

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

Awarding Agency Name	Commerce And Econ Opp
Agency Contact	Wendy Bell (wendy.bell@illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	FY25-1
Funding Opportunity Title	Community Development Block Grant-Coronavirus Rural Shelter Program
CSFA Number	420-75-3432
CSFA Popular Name	CDBG-CV Rural Shelter
Anticipated Number of Awards	3
Estimated Total Program Funding	\$5,000,000
Award Range	\$300000 - \$2000000
Source of Funding	Federal
Cost Sharing or Matching Requirements	No
Indirect Costs Allowed	No
Restrictions on Indirect Costs	Yes : The CFDA Number for these awards is 14.228, which exempts the grants from the indirect cost requirements of 2 C.F.R. Part 200, pursuant to 2 C.F.R. § 200.101(d)(1). Alternatively, we allow our grantees to charge Activity Delivery up to a set amount. Activity Delivery Costs are eligible as part of the cost of carrying out CDBG activities authorized under 24 CFR 570.201-570.204. HUD Notice CPD-16- 04 also covers Indirect Costs and Activity Delivery, and notes that “activity delivery costs are those included in the costs of carrying out an activity. This term typically refers to costs that may include both direct and indirect components and, thus, apply more broadly than indirect costs.
Posted Date	08/09/2024
Application Date Range	08/09/2024 - 11/14/2024 : 5:00PM
Grant Application Link	Please select the entire address below and paste it into the browser... https://dceo.illinois.gov/aboutdceo/grantopportunities/3432-2872.html
Technical Assistance Session	Offered : Yes Mandatory : Yes Date : 08/27/2024 : 2:00PM Registration link : https://dceo.illinois.gov/communitydevelopment.html

Agency-specific Content for the Notice of Funding Opportunity

Community Development Block Grant-Coronavirus Rural Shelter Construction Program

NOFO ID: 3432-2872

For information about grants please visit <https://dceo.illinois.gov/aboutdceo/grantopportunities/granteeresources.html>.

A. Program Description

Notice of Funding Opportunity Intent

The Illinois Department of Commerce and Economic Opportunity (the “Department” or “DCEO”) is issuing this Notice of Funding Opportunity (“NOFO”) to solicit applications for Rural Shelter program funded by the federal Community Development Block Grant-Coronavirus (CDBG-CV) Funds through the State of Illinois’ Department of Commerce and Economic Opportunity, Office of Community Development.

Program Description

The objective of this program is to fund construction, reconstruction, rehabilitation, or acquisition of property for Homeless (as defined by the U.S. Department of Housing and Urban Development (HUD)) Shelters dedicated to the provision of stable, safe and adequate housing; with a goal of increasing capacity to pre-COVID levels.

A. REQUIREMENTS AND DISCLAIMERS

The following requirements and disclaimers apply to all applications submitted for consideration under the CDBG-CV Program.

1. All projects awarded must tie back to the to the prevention, preparation, and response to coronavirus. Documentation is essential to ensure that all activities comply with the CARES Act. The rationale for connection to addressing coronavirus will vary by jurisdiction and activity, but your application should tell a story about how the activities, if implemented, will address the purpose of this funding.
2. Costs previously incurred (such as design) as well as costs incurred in preparation of applications are not reimbursable under this grant program.
3. The Department reserves the right to reject any or all applications received and/or negotiate or cancel in part or in entirety grants resulting from application awards if it is in the Department’s best interest to do so.
4. **The Department reserves the right to withdraw a commitment for CDBG-CV funds where special grant conditions have not been satisfied 90 days after the date of the Notice of State Award Finalist**, or at the discretion of the Department if it is determined the project will not progress.
5. The Department reserves the right to establish the amount of grant funds awarded, raise the individual grant ceilings, and to shift funds from one CDBG-CV component funding area to another. The Department further reserves the right to award funds to the next highest rated applicant(s) for any component should funds become available due to de-obligations, etc.
6. The Department reserves the right to deny funding when submitted applications involve eligible entities with serious unresolved audit or monitoring findings related to performance, and/or owe funds to any State Agency that may be collected through offsets of grant funds by the State Comptroller.
7. On an annual basis, the Department may re-evaluate the timely distribution of funds under all program components, as well as the availability of unspent and recaptured funds. Unspent and recaptured funds will be awarded to fund additional CDBG-CV-eligible projects.

8. The Department reserves the right to consider an outside technical review by an appropriate agency or agencies.
9. Any additional non-CDBG-CV resources must be firmly committed and demonstrated by appropriate documentation in the application. If documentation is not evident, clear or firmly in place, the Department will consider the documentation insufficient and the application will be deemed DNF (Do Not Fund) and not reviewed further
10. A grant agreement will be issued for a contract period of twenty-four months for Rural Shelter Construction grants. Extensions are not guaranteed, and no more than one twelve-month extension will be considered.
11. Proposed projects (including the fund source, cost estimates, benefit, project area, and/or construction activities) supplied in the grant application submitted for funding must not be changed or modified prior to grant award or at the time the project is bid. If extenuating circumstances exist, the Grantee may submit a modification request after the receipt of its executed Grant Agreement.
12. Requests for Modifications must be presented to the Department prior to any changes being made to the project area, beneficiaries, cost estimates, or funded activities. All modifications must be within the original and environmentally-cleared project area. Requests for activities outside the original project area will not be considered. Modifications to decrease or increase the scope of work due to greater than or less than estimated costs will not be considered.
13. **No environmental review activities can take place until the applicant has received the Notice of State Award Finalist.** Once this Notice is received, the grantee will initiate the required early warning contacts (with the up to four state environmental clearance agencies) in accordance with Federal National Environmental Policy Act (NEPA) requirements and State law.
14. In accordance with the Interagency Wetland Policy Act of 1989, an applicant whose proposed project site is located on or within 250 feet of a wetland site listed on the National Wetlands Inventory will be required to comply with the requirements of the Act. This includes: developing a plan to minimize adverse impacts on wetlands, or providing written evidence that the proposed project will not have an adverse impact on a wetland. Project must also comply with Federal Wetlands Protection regulations at 24-CFR 58.5(b)(2) and Executive Order 11990, which may require preparation of an Eight-Step Wetlands Review.
15. A Federal Emergency Management Agency (FEMA) issued Floodplain Map must be included in the application. You can obtain this map by calling FEMA at 1(800) 358-9616 or by using their website: <https://msc.fema.gov>. The project area must be clearly drawn on the map prior to submission. The most current version available on <https://msc.fema.gov> must be used.
16. CDBG-CV grant funds may not be used for any activity in an area delineated as a special flood hazard area in FEMA's most current flood advisory maps unless it also ensures that the action is designed or modified to minimize harm to or within the floodplain in accordance with Executive Order 11988 and 24 CFR 55. In accordance with 24 CFR 55, CDBG-CV grant funds must not be committed in a FEMA-designated floodway.
17. CDBG-CV grant funds may not be used for any activity that would duplicate other benefits received. A duplication of benefits (DOB) occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose within the same time period, and the total assistance received for that purpose is more than the total need for assistance. Within the CDBG-CV program, all grantees are bound by Section 312 of the Stafford Act, as amended by the Disaster Recovery Reform Act, and 2 CFR part 200 that require all costs to be "necessary and reasonable for the performance of the Federal award."

B. STATE AND FEDERAL COMPLIANCE AREAS

Each applicant must agree to comply with all applicable federal and state requirements. **This includes 2 CFR 200, 24 CFR 570, Part 85, the Grantee Accountability & Transparency Act (GATA) and 44 IL Administrative Code 7000.** These can have a significant impact on the costs and complexity of a project. Applicants who receive a grant award will be expected to submit signed assurances that they will comply with all federal mandates. Some areas which applicants must comply with include:

1. The National Environmental Policy Act (NEPA) which establishes procedures for protecting the environment. In order to use the CDBG-CV funds awarded to a local government, the grantee has to comply with environmental procedures, standards and guidelines mandated by NEPA and all other applicable environmental regulations (e.g., prime farmland protection, historic preservation, floodplain hazards, etc.).
2. The Interagency Wetland Policy Act of 1989 requires applicants to certify that the proposed project is compatible with established State of Illinois policy regarding wetlands (i.e., to minimize the destruction of existing wetlands in Illinois as a result of State and State-supported activity). The Federal Wetlands Protection regulations at 24 CFR 58.5(b)(2) and Executive Order 11990 also apply.
3. The Illinois Endangered Species Protection Act and the Illinois Natural Area Preservation Act & Federal Endangered Species Act of 1973 Compliance requires consultation with the Endangered Species Consultation Program of the Illinois Department of Natural Resources to assure compliance. The consultation process must be implemented to avoid or minimize adverse impacts to State-listed species and their essential habitats that may result from the actions of State and local units of government. Applicants must certify the completion of the consultation process, as well as Federal Endangered Species Compliance under 24 CFR 58.5(e). This process can be initiated through the U.S. Fish & Wildlife Service Endangered Species website (<https://www.fws.gov/endangered/>).
4. **The Davis-Bacon Prevailing Wage Act** requires the payment of prevailing wages for all construction funded in whole or in part with Federal funds, including funds passed through to private firms. If your project involves construction and/or equipment installation, go to <https://beta.sam.gov/help/wage-determinations> for information concerning the applicability of federal labor standards.
5. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1987 applies to federally assisted activities that involve the acquisition of real property or the displacement of persons, including displacement caused by rehabilitation and demolition activities. Any person or business displaced as a direct result of federal assistance must be provided with Uniform Relocation benefits.
6. Equal Opportunity and Fair Housing Accessibility Laws require that CDBG grantees administer their project in a manner that affirmatively furthers equal opportunity and fair housing. All CDBG grantees will be required to undertake specific activities to further fair housing. CDBG grantees must assure all activities and services are accessible to persons with disabilities.
7. Section 3 under the Housing and Urban Development Act of 1968 requires recipients to give, to the greatest extent feasible and consistent with the existing federal, state, and local laws and regulations, job training, employment, contracting and other economic opportunities to Section 3 residents and Section 3 business concerns.
8. The National Emission Standards for Hazardous Air Pollutants (NESHAP) of the U.S. Clean Air Act assures that, when existing buildings are demolished and/or renovated, people outside of those buildings (i.e., passers-by or neighborhood residents) are protected from airborne asbestos. If asbestos materials are involved in the rehabilitation work, the applicant must contact the Field Operations Section, Bureau of Air of the Illinois Environmental Protection Agency to ensure compliance with Asbestos NESHAP.
9. Steel Products Procurement Act (30 ILCS 565 et seq.). The Grantee, if applicable, hereby certifies that any steel products used or supplied in accordance with this Award for a public works project shall be manufactured or produced in the United States per the requirements of the Steel Products Procurement Act (30 ILCS 565 et seq.).

C. **APPLICANT COMMITMENT and CITIZEN PARTICIPATION**

A public hearing must be held prior to submission of an application and prior to passage of a local council resolution of support by the local governing body.

Public Participation

- All applicants must provide for public participation. All citizens must be given reasonable access to the community's application and reasonable time to review the application prior to the public hearing.

Public Notice

- A Notice of Public Hearing must be published at least once in a newspaper of general circulation at least seven calendar days (excluding the date of publication and excluding the date of the hearing) prior to the public hearing.
- The Notice of Public Hearing must include the address of where project information is available for viewing.
- All project information must be available for viewing on the first business day (not Saturday, Sunday, or a holiday) after date of publication at an easily accessible location within the community applying for the grant.
- The Public Comment Period must coincide with the time period between Notice and Hearing; concluding after the Hearing has been completed. The address for submission of written comments must be included in the Public Notice.

Conducting the Public Hearing

- Public Hearings must be facilitated by the applicant's governing body chief elected official or authorized official and certified by the chief elected official, authorized official or clerk.
- Efforts must be made to assure reasonable access to the public hearing by persons with disabilities; as well as be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate.
- Those attending the public hearing must be informed of where and how to access the applicant's CDBG-CV records.
- The Hearing must allow for public comments on the application and project.
- A sign-in sheet must be provided to document attendance. It is suggested that each person attending the public hearing provide his address and identify his role of participation (e.g., citizen, elected or appointed official, municipal employee, contractor, grant writer or administrator, business owner, etc.).
- The public hearing must cover:
 1. The amount of funds available;
 2. The project activities that will be undertaken with CDBG-CV funding, including amount;
 3. The project activities that will be undertaken with additional project funding, including amount;
 4. The estimated amount proposed for activities that will benefit LMI individuals;
 5. Plans for minimizing displacement as a result of the CDBG-CV grant-assisted activities and to assist persons actually displaced, if applicable;
 6. A detailed, prioritized list of community development and housing needs; and
 7. A narrative discussion of the scope of the project including the proposed improvements, costs, benefit area, impact on community finances, etc.
- The minutes of the public hearing must be certified by the chief elected official or other authorized local officials, such as county clerk, city clerk, etc.
- Following the Public Hearing, a Resolution of Support from the local governing body must be passed that authorizes the local government to apply for funds. The date of the Resolution must be on or after the date of the Public Hearing.

Documenting Citizen Participation

The following documents verifying 7-day notice and citizen participation must be submitted with the application.

- Complete Newspaper Clipping of Notice of Public Hearing that contains all published verbiage

- Publisher's Certification (cannot be an e-mail)
- Certified Minutes
- Attendance Sheet, (original sign-in sheet; not type-written, not roll call from minutes)

If the publication guideline or public hearing requirements are not met, the application will not be reviewed further nor considered for funding.

D. ACTIVITY DELIVERY COSTS and ASSOCIATED COSTS

Community Development Block Grants are federally funded and must comply with extensive federal regulations including procurement, environmental, Davis-Bacon labor standards and others. Failure to comply could result in grant funds being repaid by the Grantee. It is important that Grantees seek out an experienced Grant Administrator to manage all the details of the grant, provide oversight and coordination of the project. This management process is called "Activity Delivery".

All application writers must attend the grant Application Workshop via Webex on Tuesday, August 27, 2024 at 2:00. Information on registration is available on our website at: Community Development - Community Development (<https://dceo.illinois.gov/communitydevelopment.html>)

All Grantees must use an Administrator experienced with oversight, administration and requirements of Community Development Block Grants, including Environmentals and Davis Bacon federal Labor Standards provisions. A resume may be requested from the proposed Administrator.

The Administrating Entity must be named in the application. Contracts for the purpose of securing services for activity delivery and/or rehabilitation administration (Inspector) must be competitively procured under 2 CFR 200 prior to application unless the contract is with an Intergovernmental Agreement Agency or an Inter-Entity Agreement Agency. The grantee's procurement process must be documented and kept with the grant files.

Program History

On March 27th, 2020, Congress passed the Coronavirus Aid, Relief and Economic Security Act (CARES Act) to directly address the impacts of COVID-19. As part of the CARES Act, Congress appropriated \$5 billion to the U.S. Department of Housing and Urban Development (HUD) for allocation to cities and states through the Community Development Block Grant (CDBG) program. The State of Illinois has been allocated \$70,753,404 of these CARES Act CDBG funds (CDBG-CV funds). CDBG-CV funds must be utilized to prevent, prepare for, and respond to COVID-19. The State of Illinois is offering three programs to meet this goal, Business Resiliency, Shelter Construction and Healthy Houses.

HUD regulations provide that five percent (5%) of the allocation can be used for administration and two percent (2%) for technical assistance for the State-administered program. Within the statutory requirements of the Act, Illinois has the flexibility to design its own program objectives and procedures for program administration and to develop criteria for selection of grant recipients.

Each program component has a maximum funding level or grant ceiling. While grant ceilings establish the upper limits that may be requested, individual grants are invited only to apply in amounts commensurate with requirements of the proposed project.

Funds are available to all eligible applicants meeting program component requirements until all funds allocated to this component have been distributed. All applications will include a review of all sources and uses of funds, determination that other assistance funding have not been used for the same purpose, and a determination that CDBG participation is appropriate. The Department reserves the right to offer an award less than the application amount.

In case of unforeseen circumstances, the Department reserves the right to adjust allocations to address specific needs.

Performance Goals and Measures

The Community Development Block Grant-Coronavirus program is federally funded through the U.S. Department of Housing and Urban Development, and requires that all projects awarded must tie back to the to the prevention, preparation, and response to coronavirus. Expansion of a shelter meets this requirement. All grants must meet the National Objective of Low to Moderate Income (LMI). As a shelter HUD considers all occupants as LMI. Specific performance goals will be established and relate to the project for which the grant is given. For example, if the grant is paying for acquisition of property, then the goal would be completion of the purchase. Or, if the shelter is being expanded to accommodate ten more beds, the performance measure will be completion of expansion.

Other Information

All application information and forms for the CDBG-CV Rural Shelter program can be found in the CDBG-CV Rural Shelter Guidebook, available on the website at <https://dceo.illinois.gov/communitydevelopment.html> and as Appendix A to this NOFO

B. Funding Information

This grant program is utilizing federal pass-through funds appropriated by appropriated by the General Assembly. The Community Development Block Grant - Coronavirus funds were authorized by Congress through the CARES Act and allocated by the U.S. Department of Housing and Urban Development (HUD) to States and Entitlement programs. HUD determined the State's CDBG-CV allocation to be \$70,753,404.). Total amount of funding expected to be awarded through this NOFO is anticipated to be \$5 million. Awards will range from \$300,000 to \$2,000,000. The Department expects to make a minimum of 3 awards through this NOFO.

Anticipated start date for awards is January 2025. The period of performance is expected to be June 1, 2025 through May 31, 2027.

All grant funds must relate to one of the following HUD-defined activity codes:

01 Acquisition if CDBG-CV funds will be used only for the acquisition of property for a public purpose. This code is frequently used for acquisition of property on which a public facility or improvement will be constructed using other funds.

03C Homeless Facilities (not operating costs) for construction, conversion, renovation or rehabilitation of shelters for the homeless, including shelters for domestic violence victims. This code should also be used for transitional housing and SROs (single room occupancy units) for the homeless that are funded by CDBG-CV.

03Q Abused and Neglected Children's Facilities (not operating costs) for construction, conversion, renovation or rehabilitation of shelters providing temporary housing for abused and neglected children.

In addition, activities must be germane, connected in purpose, and address the same threat to health and safety.

The amount of CDBG-CV funds that may be allowed for reasonable activity delivery costs is 7% of the grant request, but no more than \$50,000; and must be included in the total grant award. Activity delivery costs above that amount must be contracted separately and not included in the application.

Activity Delivery: Includes such costs as (but are not limited to) salaries, travel costs, services performed under third party contracts, including legal and audit services, environmental record review preparation, additional fidelity bonding costs or other services required for the delivery of grant activities.

Activity delivery costs may include the estimated cost of an audit to be conducted in accordance with the Comptroller General's Governmental Auditing Standards, and 2 CFR 200.501, if applicable. However, be advised that CDBG-CV funds can only be used to pay for its portion of the costs of an audit when a "single audit" is required. If a grantee expends less than \$750,000 of federal funds in one fiscal year, a single audit is not required. The grantee may still have to conduct an annual audit as required by State statute, but CDBG-CV funds may not be used to reimburse for any portion of the audit costs.

All Activity Delivery costs must be substantiated with complete invoices that include the work that was completed, when and where it was completed, who completed it, associated wages and attributable costs. Invoices without sufficient detail are not eligible for reimbursement.

The following are specifically identified as ineligible.

1. All Engineering costs associated with the planning, design or management of construction activities.
2. Construction of buildings, or portions thereof, used predominantly for the general conduct of government (e.g., city halls, courthouses, jails, police stations).
3. General government expenses. Costs of operating and maintaining public infrastructure and services (e.g., mowing parks, replacing street light bulbs).
4. Servicing or refinancing of existing debt.

The release of this NOFO does not obligate the Department to make an award.

C. Eligibility Information

An entity must be registered in the Grant Accountability and Transparency Act (GATA) Grantee Portal, <https://grants.illinois.gov/portal/>, at the time of grant application. The portal will verify that the entity:

- Has a valid FEIN number (<https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin#:~:text=You%20can%20use%20the%20IRS%27s,for%20Individual%20Taxpayer%20Identification%20Number>);
- Has a current SAM.gov registration (<https://sam.gov>), SAM.gov registrations must be marked as "public" to allow the GATA Grantee Portal to expedite the review of the federal information;
- Has a valid UEI number (<https://sam.gov>);
- Is not on the Federal Excluded Parties List (verified at <https://sam.gov>);
- Is in Good Standing with the Illinois Secretary of State, as applicable (https://www.cyberdriveillinois.com/departments/business_services/corp.html);
- Is not on the Illinois Stop Payment list (verified once entity is registered in GATA Grantee Portal); and
- Is not on the Department of Healthcare and Family Services Provider Sanctions list (<https://www.illinois.gov/hfs/oig/Pages/SanctionsList.aspx>).

Entities on the Illinois Stop Payment List and/or the Federal Excluded Parties List at time of application submission will not be considered for an award.

An automated email notification to the entity alerts them of "qualified" status or informs how to remediate a negative verification (e.g., not in good standing with the Secretary of State). A federal Debarred and Suspended status cannot be remediated.

Pursuant to the policy of the Illinois Office of the Comptroller, to receive grant funds from the State of Illinois, a grantee must be considered a regarded entity by the IRS for federal income tax purposes. Disregarded entities will not be eligible to receive grant funds.

1. Eligible Applicants include:

All applicants must:

- Be a unit of general local government (i.e. cities, villages, townships or counties). Municipalities may submit “on behalf of” applications for local entities that otherwise would not be eligible to apply, for example, a not-for-profit shelter. Municipalities must not be a HUD direct Entitlement community or be located in an urban county that receives “entitlement” funds.
- Have a current Shelter Funding Strategy identifying needs and plans to meet the needs.
- Have a strong collaborative relationship with all relevant local entities (service providers, community organizations, etc.) and have letters of support from a minimum of 5 community homelessness support services;
- Remain compliant with all applicable provisions of State and Federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), The Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and The Age Discrimination Act (42 USC 6101 et seq.).

All applicants must attend the grant Application Workshop via Webex on Tuesday, August 27, 2024 at 2:00. Information on registration is available on our website at: <https://dceo.illinois.gov/communitydevelopment.html>.

All applicants must be registered at: <https://grants.illinois.gov/portal/> prior to application submission. Applications submitted by entities who have not registered will not be considered for review. In addition, the Internal Control Questionnaire (ICQ) for the current year must be completed prior to grant execution.

The Department complies with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), The Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and The Age Discrimination Act (42 USC 6101 et seq.).

2. Cost Sharing or Matching.

Cost Sharing or Match is not required, however, applicants committing match funds will receive points depending on the amount of match

Applications for projects that exceed the amount of the grant request must provide written evidence that necessary, additional funding for the project is firmly committed. If proper documentation is not provided, the application will be deemed Do Not Fund (DNF) and not reviewed further. Applicants are strongly cautioned to investigate all funding sources and make a firm decision as to the source prior to submitting a CDBG-CV application. Changes in additional funding sources after the award will not be accepted, and the grant award will be withdrawn. Documentation necessary to provide evidence of additional funding includes:

- A current firm commitment letter from a Financial Institution must include: language which indicates that the loan will be approved and that the institution will lend subject to certain conditions; the specific dollar amount of the loan; the specific term of the loan (**not to exceed 10 years, and no balloon or adjustable rate language**); and the projected interest rate of the loan. The date of the commitment letter cannot be more than 12 months prior to application date.
- For projects which intend to secure bonds through the Illinois Finance Authority (IFA), a copy of the Preliminary Resolution issued by IFA to indicate approval of the community's application for bond funds must be submitted.
- A firm commitment of funding from the United States Department of Agriculture Rural Development (RD) must include all pages of an approved Form RD 1940-1, "Request for Obligation of Funds." Loan and grant funds are available with loans up to 38 years with interest rates generally 5 percent or lower.
- Entities proposing to use local sources (cash-on-hand, bonds, in-kind labor), must submit the following documentation, per source:
 - Local Cash on Hand – The applicant's council or board resolution committing a specific dollar amount to the project, which identifies where the monies will be paid from, as well as financial documentation indicating the amount is on hand (certified Treasurer's report, Audit, Bank Statement) must be included.
 - Issue revenue or general obligation bonds – The applicant's council/board resolution approving the intent to issue bonds and specify a dollar amount.
- Applicants proposing to use funds from any other Federal Source must provide written confirmation from the Source that funds are available for this purpose, and the amount is sufficient and being committed for the project.
- For Applicants identifying il capital projects as the fund source, an internal review will be conducted by the Department to verify that the project is fully-approved; including an executed Grant Agreement; all conditions have been met; final Business Enterprise Program clearance has been obtained (if applicable); and that the initial sanctioned-percentage of funds has been disbursed.

3. Indirect Cost Rate.

This grant will not compensate for indirect costs.

4. Freedom of Information Act/Confidential Information.

Applications and accompanying materials are subject to disclosure in response to requests received under provisions of the Freedom of Information Act (5 ILCS 140/1 et seq.). Information that could be proprietary, privileged, or confidential commercial or financial information should be clearly identified as such in the application materials. The Department will maintain the confidentiality of that information only to the extent permitted by law.

5. Other, if applicable.

Applicants may submit multiple application(s) for this opportunity.

D. Application and Submission Information

1. Address to Request Application Package.

Grant application forms are available at the web link provided in the "Grant Application Link" field of this announcement or by contacting the Program Manager:

NOFO ID: 3432-2872

Office of Community Development
Illinois Department of Commerce & Economic Opportunity
1011 South Second Street
Springfield, IL 62704
Tele: 217/558-4222
Email: ceo.ocd@illinois.gov

2. Content and Form of Application Submission.

A standard application package must be submitted to and reviewed by DCEO. Each package must contain the following items:

- ☐ Uniform Grant Application in fillable PDF format. Signature page must be printed, signed, scanned and submitted with application.
- ☐ Uniform Budget utilizing the template provided by DCEO for this project. The entire budget with all worksheets included even if the worksheets are not relevant to the grant opportunity must be submitted with the application materials. Signature page must be printed, signed, scanned and submitted with application.
- ☐ Conflict of Interest Disclosure
- ☐ Mandatory Disclosures

This Notice of Funding Opportunity also requires the **submission of the following other programmatic specific items as part of the program application that can be found on the website where you accessed the application document:**

All applications must include:

- A copy of the local government's current Shelter Funding Strategy
- A minimum of five (5) Letters of Support for the grant application from community homelessness support services;

Documenting Citizen Participation

The following documents verifying 7-day notice and citizen participation must be submitted with the application.

- Complete Newspaper Clipping of Notice of Public Hearing that contains all published verbiage
- Publisher's Certification (cannot be an e-mail)
- Certified Minutes
- Attendance Sheet, (original sign-in sheet; not type-written, not roll call from minutes)

If the publication guideline or public hearing requirements are not met, the application will not be reviewed further nor considered for funding.

All contracts for provision of Activity Delivery and/or Rehabilitation Administration (Inspector) must be provided to DCEO with the application. In addition, if Activity Delivery is procured, a completed Exempt-CENST-ER-Format form must be included with the application. Please see Section V, Attachments, for the Illinois CDBG Procurement Policy

☐ **APPLICATION NARRATIVE RESPONSES and INCLUSIONS**

All applications must include the following narrative responses and complete the requested forms included in Section IV. See the Application Checklist contained in Section IV for placement in the application.

1. **Letter of Transmittal** – must be on applicant's official letterhead, dated, include the amount requested, a brief project description, and additional

funding amount and source; and certify that the application meets the eligibility thresholds of Benefit to Low-to-Moderate Income Persons.

2. **Project Summary** – should consist of a narrative covering all key points of the proposed project *to be funded, in part or in full, with CDBG-CV grant funds*. This summary should include the following:
 - Describe the project – What is being proposed (i.e. what specific construction, reconstruction or acquisition activities and at what locations will they occur) and why? Applicants may also submit blueprints as a supplement to their submission, if they deem necessary in order to show project details sufficiently.
 - Describe the project location and surrounding area, its attributes and challenges. Include information on nearby public transportation or agency shuttle services, and location of nearby entities that may serve the homeless population.
 - The degree to which present conditions affect public health and safety, and the severity and immediacy of the problem.
 - Whether the project is necessary to comply with state or federal regulations.
3. **Project Readiness Information** – Each application must demonstrate that the proposed project is appropriate and achievable and that all actions have been completed to ensure timely implementation of the project. Each item below must be SPECIFICALLY addressed. **If the item is not applicable, explain why.**
 - Status of required permit(s) from the local, state and or federal agencies.
 - Option To Purchase/Property Ownership - Identify the ownership of any property needed to complete the project (including option to purchase); and verify that the project will be shovel-ready; Agreements should be in place and included as documentation in the grant application.
 - Additional funding commitment(s) – Address all additional funding commitments in narrative form.
 - If a "phased project," indicate the status of all pertinent readiness issues. In addition, the application should include supporting documentation of council/board-approved phases, as appropriate.
4. **Zoning** - The Project Application must include evidence that all Sites are either currently zoned for the proposed use or the rezoning process has been initiated and will be completed in a timeframe compatible with the project.
 - **Zoned Project Sites Evidence** that Sites are currently zoned for the proposed use can only be demonstrated through:
 - A valid building permit; or

- A letter from the local zoning administrator (or chief elected official in localities without a zoning administrator) identifying the Project and containing all of the following:
 - The location of the Site(s) (i.e., address or street crossings); and
 - The current zoning and any special use designations; and
 - A description of the Project (including number of units, proposed use, and whether it is new construction, rehabilitation, or both); and
 - A statement that the current zoning will permit the proposed Project
- **Sites with Pending Re-Zoning, Variance, or Special Use Applications**
The State recognizes that a sponsor may need a re-zoning, a variance to existing zoning that does not require a full re-zoning, or a special use permit and will allow for the above as follows. As evidence of the pending re-zoning, variance, or special use permit application, the application must include a letter from the local zoning administrator (or chief elected official in localities without a zoning administrator) identifying the Project and containing all of the following:
 - The location of the Site(s) (i.e., address or street crossings); and
 - A description of the Project (including number of units, proposed use, and whether it is new construction, rehabilitation, or both); and
 - A written explanation of the re-zoning, variance, or special use permit approval process; and
 - Evidence the re-zoning, variance, or special use permit process has been initiated; and
 - Evidence of which stage in the re-zoning, variance, or special use permit approval process the Project has reached; and
 - Evidence that the re-zoning, variance, or special use permitting will be reviewed in a timely manner, including any available dates.
- 5. **Project Maps** - The following maps must be included in the application submission.
 - **A project location map** must be included in the application. It is expected to be sufficiently detailed to show the following information: 1) specific boundaries of the area the Shelter serves; 2) adjacent public transportation routes/stops; 3) Location of nearby entities that may serve the homeless population (e.g. food services, employment and training services).
 - **A FEMA issued Floodplain map with exact project locations marked must** be included in the application. You can obtain this map by calling FEMA at 1(800) 358-9616 or by using the website <https://msc.fema.gov>. The project location must be clearly drawn on the FEMA map prior to submission.

6. **Architect or Engineer Cost Estimate for Construction, Reconstruction or Rehabilitation ONLY.** (See Submission Checklist in Section IV for placement.)
- Must be on company letterhead, include a detailed breakdown of costs, the date and the architect or engineer's name and signature.
 - Must not be dated more than one year prior to the application due date.
 - Must match the costs contained in the CDBG-CV Working Cost Estimate and GATA Budget. Do not include any contract costs for which CDBG-CV funds are not used.
 - DO NOT include any miscellaneous, contingency, or otherwise ineligible costs.

The Department reserves the right to designate an application “DO NOT FUND”, and not complete the rest of its’ scoring for the following reasons:

- Architect or Engineer's cost estimate is not included in the application;
 - Architect or Engineer's cost estimate is not on company letterhead, does not have the engineer's name and signature, is not dated or is dated more than one year prior to application due date;
 - Architect or Engineer's cost estimate does not include a detailed breakdown of costs;
 - Architect or Engineer's cost estimate contains grossly-inflated costs and/or contingencies.
7. **ACQUISITION ONLY Copy of Real Estate Listing, Appraisal, or other verification of potential purchase price**
- If acquisition is part of your project and will be paid by grant funds, a copy of the real estate listing, appraisal, or other verification of the potential purchase price must be included. If funded, grant funds will not be released until closing, and verification of all real estate transaction requirements are confirmed.

In cooperation with GATA, please submit the following as part of your CDBG-CV grant application package:

☐ **IRS Certification Letter:** Include in the application “Letter 147c” or “Letter 4158c” provided by the IRS to verify the Taxpayer Identification Number (TIN) or Federal Employer Identification Number (FEIN) for the applicant. If you do not have a current (dated within five years) copy of an IRS certification letter on file, please call the IRS Business line, **1-800-829-0115**, to request a “**Letter 147C**”, or call **1-877-829-5500** to request a “**Letter 4158c**.” Only the applicant is authorized to request a copy of this letter.

☐ **W-9 Form:** Include a completed W-9 form. The name of the entity must exactly match the name indicated on the IRS certification letter, and the W-9 must be the most current issued (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>).

☐ **SAM Registration/CAGE#:** All grantees, sub-recipients and contractors participating in the CDBG-CV Program are required to be registered in the System for Award Management (SAM) at www.sam.gov for the purpose of obtaining a Commercial or Government Entity (CAGE) Code. The CAGE Code is a unique identifier assigned to government agencies and various organizations. **CAGE** codes provide a standardized method of identifying a given facility at a specific location. **This documentation, for the grantee, must be submitted with the application.**

PACKAGING YOUR APPLICATION

All grant application materials **must** be:

- Typed (except for signatures and maps)
- Clipped together with a large binder clip on the top. Any oversize pages such as maps should be placed at the end of the application.
- Contained in two brown legal-size, open-top (no foldovers with cords or ties) expandable folders
(One marked “original,” and one marked “copy”)
- Brown legal size folders are to be labeled with a 2”x 4” white label, placed in the top right-hand corner of the folder with the following information:
 - Name of Applicant
 - Rural Shelter Construction Application
 - Original or Copy

For Example:

City of Carlinville

Rural Shelter Construction Application

Original

DO NOT USE: dividers, staples, binders, folders or other methods of containment.

Please note there is a maximum upload of 10 documents in the web form that you submit the application, so combining files may be necessary.

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. To establish a SAM registration, go to www.SAM.gov and/or utilize this instructional link: [How to Register in SAM from the www.grants.illinois.gov Resource Links tab](#). SAM.gov registrations must be “public.”
- (ii) Provide a valid UEI number in the GATA Grantee Portal registration.
- (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 Department will 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 Department is ready to make a Federal pass-through or State award, the Department 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.

Applications for this opportunity must be submitted by **Applications must be received by Thursday, November 14, 2024 no later than 5:00 p.m.** Facsimile and e-mailed submissions will **not** be accepted).

Submission Information

Under the Grant Accountability & Transparency Act (GATA), all applicants must register with the State of Illinois via the “Grantee Portal” at www.grants.illinois.gov and be pre-qualified prior to submitting an application. Applications submitted by entities who have not registered or completed the ICQ for the current year **will not be considered for review**.

All applicants should complete the application package and submit an original and copy of all requested material to the Department’s **Springfield** Office at:

Mailed to:

Illinois Department of Commerce and Economic Opportunity
Office of Community Development
1011 South 2nd Street
Springfield, IL 62704

If you would like to hand deliver your application, please contact 217/558-4222 to assure staff will be available.

Applications must be **received by Thursday, November 14, 2024 no later than 5:00 p.m.** Facsimile and e-mailed submissions will **not** be accepted.

The Department is under no obligation to review applications that do not comply with the above requirements. Failure to meet the application deadline may result in the Department returning application without review or may preclude the Department from making the award.

5. Intergovernmental Review, if applicable.

N/A

6. Funding Restrictions.

This opportunity does not allow reimbursement of pre-award costs. Other restrictions can be found in Sections A., B., and C.

7. Other Submission Requirements.

Documents stored in Google Docs or other cloud-based servers are not allowed.

Applicants may confirm receipt of the application and documents by contacting the program contact listed in this NOFO.

E. Application Review Information

1. Criteria.

The screening and review process for the program is designed to ensure that limited CDBG-CV funds are awarded to entities that demonstrate the need for financial assistance and have a well-designed project.

Grant proposals will be reviewed on a competitive basis. Each proposal will be scored on a 100-point scale (or on a percentage scale). The Department shall consider the following criteria when evaluating the application submittal: Need, Capacity, and Quality.

1. Project Needs Assessment – Total Possible = 55 points

The following criteria indicate the need for the project and will be eligible for up to 55 pts.

- Percentage of county population contracting COVID (all time); calculated by data from Illinois coronavirus cases and deaths (<https://usafacts.org/visualizations/coronavirus-covid-19-spread-map/state/illinois/>) divided by the population of the county as estimated by the U.S. Census Bureau on July 1, 2023.
 - 25% or more = 15 points
 - 20% - 24.99% = 14 points
 - 15% - 19.9% = 12 points
 - 10% - 14.9% = 10 points
 - 5% - 9.9% = 8 points
 - 4% - 4.9% = 6 points
 - 3% - 3.9% = 4 points
 - 2% - 2.9% = 2 point
 - 1% - 1.9% = 1 point
 - Less than 1% = 0 points
- Homeless Rate – people per 10,000 calculated by dividing the number of homeless persons from the most recent Point in Time Counts for each Continuum of Care (CoC) by the total population estimates from Census Bureau.
 - Homeless Rate of at least 10 = 15 points;
 - Homeless Rate of 8 - 9.9 = 12 points;
 - Homeless Rate of 6-7.9 = 8 points;
 - Homeless Rate of 4-5.9 = 4 points;
 - Homeless Rate of 2-3.9 = 2 points;
 - Homeless Rate a rate less than 2 per 10,000 = 0 points
- Unsheltered Homeless Rate – basic percentage calculated by dividing the number of unsheltered persons by the total number of homeless persons from the most recent Point in Time Counts for each Continuum of Care (CoC).
 - Unsheltered Homeless Rate of 25% or greater = 15 points;
 - CoCs with a rate between 20 and 24.9% = 12 points;
 - CoCs with a rate between 15 and 19.9% = 9 points;
 - CoCs with a rate between 10 and 14.9% = 6 points;
 - CoCs with a rate between 5 and 9.9% = 3 points;
 - CoCs with a rate less than 5% = 0 points
- Project location in a DCEO Underserved Area (5 points) An “underserved area” is a census tract which meets one of the following four tests.
 - Poverty rate of at least 20%; or
 - 35% or more of the families with children in the area are living below 130% of the poverty line according to the latest American Community Survey; or
 - At least 20% of the households in the area receive assistance under the Supplemental Nutrition Assistance Program (SNAP); or
 - Average unemployment rate that is more than 120% of the national unemployment average, for a period of at least two (2) consecutive calendar years preceding the date of the application.
 - For more information and to identify an underserved area, please see: <https://dceo.illinois.gov/expandrelocate/incentives/underservedareas.html>

- Project location in an Opportunity Zones (5 points)
Illinois has 327 designated opportunity zones, all of which are low-income communities. To further encourage the investment in and vitality of these communities, four (4) points will be given to applicant communities within opportunity zones. For more information on Opportunity Zones, please see: <https://dceo.illinois.gov/oppzn.html>

2. Project Impact – Total Possible = 20 points

The following criteria measure the outcome of the project and will be eligible for up to 20 pts.

- Percentage of pre-COVID shelter capacity that the project will make possible – calculated based on the capacity of the shelter on January 1, 2020 and the capacity that will be available after the project.

Points will be assigned as follows:

- Increased capacity over pre-COVID = 20 points
- 100% of pre-COVID capacity = 15
- 75% of pre-COVID capacity = 10
- 50% of pre-COVID capacity = 5 points

Example: Pre-COVID capacity was 100. This project will allow a capacity of 80. Score would be 10 points.

3. Project Readiness – Total Possible = 20 points

Each application must demonstrate that the proposed project is appropriate and achievable and that all actions required have been completed to ensure timely implementation of the project. If the application is funded, any action not completed at the time of application will be included in the Notice of State Award Finalist (NOSAF) as a special grant condition. All applicants will start with the **maximum 20 points**. If not completed, deductions will be made on the following requirements:

- If applicable, documentation of ownership of the property to be improved. If applicable and not submitted, -5 points
- If applicable, a copy of the current lease for the location. If applicable and not submitted, -5 points
- If applicable, a copy of an option to purchase property. (Option must include price, date option expires and seller's signature). If not submitted; not addressed; or unclear, -5 points.
- If applicable, a copy of rezoning status information. If not submitted; not addressed; or unclear, -5 points.
- Copy of Project Location Map. If not submitted or if the project activities are not clearly drawn on the project map, -5 points.
- Copy of Floodplain Map indicating project location. If not submitted, or the project is not drawn on the map, -5 points.
- Working Cost Estimate must add correctly and match the Architect or Engineer's Cost Estimate. If addition errors, or contains ineligible costs, -5 points.
- Forms are not completed in their entirety, i.e., missing dates, signatures, general contact information, etc., -5 points
- The FEIN, CAGE #, or other identifying codes contained in the application are not assigned to the applicant or responsible entity., -5 points
- The "Copy" file required for application submission does not contain all documents as the "Original." -5 points

4. Additional Funding – Total Possible = 5 points

Additional points will be assessed for applicants contributing other funding toward the completion of the proposed project. A maximum of 5 points will be assigned to projects

contributing 80% or more of the total project costs. No points will be assigned to projects contributing less than 10% of the total project costs. The breakout is as follows:

- 5 points - 80% or more of project cost contributed
- 4 points – 60.0 – 79.9% of project cost contributed
- 3 points - 40 – 59.9% of project cost contributed
- 2 points - 20 – 39.9% of project cost contributed
- 1 point - 10 – 19.9% of project cost contributed
- 0 points - Less than 10% of project cost contributed

No points will be assessed if the funding is not firmly committed.

2. Review and Selection Process.

Applications will be graded using the Merit Review Process and scored on the criteria specified in Section E.1. The Department will designate an Evaluation Committee to grade each application received for this funding opportunity. The final score of each Committee member will be calculated and an average of all scores will be the final applicant score. The actual number and type of awards will be subject to funding availability and the amount of each applicant's request. Applications will be funded from the highest score to the lowest score while ensuring funding touches a broad geography of the State. The Department reserves the right to perform a site visit. The Department reserves the right to perform a site visit.

All recommendations are forwarded to the Director of the Department who makes the final funding decisions. However, all decisions will be based on the general distribution of funds in Section I of this CDBG-CV Guidebook.

The Merit Based Review process is subject to appeal. However, competitive grant appeals are limited to the evaluation process. Evaluation scores may not be protested. Only the evaluation process is subject to appeal. The appeal must be submitted in writing to the Department within 14 calendar days after the date that the grant award notice has been published. The written appeal shall include the name and address of the appealing party, the identification of the grant and a statement of reasons for the appeal. To file an appeal, applicants must submit the appeal in writing and in accordance with the Merit-Based Application Review Appeals Process listed on the Grant Opportunities page of the DCEO website:

<https://dceo.illinois.gov/aboutdceo/grantopportunities/meritappeal.html>.

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

After the application period is closed, the Department will conduct a merit based review of eligible applications. Successful applicants will receive a Notice of State Award (NOSA) to initiate the grant agreement phase. During this phase, you will be contacted by a grant manager to develop a grant agreement, which can be a months long process depending on complexity, cooperation, and conformity with all applicable federal and state laws.

The Department reserves the right to issue a reduced award, or not to issue any award.

F. Award Administration Information

1. State Award Notices.

The Notice of State Award (NOSA) will specify the funding terms and specific conditions resulting from the pre-award risk assessments and the merit-based review process. The NOSA must be accepted in the GATA Portal by an authorized representative of the grantee organization. The NOSA is not an authorization to begin performance or incur costs.

2. Administrative and National Policy Requirements.

Subrecipients and Subcontractors: Agreement(s) and budget(s) with subrecipients and subcontractors must be pre-approved by and on file with DCEO. Agreements can be submitted to DCEO when available. Subcontractors and subrecipients are subject to all applicable provisions of the Agreement(s) executed between DCEO and the grantee. The successful applicant shall retain sole responsibility for the performance of its subrecipient(s) and/or subcontractor(s).

Grant Uniform Requirements: The Grant Accountability and Transparency Act (30 ILCS 708/1 *et seq.*) (and its related administrative rules, 44 Ill. Admin. Code Part 7000), was enacted to increase the accountability and transparency in the use of grant funds from whatever source and to reduce administrative burdens on both State agencies and grantees by adopting federal guidance and regulations applicable to those grant funds; specifically, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

Procurement: Grantees will be required to adhere to methods of procurement per the Procurement Standards (2 CFR 200.317 – 2 CFR 200.327).

3. Reporting.

Periodic Performance Report (PPR) and Periodic Financial Report (PFR)

Grantees funded through this NOFO are required to submit in the format required by the Grantor, at least on a quarterly basis, the PPR and PFR electronically to their assigned grant manager. The first of such reports shall cover the first three months after the award begins. Pursuant to 2 CFR 200.328, Periodic Financial Reports shall be submitted no later than 30 calendar days following the period covered by the report. Pursuant to 2 CFR 200.329, Periodic Performance Reports shall be submitted no later than 30 calendar days following the period covered by the report. Any additional reporting requirements will be disclosed in the NOSA. Grantees are required within 45 calendar days following the end of the period of performance to submit a final closeout report in the format required by the Grantor (See 2 CFR 200.344).

Monitoring

Grantees funded through this NOFO are subject to fiscal and programmatic monitoring visits by the Department in accordance with 2 CFR 200.337. They must have an open-door policy allowing periodic visits by Department monitors to evaluate the progress of the project and provide documentation upon request of the monitor. Program staff will also maintain contact with participants and monitor progress and performance of the contracts. The Department may modify grants based on performance.

Audit

Grantees shall be subject to Illinois' statewide Audit Report Review requirements. Terms of the Single Audit Act Amendments of 1996 (31 USC 7501-7507), Subpart F of 2 CFR Part 200, and the audit rules set forth under the Grant Accountability and Transparency Act shall apply (See 30 ILCS 708/65(c)).

Initial Grantee Responsibility

If awarded a grant, all staff related to fiscal and performance requirements as well as the grant administrators must attend the Grant Administrator's Workshop to be scheduled at a future date. Failure to attend will result in forfeiture of the grant award.

Successful applicants will receive a **Notice of State Award Finalist** (NOSAF) specifying terms and conditions of the grant. This will include completion of a Uniform GATA Budget, completion of Environmental Review and completion of any other outstanding requirements. **Grantees are**

expected to meet all special conditions within 90 days of the NOSAF date or the Department may withdraw the Award.

Once terms are accepted, and the conditions met, the Grantee will receive a **Notice of State Award** (NOSA) through the GATA Grantee Portal. The NOSA includes information regarding your entity, grant funding, grant terms and conditions, and specific conditions assigned to the grant based on the risk assessments. In order to receive the formal Grant Agreement, the Grantee must indicate agreement to the contents of the NOSA by remitting its acceptance through Grantee Portal (<https://grants.illinois.gov/portal>).

After the Grantee has submitted all applicable documents, they will receive a formal **Grant Agreement** with further instructions. Grantees will be expected to sign and return the agreement within 30 days for formal execution by the Department.

REPORTING

The Grantee will be required to complete quarterly financial and performance reports, Notice of Contract Award, and the Grantee Evaluation Report.

G. State Awarding Agency Contact(s)

Grant Help Desk
Illinois Department of Commerce & Economic Opportunity
Email: **CEO.GrantHelp@illinois.gov**

H. Other Information, if applicable

Initial Grantee Responsibility

If awarded a grant, all staff related to fiscal and performance requirements as well as the grant administrators must attend the Grant Administrator's Workshop to be scheduled at a future date. Failure to attend will result in forfeiture of the grant award.

Successful applicants will receive a **Notice of State Award Finalist** (NOSAF) specifying terms and conditions of the grant. This will include completion of a Uniform GATA Budget, completion of Environmental Review and completion of any other outstanding requirements. **Grantees are expected to meet all special conditions within 90 days of the NOSAF date or the Department may withdraw the Award.**

Once terms are accepted, and the conditions met, the Grantee will receive a **Notice of State Award** (NOSA) through the GATA Grantee Portal. The NOSA includes information regarding your entity, grant funding, grant terms and conditions, and specific conditions assigned to the grant based on the risk assessments. In order to receive the formal Grant Agreement, the Grantee must indicate agreement to the contents of the NOSA by remitting its acceptance through Grantee Portal (<https://grants.illinois.gov/portal>).

After the Grantee has submitted all applicable documents, they will receive a formal **Grant Agreement** with further instructions. Grantees will be expected to sign and return the agreement within 30 days for formal execution by the Department.