

The Illinois Department of Human Services
Communication #4 – Updates being made to the FY17 grant process
June 3, 2016

IDHS has met with many of your organizations to discuss year one of the Grant Accountability and Transparency Act roll-out process. We recognize the difficulties faced by many providers under the current circumstances and understand the need for a flexible application process. In response to many of the concerns raised during these discussions, we have made changes to take into account the short turnaround time-frame and to help streamline the FY17 grant process. Our goal is to execute our grant agreements by July 1. To meet that goal, please follow the steps below. **You do not have to wait to complete the first three steps.** Because IDHS has over 200 programs, there may be deviations from the below steps. For Competitive Grants, the grant-specific directions are available [here](#) and at www.grants.illinois.gov. However, for most of our grants, please work with your program contact to understand your specific requirements, which include the following:

1. **Application** – The Uniform Application is a three-page document. IDHS will fill out the first page. Please fill out the second two pages and send it to your program contact. If you have not yet received an application from your program contact, a blank application is available [here](#) in the resource library.

DUE DATE: Follow the due date information from your Divisions. If you need more time, then let your program contact at IDHS know.

2. **Budget and narrative** – Unless you hear differently from your program contact, for FY17, the Uniform Grant Budget Short Template is a four-page document (available [here](#)) that requires grantees to list out the categories of spending from grant funds. In addition to those four initial pages, providers must describe the breakdown of that spending. For that description, you have two options:
 - I. Providers may follow Section C of the [instructions](#), and if you choose, use the Uniform Budget Template that is now available in PDF format [here](#); or
 - II. Describe the breakdown of spending in **any** format you choose, such as a word document. For fixed-rate grants, the budget is a two-page document for grantees (available [here](#)) to list the unit costs/rates and the source of those rates (i.e. a statute, rule, etc.).

DUE DATE: We strongly encourage grantees to submit the budget and narrative as soon as possible so we have enough time to process your agreements. However, due to the short turnaround time-frame and the difficulties encountered by grantees, IDHS will accept budgets up to 30 days following the grant execution. In that case, an amendment to the grant monitoring requirements is possible following a review of the provider's budget.

3. **Program Plan** – If your program previously required a program plan, program narrative, or project plan, please update it. For the Competitive Grants, the program plan describes how you will deliver the services listed in the posted opportunity.

DUE DATE: For Competitive Grants requiring a program plan, the due date is listed within that Notice of Funding Opportunity.

4. **Portal registration** – This registration will be available for FY17 on www.grants.illinois.gov. Grantees will be required to register to confirm six statuses – current DUNS number, current SAM CAGE Code, good standing with the Secretary of State, Illinois debarred and suspended clearance, Federal excluded parties clearance, and HFS sanctioned parties clearance. DHS grantees already meet most of these clearances. A grantee can register for a SAM CAGE Code at www.sam.gov.

DUE DATE: Portal registration must be done prior to execution of the grant.

5. **Assessments** – The Internal Control Questionnaire is a web-based questionnaire that will be available on www.grants.illinois.gov. A programmatic Risk Assessment will be distributed by your program contacts for completion. Our preference is to complete these before executing grant agreements for FY17. However, in the interest of having services in place, these requirements can be performed after executing agreements with IDHS. IDHS will still review the results of the assessments and implement any recommended monitoring requirements as a result of that review.

DUE DATE: Complete the assessments within 30 days of execution of the grant agreement.