

DCEO Use Only:

Application #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Application Project Narrative

*Office of Grants Management*

**Applicant Legal Name**:

(Name used for DUNS registration and grantee pre-qualification)

**Applicant GATA ID#**:

**Applicant UEI # from SAM.gov**:

Section 1: Scope of Work

1. **PROJECT TITLE**:
2. **Description of Scope of Work** (Please use the space below to describe what you intend to do with these specific Grant funds. *For clarity, “specific Grant funds” is defined as the amount of money that has been appropriated to your entity for this project.* This must include a detailed narrative description of all activities which will be funded by the grant (*e.g., land, property, easement, right-of-way acquisition; construction/renovation activities [including all ADA compliance covered by the project]; equipment; development/delivery of programs and services [including administrative activities]; or other activities.*) This information will be included in the Grant Agreement as the Scope of Work.

1. **Description of Overall Project** (Please use the space below to describe the overall project which would include any additional funding. For clarity, “overall project” is defined as any work outside of the “specific Grant funds” in Question 1A necessary to complete the project (e.g., in Question 1A above, you listed electrical wiring under “specific Grant funds” and below you would list a description of the the overall project which is a complete renovation to a buildng to include flooring, HVAC, complete roof tear off and replacement, cabinetry, plumbing, design and engineering, landscaping, environmental remediation, and construction management oversight, etc.) This information will be included in the Grant Agreement as the Scope of Work.

1. Project Location - *(****Must*** *provide an electronic/digital photo of project location). If work is taking place at more than one address, please list* ***ALL*** *addresses.*

Address       City       County       Zip Code + 4      +

If the property is being improved, is the property owned by the grantee? [ ] Yes [ ]  No, or leased by the grantee? [ ] Yes [ ]  No

Note: Purchase of Real Property. If permitted by the Award Budget and scope of activities provided in this Agreement, a Grantee may use the Grant Funds during the Award Term for the costs associated with the purchase of real property (as defined by 2 CFR 200.1) either through the use of reimbursement or advanced funds as permitted in Exhibit C of this Agreement for the following purposes and consistent with the Grantor’s bondability guidelines and 2 CFR 200:

1. Cash payment of the entirety or a portion of the real property acquisition;
2. Cash Payment of a down payment for the acquisition;
3. Standard and commercially reasonable costs required to be paid at the acquisition closing (*i.e*., closing costs); or
4. Payments to reduce the debt incurred by Grantee to purchase the real property.

**Non-governmental entities must complete questions 3, 4 and 5. All other entities, skip to question 6.**

1. Your Organization Location Information
	1. Address of your organization’s headquarters?
	2. How many total branches/service locations does your organization have (including your headquarters)?
	3. What geographic area(s) does your organization serve? (could be county, city, neighborhood, etc.)
2. Your Organization
3. What is your organization’s mission statement?

1. What are the primary goals of your organization?

1. Your Participants
2. Describe any eligibility criteria for participation in your program(s) (i.e., income level, age, employment status, etc.).

1. Describe how participants are identified or recruited, or describe who refers participants to your organization for services.

1. If services cannot be provided to all that apply, describe the manner in which participants are selected (i.e., standardized testing; first-come, first-served).

1. State the costs to participants for these programs and services, and specify whether a sliding scale (i.e. cost for services is reduced or waived, based on income or ability to pay) is enacted.

1. Public Purpose
2. What is the public purpose of the proposed project?

1. Why is this proposed project necessary?

1. What is the expected benefit of this proposed project (*i.e., city will no longer be on IEPA restricted status list; unemployed persons will receive job training, etc.*)?

1. Public Benefit
	1. Estimate the number of persons to benefit or be served by the proposed project.

* + 1. State the percentage of current or projected participants who are disadvantaged or low-income.

* + 1. State the percentage of participants who receive (or *will receive*) services at no cost or a reduced fee.

1. Has your organization secured all necessary federal, state and local permits and approvals to proceed with this project? [ ] Yes [ ]  No

If *no*, please identify permits/approvals to be obtained and provide a reasonable, estimated timetable to secure such permits/approvals.

1. If grant funds are to be utilized to make capital improvements to real property structures/land) ***that your organization does not own***, please provide a copy of the lease or other agreement (i.e., easements, rights-of-way, etc.) between your organization and the property owner that will allow your organization to continue to use the improved premises, for an appropriate length of time, consistent with applicable state law and rules.

\* Lease must be for a *minimum* of ten (and preferably at least fifteen) years into the future, not counting available term extensions identified within the lease.

1. **If the project involves the purchase of land or building(s),** you must respond to items a) through e) below and attach supplementary explanatory materials as needed.
2. Does your organization have an executed contract for the purchase/acquisition of the land/building in question? [ ] Yes [ ]  No

If *no*, when do you expect to have an executed contract?

1. Provide at least one appraisal conducted by a neutral third-party prior to closing – and as close to the closing date as possible – as an estimate of the property's fair market value. The appraisal documentation must be submitted to the Department as soon as available, and preferably prior the actual closing date.

1. If your organization is a governmental entity, is it acquiring the land/building through an outright purchase, or through eminent domain/condemnation proceedings? [ ] Yes [ ]  No

If acquiring through eminent domain/condemnation, when do you ***realistically*** expect to finalize the acquisition?

1. Is your organization aware of any existing (or reasonably anticipated) legal proceedings such as zoning issues, objections of nearby property owners, etc., relating to the proposed use of the land/building being purchased with grant funds? [ ] Yes [ ]  No

If *yes*, please attach a detailed explanation.

1. Provide the name, address, phone number and email address (if applicable) of the individual or entity from which the land/building(s) is/are being purchased. If multiple owners, please provide this information for each.

1. Local Opposition
	1. Do you anticipate any opposition to this project? [ ] Yes [ ]  No

If *yes*, please describe:

1. Other Funding Sources (*In addition to these Grant Funds*) *This section must match the Additional Funding sections in the Budget template (Excel file), the Uniform Application, and must align with the Overall Project Working Cost Estimate.*
2. Are other funds necessary to complete the ***overall project*** (of which this grant is just one component)? [ ] Yes [ ]  No

If *yes*, please indicate the source, status and amount of those funds below in c) Sources of Funding. This information **MUST** correlate with your answers to question 1 on page 1.

1. Sources of Funding *(Do NOT include the specific Grant funds which this application is for when calculating additional funding.) This must include any other State Grant funding that is for the same project, including any past, present, or anticipated Grant funds.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FUNDING****SOURCES** | ***Approved / Secured*** | ***Pending*** | ***Not Yet Applied For*** | ***If Funds Not Yet Approved/ Secured, Provide Estimated Date.*** | **Overall Project – see page 1 of project narrative, question 1.** |
| **Federal Funds** (list) |  |  |  |  |  |
|        | [ ]  | [ ]  | [ ]  |       | $       |
|        | [ ]  | [ ]  | [ ]  |       | $       |
|        | [ ]  | [ ]  | [ ]  |       | $       |
| **Other State Funds** (list funds from ***any*** state source /program) |  |  |  |  |  |
|        | [ ]  | [ ]  | [ ]  |       | $       |
|        | [ ]  | [ ]  | [ ]  |       | $       |
|        | [ ]  | [ ]  | [ ]  |       | $       |
| **Other Funds** (list your organization’s funds, bank and other loans, fundraising, donations, etc.) |  |  |  |  |  |
|        | [ ]  | [ ]  | [ ]  |       | $       |
|        | [ ]  | [ ]  | [ ]  |       | $       |
|        | [ ]  | [ ]  | [ ]  |       | $       |
| **TOTALS** |  |  |  |  | $       |

1. Description of Tasks (Please itemize major steps required for project completion as they relate to how these specific Grant funds will be utilized.)

|  |  |
| --- | --- |
| Brief Task Description | Estimated Completion Date (MM/DD/YYYY) |
| **Task 1.**       |       |
| **Task 2.**       |       |
| **Task 3.**       |       |
| **Task 4.**       |       |
| **Task 5.**       |       |
| **Task 6.**       |       |
| **Task 7.**  |       |
| **Task 8.**  |       |

Section 2: Projected Employment Impact (FTE Value Table) – see Instructions Section 2

|  |  |  |
| --- | --- | --- |
|  | **Created Positions in FTE Categories** | **Retained Positions in FTE Categories** |
| Column A | Column B | Column C | Column D | Column E | Column F | Column G | Column H |
| Permanent Full Time | Permanent Part Time | Temporary Full Time | Temporary Part Time | Permanent Full Time | Permanent Part Time | Temporary Full Time | Temporary Part Time |
| Row 1 (To be completed by applicant) | # of positions in each FTE category(A - H) |       |       |       |       |       |       |       |       |
| Row 2 | Auto calculation of FTE subtotals | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
|  |
| Row 3 | Auto Calculation: **Created FTEs:** | 0.00 |  |
| Row 4 | Auto Calculation: **Retained FTEs:** | 0.00 |
| Row 5 | Auto Calculation: **Permanent Full Time Jobs Created:** | 0.00 |
| Row 6 | Auto Calculation: **Permanent Full Time Jobs Retained:** | 0.00 |
| Row 7 (cell to be completed by applicant) | Other anticipated employment impacts of DCEO grant: |       | NOTE: The numbers in this table should not include workers directly related to or performing the construction of your project. |

Section 3: Programmatic Risk Assessment Questions

* **Financial Stability**
1. How significant are these specific Grant funds in relation to your organization’s overall budget?

* 1. Is the entirety of funding necessary to complete this overall project diversified across multiple sources including your entity’s own funds, fundraising, endowments, etc., or is this grant funding the only source of funds for the project?

* **Ability to effectively implement requirements**
1. History of Performance
	* Has your organization successfully performed the same or substantially the same type of grant activities in the last 3 years, or is this the first time performing such activities?

1. Key Staff
* Does your organization’s key existing staff have experience with the same or substantially the same type of activities as those to be covered by this grant? If so, how many years of that experience do they have?

1. Capacity
* If this grant is for a programmatic (non-capital) purpose, is adequate staffing planned to allow these specific grant activities to be completed?

* If this grant is for a programmatic (non-capital) purpose, will the grant funds be less than 25% of your organization’s budget?

* If this grant is for a programmatic (non-capital) purpose, will the grant activities require scaling up (50% of staffing) or is a major (50% or more) part of your organization’s overall budget?

* If this grant is for a programmatic (non-capital) purpose, does your organization have to scale up significantly (more than 100% increase in staffing/resources) in order to perform the grant activities to be completed?

* If this grant is for a programmatic (non-capital) purpose, does your organization have the ability to track personnel time applied to the grant activities to be completed?

* **External Partnerships**
1. If this grant is for a programmatic (non-capital) purpose, how dependent is your organization on external partners (through contracts, procurements, or subgranting) to meet program goals and performance for the activities to be covered by this grant?

1. If the answer to that question was ‘Yes’, does your organization have experience working with the external partner(s)?

1. If this grant is for a programmatic (non-capital) purpose, does your organization acknowledge that it is responsible for the performance of any sub-recipient(s) or other external partner(s) and must ensure adequate monitoring accordingly?

* **Reporting**
1. Reporting History
* Has your organization submitted financial and programmatic reporting in a timely manner and as required, for prior grant awards it has received (always, sometimes, or never)?

\* *If this would be your organization’s first grant award this question would not be applicable (N/A)*

1. Reporting Capacity
* Has someone been designated to oversee performance reporting for the activities which are intended or coverage via this grant? Is there segregation of duties to ensure accurate and validated reporting?

* Are staff who will be preparing the reports familiar with program/project requirements, deliverables, and outcomes for the activities to be covered by this grant?

* Are there mechanisms in place to ensure data accuracy and integrity for reporting related to the activities to be covered by this grant?

Section 4: Additional Information

1. PROJECT START DATE
2. Has work on this project started?       Yes       No
3. If work on the project has started, is that work being paid for via the use of these specific Grant funds? (This would include the first date that any Design and Engineering work on this project started if being paid for via the use of these specific Grant funds.)
      Yes       No
4. If work on this project has started, what was the first date work began? (This would include the first date that any Design and Engineering work on this project started if being paid for via the use of these specific Grant funds.) Month      Date       Year
5. If work for this project has not yet started, do you have an anticipated date that work on the project will begin? Month      Date       Year
6. If work on the project has not yet started, and you do NOT have an anticipated start date, will you be waiting to begin work until after the Grant Agreement is fully executed?
      Yes       No
7. Has this project been completed?       Yes       No Start Date       Completion Date
8. REIMBURSEMENT PROCESS

The Department must establish whether an advance payment (also known as a Working Capital Advance) is needed.

Your Grant will be administered on a reimbursement basis unless your entity feels there is a need for an advance payment.  If such an advance payment is required, we must receive a stipulation to that effect – on entity letterhead for our files – explaining why the project requires upfront funding (i.e., why the project can’t be started without upfront Working Capital).  If you request a Working Capital Advance, your Grant Manager will email you the Estimated Expenditure Schedule (EES) template in Excel format, to be filled out by your entity. You must submit the completed EES along with a letter requesting the Working Capital Advance. A Working Capital Advance will be based on the first 2 (two) consecutive months of estimated expenses reflected on the EES. After that advance, the balance of the grant funds would be via reimbursement, based on review & approval of submitted financial reports reflecting expenditures charged to the approved Grant Budget.  \* *Please note that Section 4.7 of the DCEO Grant Agreement template would state that advanced Grant Funds must be placed in an insured account, whenever possible, that bears interest, unless exempted under 2 CFR 200.305(b)(8). Section 26.1 of the DCEO Grant Agreement template would state that such Interest must be accounted for, therefore you may find it beneficial to open a separate account specifically for the Grant funds .rather than co-mingling with other funds. The interest earned must be listed on each of the subsequent reports to be submitted.  Any and all interest may need to eventually be returned to the Department at the time of Final Report submission.*

If there is no need for such an advance, please check reimbursement below.

**Your entity will be requesting:       Reimbursement       Working Capital Advance**

1. AUTHORIZED DESIGNEES (SIGNATORIES)

If you would like someone other than the Authorized Official to sign documents on your behalf, please list them here:

Name

Title

Phone

Email

Name

Title

Phone

Email

Section 5: Applicant Certification

Under penalty of perjury, I certify that I have examined this application and the document(s), schedule(s), and statement(s) submitted in conjunction herewith, and that, to the best of my knowledge and belief, the information submitted herewith is true, correct, and complete. I represent that I am the person authorized to submit this application on behalf of the applicant and that I am authorized to execute a legally binding grant agreement on behalf of the applicant if this application is approved for funding.

I hereby release to DCEO the rights to and use of photographs and/or any written statements or information, regardless of format (whether they are direct quotes or paraphrased by DCEO), contained in or provided after the grant application for the purpose of publication on DCEO's website.  I hereby also release any and all claims against DCEO, its officers, agents, employees and/or affiliates arising out of, or in connection with, the usage of photographs and/or written statements or information, regardless of format (whether they are direct quotes or paraphrased by DCEO), for the purpose of publication on DCEO's website.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Signature** **Printed Name & Title****Date**

The applicant should read and understand the certification statement provided in this section**:**

**The individual who signs this section should be the individual that is authorized to sign the Grant Agreement if Grant funds are awarded.** The authorized individual should sign their name, print their name and title and date of certification.

Please note the certification authorizes DCEO to publish a copy of the completed application on DCEO’s website, as specified above.

**NOTICE OF GRANT REQUIREMENTS**

**Prevailing Wage Act (820 ILCS 130/0.01 et seq.):** “All projects for the construction of fixed works which are financed in whole or in part with funds provided by this Agreement shall be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.) unless the provisions of that Act exempt its application. In the construction of the project, the Grantee shall comply with the requirements of the Prevailing Wage Act, including, but not limited to, inserting into all contracts for such construction a stipulation to the effect that not less than the prevailing rate of wages as applicable to the project shall be paid to all laborers, workers and mechanics performing work under the contract and requiring all bonds of contractors to include a provision as will guarantee the faithful performance of such prevailing wage clause as provided by contract.” The Department and the Illinois Department of Labor will work with the grantee to ensure compliance prior to the establishment of the grant agreement as well as through the life of the grant. The Act may be found in its entirety at <https://labor.illinois.gov/laws-rules/conmed/prevailing-wage-act.html>.

The Comptroller’s Office requirement derives from Attorney General Opinion No. 00-018 that states, where a non-governmental entity receives a grant of public funds for the construction of a fixed work, the provisions of the Prevailing Wage Act (820 ILCS 130/0.01 et seq.) (56 Ill Admin Code 270) apply to the project. NOTE: Public bodies continue to be subject to Prevailing Wage requirements.

Please be advised that DCEO will not render a legal opinion as to applicability of the Prevailing Wage Act to any project. You should consult your own legal counsel for such an opinion. Questions regarding the applicability of Prevailing Wage requirements may also be referred to the Illinois Department of Labor at 312/793-1585 or 217/782-1710. Attorney General Opinion No. 00-018 may be accessed on the Attorney General’s web site at https://illinoisattorneygeneral.gov/opinions/opinions-archive.

**Employment of Illinois Workers on Public Works Act (30 ILCS 570/0.01 et seq.):** If an entity receives state funds for construction related activities, the entity must employ at least 90% Illinois laborers on such projects during periods of excessive unemployment in Illinois. The Act may be found in its entirety at <https://labor.illinois.gov/laws-rules/conmed/illinois-preference-act.html>. Any questions regarding the Act should be directed to the Illinois Department of Labor’s Conciliation and Mediation Division at (217) 782-1710. For further information, please visit the IDOL website at: <https://labor.illinois.gov>.

**Public Act 96-1064 - Business Enterprise Program:** Public Act 96-1064 mandates that each award by grant or loan of State funds of $250,000 or more for capital construction costs or professional services is conditioned upon the recipient's written certification that the recipient shall comply with the business enterprise program practices for minority-owned businesses, female-owned business, and businesses owned by persons with disabilities of the Business Enterprise for Minorities, Females and Persons with Disabilities Act (30 ILCS 575/0.01 *et seq.*) and the equal employment practices of Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105).

**Illinois Works Jobs Program Act (30 ILCS 559/Art. 20):** For Awards with an estimated total project cost of $500,000 or more, the Grantee will be required to comply with the Illinois Works Apprenticeship Initiative (30 ILCS 559/20-20 to 20-25) and all applicable administrative rules (*see* 14 Ill. Admin. Code Part 680). The “estimated total project cost” is a good faith approximation of the costs of an entire project being paid for in whole or in part by appropriated capital funds to construct a public work.  Grantee must submit a Budget Supplement Form (available on the DCEO website) to the Grantor within ninety (90) days of the execution of a Grant Award (Agreement).

The goal of the Illinois Works Apprenticeship Initiative is that apprentices will perform either 10% of the total labor hours worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less. Of this goal, at least half of those apprenticeship hours shall be performed by graduates of the Illinois Works Preapprenticeship Program, The Illinois Climate Works Preapprenticeship Program, or the Highway Construction Careers Training Program. Grantee is permitted to seek from the Grantor a waiver or reduction of this goal in certain circumstances pursuant to 30 ILCS 559/20-20(b). The Grantee must ensure compliance for the life of the entire project, including during the term of the Award and after the Term ends, if applicable, and will be required to report on and certify its compliance.

More on the Act may be found at:[Illinois Works Jobs Program Act - Illinois Works](https://dceo.illinois.gov/illinoisworks) X­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_

**NOTICE OF GRANT REQUIREMENTS (*cont.*)**

[**§ 200.326 Bonding requirements**](https://www.ecfr.gov/current/title-2/section-200.326)**:**

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

**(a)** A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

**(b)** A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's requirements under such contract.

**(c)** A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Environmental Review Requirements:** Capital grants will be reviewed to determine environmental review requirements. Based on the scope of the project, the grantee may be required to complete additional environmental approvals before disbursement of grant funds can be initiated.

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* In addition to the above, any contractual agreement between the Grantee and another party (being paid with grant funds) must include special language to allow DCEO access to the other party’s records, relative to the grant. This includes construction subcontractors, consultants who provide services, and any other entity with which the grantee has a legal agreement to expend grant funds. Please see the separately attached pdf document entitled “Third Party Contractual Requirements” for this language (to incorporate into your legal subcontracts).

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Purchases of real property (land and/or buildings) will require submission of at least one appraisal conducted by a neutral third-party prior to closing – and as close to the closing date as possible – as an estimate of the property's fair market value. The appraisal documentation must be submitted to the Department as soon as available, and preferably prior the actual closing date.

 X\_\_\_\_\_\_\_\_\_\_\_

**IMPORTANT GRANT INFORMATION**

* The grant award may not be finalized, and grant funds may not be disbursed, until all necessary approvals have been obtained and a Grant Agreement has been executed between DCEO and the Grantee. The time required to finalize this process depends largely upon the completeness and accuracy of the information submitted.
* The grant term should begin no earlier than July 1, 2025. The initial grant term cannot exceed two years. All project activities must be completed within this time.
* All project activities and all expenditures of grant funds must be consistent with the Scope of Work and Budget included in the Grant Agreement. The Scope of Work and the Budget will be developed based upon the information provided in the Grantee’s completed application.
* All environmental approvals must be submitted and cleared by the appropriate state agency prior to payment of costs related to renovation of a building/structure or “dirt-moving” costs.
* Payment provisions will be specified in the Grant Agreement. Payment for bond fund projects will be disbursed on a reimbursement basis, unless otherwise approved by DCEO.
* Any contractual agreement between the Grantee and another party (being paid with grant funds) must include special language to allow DCEO access to the other party’s records, relative to the grant. This includes construction subcontractors, consultants who provide services, and any other entity with which the grantee has a legal agreement to expend grant funds. Please contact your grant manager if you need a copy of this language (to incorporate into your legal subcontracts) prior to receiving your grant agreement.
* Grantee shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and Subpart F of 2 CFR Part 200, and the audit rules and policies set forth by the Governor’s Office of Management and Budget. *See* 30 ILCS 708/65(c); 44 Ill. Admin. Code 7000.90.
* The Grantee shall ensure that grant funds are expended in accordance with generally accepted sound, business practices, arms-length bargaining, applicable federal and state laws and regulations. Grant expenditures should conform to the terms and conditions of the grant agreement and should not exceed the amount that would be incurred by a prudent person under the circumstances prevailing at the time the decision is made to incur the costs. Grant accounting should be consistent with generally accepted accounting principles.
* **NOTE:** Please be aware that until a Grant Agreement has been executed by the Grantee and DCEO, the Grantee is at risk for any costs incurred that it intends to be paid for from grant funds. Thus, recipients of grant appropriations are advised not to begin project activities and not to incur costs until they have received a fully executed Grant Agreement reflecting the agreed upon Scope of Work and Budget.

X\_\_\_\_\_\_\_\_\_\_\_\_

**SUBMIT APPLICATION WITH THE FOLLOWING SUPPORTING DOCUMENTATION:**

[ ]  List of Principal Individuals and Board Members – for *Non-governmental entities only.* This list must include each individual’s name, home address, home phone number and daytime phone number.

[ ]  Job Descriptions of Staff Positions to be Funded by Grant Funds

[ ]  W-9 form (revised October 2018) – **REQUIRED FOR ALL GRANTEES**

[ ]  IRS Letter or Verification of Entity Name on File with the Internal Revenue Service – **REQUIRED**

Instructions

All questions in the following sections must be completed by the applicant. Additional documentation should be attached as necessary to adequately respond to the question or to provide the detail requested.

Section 1: Scope of Work - Instructions

Provide the Project Title, it needs to be the same as or consistent with the title provided in the Proposal Information above.

Provide a detailed description of the proposed project and the intended use of grant funds. The information provided in this description will assist DCEO in developing the Scope of Work for the grant agreement if the grant is awarded. It will also facilitate the periodic reporting that will be required to update DCEO on the status of the project’s major milestones if the grant is awarded.

Briefly describe each task in the Description of Tasks column. These tasks will be used to develop the grant agreement. The applicant should assign an estimated completion date for each task. If a grant is awarded, the applicant will have the opportunity to modify these dates prior to the execution of the grant.

Section 2: Projected Employment Impact – Instructions - **FTE Value Table**

DCEO uses Section 2. Projected Employment Impact of the standard grant application form to document the estimated economic benefits of a proposed grant project based on the projected employment impact. The FTE (Full Time Equivalent) Value Table in Section 2 standardizes the DCEO process for collecting and reporting job count data for projected (estimated) jobs at the grant level.

For DCEO purposes, an FTE is a measurement unit for assigning a numerical value to an individual employment position (both projected and/or certified jobs; both created and/or retained jobs). For example, while DCEO assigns an FTE value of 1.0 to a permanent full time position, other categories of positions that are estimated to involve a fewer number of hours to be worked over the course of a year will be assigned a lower FTE value of either .5 or .25. DCEO uses this approach so that a job count that includes various categories of jobs is more accurate and is not inflated or overstated. Applicants should be realistic when estimating the number of projected FTEs that may result directly from a grant. For example, when projecting FTEs, the applicant must consider that if approved for funding the grantee will be required at a later date to certify FTE data for all created and retained positions, using the DCEO Job Count FTE Certification Form. Please remember that the FTE count includes only positions that are a direct result of a DCEO grant, meaning the positions would not be created or retained **but for** the DCEO grant provided.

 X\_\_\_\_\_\_\_\_\_\_\_

Key Definitions

Created Job: A new position, not in existence prior to the DCEO grant, to be developed and filled, or an existing unfilled position to be filled; the position could not be filled **but for** the DCEO grant provided.

Retained job: An existing position projected to be maintained that otherwise would be eliminated by the grantee **but for** the DCEO grant provided**. *Note:*** *a job previously reported as retained during the course of a previous DCEO grant cannot be projected again as retained in the current DCEO grant application if the end date of the previous DCEO grant is less than 24 months prior to the current application date. However, a job reported as retained during the course of a previous DCEO grant can be reported as retained in the current DCEO grant application, if the end date of the previous DCEO grant occurred more than 24 months prior to the date of the current DCEO application.*

**Other Employment Impacts**: This is an optional text field where you can identify other significant employment impacts that are not reported as an FTE value. These impacts may include a positive impact on non-certified jobs, or other positive economic impacts with the applicant organization or elsewhere in the Illinois economy. This area can also be used to identify the number of Temporary Part time Positions that do not meet the minimum requirement of 200 hours of work per position.

Section 5: Applicant Certification - Instructions

The applicant should read and understand the certification statement provided in this section.

**The individual that signs this document should be the individual that is authorized to sign the grant agreement if grant funds are awarded.** The authorized individual should sign their name, print their name and title and date of certification. *\*Digital signatures are not accepted.*

Please note the certification authorizes DCEO to publish a copy of the completed application on DCEO’s website.

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