty if there is no deadline.	Start Date: 7/31/2026 End Date: 8/31/2026 End Time: 4:00 PM CST
18.	Technical Assistance Session:	Session Offered: ☐ Yes ☒ No Session Mandatory: ☐ Yes ☒ No Date and time: Conference Info/Registration Link:

Agency-specific Content for the Notice of Funding Opportunity

A. Program Description

Through federal funding provided by the Centers for Disease Control and Prevention (CDC) Expansion of Comprehensive Suicide Prevention Across the U.S. grant, the Illinois Department of Public Health (IDPH) Violence and Injury Prevention Section will provide support to one organization for the purpose of implementing a project focused on reducing access to lethal means and providing education on safe storage practices. 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; 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 DAPs, 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 helps meet the CDC's goal to support implementation and evaluation of a comprehensive public health approach to suicide prevention in the U.S., while also expanding the implementation of strategies in the [Illinois Suicide Prevention Strategic Plan 2020](#).

The goal of this grant is to create a protective environment while implementing the reduction to lethal means and to educate safe storage for people at risk in communities with disproportionately affected populations. 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. Recipients will work with an IDPH grant monitor to finalize their measures.

Note: Entities previously funded under the Firearm Safe Storage Strategies Notice of Funding Opportunity are eligible. Entities are not allowed to duplicate efforts and will be expected to explain how the funds provided by this grant will expand or build upon previously funded work.

IDPH will fund one to two organizations to implement any or a combination of the following approaches focused on reducing access to lethal means, specifically for the prevention of suicide:

- Provision of reducing access to lethal means education and training for clinicians and/or school personnel
- Distribution of gun locks and safes (including lock boxes)
 - IDPH/VIPS has a partnership with the U.S. Department of Veteran Affairs to provide free cable guns locks to organizations interested in distributing gun locks at events, counseling sessions, education sessions, and/or in clinical settings. Gun locks can be ordered through the [IDPH/VIPS Gun Lock Request Form](#).
 - If an applicant decides to purchase gun locks, the locks must meet the California-approved firearm safety device requirements that meet the American Society for Testing and Materials requirement. IDPH/VIPS must approve any language or logos added to the gun locks.

- If purchasing gun safes, applicants will need to confirm gun safes have not been recalled.
- Provision of education and training on firearm safe storage screening and counseling for clinicians and/or school personnel
- The development and provision of an education and training program on safe storage counseling and screening for clinicians and/or school personnel
 - Safe storage education and training should include, but limited to, the following topics:
 - When and how to screen and counsel patients and families on the risk factors for suicide and violence and the increased risk of having access to firearms present in the home.
 - How to identify people who could benefit from safe storage counseling, ask about their access to lethal means, and work with them and their families to reduce access.
- The development and provision of education and training on the Firearms Restraining Order (FRO) Act for clinicians and/or the public.
- Participate in IDPH Suicide Prevention activities including the Illinois Suicide Prevention Alliance and Statewide Suicide Prevention Summit offered during the project period.

Funded organizations will be required to track performance measures and submit reports at least quarterly. Depending on the selected approaches included in the application, these may include, but are not limited to:

1. The number of people offered training by training approach, field, and geographic location
 2. The number of people who enrolled or registered for trainings by training approach
 3. The number of individuals who completed the trainings broken down by training approach, field, role, and geographic location
 4. The date, location, geographic reach, and duration of each training activity and the population(s) being trained
 5. Characteristics of vulnerable populations, including social determinants of health, taken into consideration when implementing training activities.
 6. The number and type of culturally adapted training materials provided
 7. The number of gun locks and and/or safes distributed
- When possible, it is expected that the grantee will collaborate and partner with other IDPH grantees working towards suicide prevention such as: The Statewide Suicide Prevention Summit and Zero Suicide Academy, Improving the System for Timely Referrals, Postvention Technical Assistance, Depression Screening in School Based Health Centers, Teaching Coping Skills, Zero Suicide, Implementing Man Therapy, and Implementing Gatekeeper Training.
 - Collaborate with community partners within the disproportionately affected populations county or counties.

Recipients will also be expected to develop and share a 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.

B. Funding Information

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

Funding will be for the period of September 15, 2026 – September 14, 2027. The grantee will work in collaboration with the IDPH 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 September 15, 2026 – September 14, 2027, and how the award will be executed. The application will be reviewed,

Illinois Department of Public Health - Office of Performance Management

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, <https://gata.illinois.gov/>, complete a prequalification process, and be determined "qualified" as described in Section 7000.70. Registration and prequalification is required before an organization can apply for an award.

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

1. has an active UEI (Unique Identity ID) number;
2. has an active SAM.gov account;
3. has an acceptable fiscal condition;
4. is in good standing with the Illinois Secretary of State, if the Illinois Secretary of State requires the entity's organization type to be registered. Governmental entities, school districts and select religious organizations are not required to be registered with the Illinois Secretary of State. Refer to the Illinois Secretary of State Business Services website: http://www.cyberdriveillinois.com/departments/business_services/home.html;
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 may 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) portal at 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 and/or matching are not required.

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 10% of

modified total direct cost (MTDC). Once established, the de minimis rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the de minimis rate.

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:

Katy Endress
Violence and Injury Prevention Section Chief
Illinois Department of Public Health
535 W Jefferson St. 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 September 15, 2026 – September 14, 2027.

The grant application shall include the following:

- A detailed description of the proposed project
- A description of the organization's experience and capacity administering similar projects.
- A detailed description of the project's population focus
- A description of the organization's ability to develop educational materials, content, and messaging in multiple formats.
- A description of how the organization will track and evaluate program goals, objectives, and activities to determine success.

- A list of the organization's project leadership, management, and staff involved in the planning and/or implementation of this project including a resume for the project director submitted as an attachment
- A problem statement.
- A description of any community needs assessment completed and its findings.
- A description of the organizations' current phase to develop and or implement a program focusing on reducing access to lethal means.
- A description of strategies through which your plan will seek to reduce access to lethal means among disproportionately affected populations; among men >50 years old (in one or more of the following counties: Champaign, DeKalb, Kankakee, Kendall, Macon, Madison, McLean, Peoria, Rock Island, Sangamon, St. Clair, Tazewell, Vermilion, and Winnebago) and females 10 – 19 years old.
- A list of goals to be accomplished during the grant period
- Entities who are funded under the GRF Safe Storage Notice of Funding Opportunity must describe how this project will enhance the GRF Safe Storage activities.
- An implementation plan including expected deliverables and project requirements
- An outline of objectives by month with a list of tasks that will be implemented to accomplish the objectives (Work Plan) including specific measurements to evaluate the proposed objectives
- Agreement to participate in IDPH Suicide Prevention activities including the Illinois Suicide Prevention Alliance and the Statewide Suicide Prevention Summit 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
 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 4:00 p.m. on **August 31, 2026**. Submission confirmation will be generated by EGrAMS.

5. *Intergovernmental Review, if applicable*

N/A

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. The grantee is required to submit quarterly 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 (October 14, 2027). 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 subgrantees 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 programmatic activity, training, or event.

Travel:

- Auto travel mileage at no higher than \$0.725 per mile - the state reimbursement rate as of January 1, 2026.
- 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:
N/A

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

N/A

Source Documentation. Accounting records must be supported by such source documentation as canceled checks, bank statements, invoices, paid bills, donor letters, time and attendance records, activity reports, travel reports, contractual and consultant agreements, and subaward documentation. All supporting documentation must be clearly identified with the Award and general ledger accounts which are to be charged or credited. Records must be submitted with required financial reports for all line-item expenditures exceeding \$5000 in a reporting period.

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 5:00 p.m. on August 31, 2026. If the applicant encounters technical difficulties with the EGrAMS system, the applicant may contact: IDPH Grants Support E-mail:

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. Criteria are listed in order from highest to lowest relative importance. 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.

Team Review Process

Merit-based review of applications, unless disclosed above, is conducted by one or more review teams. Each review team will consolidate scores, and final application rankings may be adjusted to address variability between teams.

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 September 2026.

Anticipated Announcement Date (if known): [Click or tap to select a date.](#)

Anticipated Program Start Date: 9/15/2026

Anticipated Program End Date: 9/14/2027

F. Award Administration Information

1. *State Award Notices*

The grant application will be reviewed after grant deadline. Anticipated award announcement is September 2026.

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 30 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: January 13, 2027 (September 15 – December 14, 2026)
- Project Period 2 Report Due: April 13, 2027 (December 15 – March 14, 2027)
- Project Period 3 Report Due: July 14, 2027 (March 15– June 14, 2027)
- Project Period 4 Report Due: October 14, 2027 (June 15 – September 14, 2027)

G. State Awarding Agency Contact(s)

Katy Endress
Violence and Injury Prevention Section Chief
Illinois Department of Public Health
535 W Jefferson St. 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>
- Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM) - <https://governmentcontractregistration.com/sam-registration.asp>
- Illinois Department of Public Health's Electronic Grants Administration and Management System

Illinois Department of Public Health - Office of Performance Management

(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)