

Uniform Notice for Funding Opportunity (NOFO)
Summary Information
FY18 Version

	Data Field	
1.	Awarding Agency Name:	Illinois Department on Aging
2.	Agency Contact:	Kathleen Michals Illinois Department on Aging One Natural Resources Way, Suite 100 Springfield, IL 62702-1271 Kathleen.michals@illinois.gov 217-785-4476
3.	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	SHIPM1819
6.	Funding Opportunity Title:	Support for Beneficiary Counseling Programs for States Participating in the Medicare - Medicaid Financial Alignment Initiative – SHIP
7.	CSFA Number:	402-01-1617
8.	CSFA Popular Name:	MMAI SHIP
9.	CFDA Number(s):	93.634
10.	Anticipated Number of Awards:	Four (4) to six (6) awards anticipated
11.	Estimated Total Program Funding:	\$450,000.00
12.	Award Range	Minimum and maximum award amount If not applicable, indicate “not applicable”
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15.	Indirect Costs Allowed Restrictions on Indirect Costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide the citation governing the restriction:
16.	Posted Date:	Date agency posted the NOFO to grants.illinois.gov
17.	Application Range:	11/15/2017 through 12/15/2017
18.	Technical Assistance Session:	Session Offered: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify date and time Provide link to registration, if applicable

NOFO Supplemental (Agency-specific Content for the NOFO)

A. Program Description

The SHIP mission is to empower, educate and assist Medicare-eligible individuals, their families, and caregivers through objective outreach, counseling, and training, to make informed health insurance decisions that optimize access to care and benefits. The purpose of this grant is to assist the SHIP with the CMS Financial Alignment Initiative (referred to as MMAI for this proposal) for Medicare and Medicaid dually eligible beneficiaries (referred to as beneficiaries in this proposal) and to strengthen the capability of local SHIP offices in their efforts to support the community as they perform personalized counseling, education, and outreach to help achieve the program mission.

SHIP was created in Section 4360 of the Omnibus Budget Reconciliation Act (OBRA) of 1990 (Pub.L. 101–508, 104 Stat. 1388.) The Text of the provision is available at the link below. The title of the section is, “HEALTH INSURANCE INFORMATION, COUNSELING, AND ASSISTANCE GRANTS.”
https://www.ssa.gov/OP_Home/comp2/F101-508.html

Section 1115A of the Social Security Act (the Act) as added by Section 3021 of the Patient Protection and Affordable Care Act (P.L. 111-148), authorized the Innovation Center to test innovative payment and service delivery models to reduce expenditures under Medicare, Medicaid, and the children’s Health Insurance Program while preserving or enhancing the quality of all beneficiaries’ care. As CMS tests the MMAI model in Illinois, this funding will allow SHIP counselors performing one-on-one counseling the resources needed to support beneficiaries and give insight to SHIP administration used to track issues and best practices.

Applicants of this funding opportunity must demonstrate how the funds will be used to enhance the SHIP local network through outreach efforts, one-on-one counseling, and partnership building by issuing subawards to SHIP sites in the applicable PSA. Funds are to be used to support locally accessible counseling services and efforts to meet the below identified SHIP objectives of this grant.

Grantees shall:

1. Provide funding to eligible SHIP sites within the PSA.
2. Support local SHIP sites to provide accurate, objective and comprehensive counseling and assistance with sub-grant funds.
3. Provide Medicare beneficiaries access to enrollment assistance through the locally based SHIP sites performing Medicare plan analysis via Medicare.gov website tools.
4. Assisting beneficiaries with enrollment and disenrollment activities, including referring to or assisting with the state enrollment broker.
5. Assisting beneficiaries in determining what forms of coverage best meet an individual’s care needs (for example, considerations relative to enrollment in or changing Medicare-Medicaid plans).
6. Support local SHIP sites to conduct outreach to educate Medicare-Medicaid beneficiaries about their coverage options, including those available through MMAI.
7. Recruit volunteers by working with the local site SHIP coordinator, collecting and submitting the screening applications to SHIP staff, and monitoring for adequate staffing of the local sites. Potential counselors can be non-paid volunteer staff and/or paid staff and will be screened by the SHIP administration at IDoA.

8. Referring beneficiaries, as appropriate to the Illinois Home and Community Ombudsman program for assistance in matters (for example: difficulty accessing services, denials of services, language barriers, provider network problems).
9. Promote awareness of MMAI and visibility of the SHIP program that is locally-based through local media, radio, and website public service announcements.

Performance Measures:

The performance measures are mandated by the Administration for Community Living (ACL) and are comprised of data entries of client contacts and public and media forms that are input through a web-based system for SHIP Data tracking currently called the National Performance Reporting, or NPR, that is used by all SHIP programs in the United States and its territories. SHIP certified counselors who have successfully completed SHIP training and certification and are registered on the NPR system are mandated to enter work performed on the NPR system. All data entered by SHIP counselors is monitored using five performance measures established by ACL. It is expected that each grantee and sub-grantee shall enter data in NPR to report work completed under this grant. The chart below details the data entry mandate set by the federal Administration for Community Living for one full calendar year (applicable dates of this grant will be a sub-set of this table). Any work performed within a particular month should be reported into NPR as a client contact (counseling) or a public and media event (health fair, webinar, teleconference, etc.) in a timely manner. Reports from one month must be entered into NPR by the end of the following month as outlined in the chart below.

Reporting Schedule for SHIP-NPR Performance Reporting Period	Due Dates	
	CLIENT CONTACTS	PUBLIC & MEDIA EVENTS
January 1-31, 2018	February 28	February 28
February 1-28, 2018	March 31	March 31
March 1-31, 2018	April 30	April 30
April 1-30, 2018	May 31	May 31
May 1-31, 2018	June 30	June 30
June 1-30, 2018	July 31	July 31
July 1-31, 2018	August 31	August 31
August 1-31, 2018	September 30	September
September 1-30, 2018	October 31	October 31
October 1-31, 2018	November 30	November 30
November 1-30, 2018	December 31	December 31
December 1-31, 2018	January 31	January 31

The Performance Measures are:

PM1: Client Contacts – Percentage of total one-on-one client contacts (in-person office, in-person home, telephone (all durations), and contacts by e-mail, postal mail, or fax) per Medicare beneficiaries in the state.

This performance measure covers every one-on-one interaction SHIPs have with beneficiaries or on behalf of a beneficiary and is reported on the Client Contact Form in the SHIP data system. It included in-person counseling sessions (in the office or at the beneficiary's home); telephone conversations of all durations (including on-line call formats such as Skype); and email, postal mail and fax correspondence. It does not count unsuccessful attempts to teach beneficiaries (such as leaving messages); individuals reached through public events (unless the presenter has substantial individual interaction with a beneficiary after the event); contacts when the only purpose is to schedule a meeting; or mass emails.

PM2: Outreach Contacts – Percentage of persons reached through presentations, booths/exhibits at health/senior fairs, and enrollment events per Medicare beneficiaries in the State.

The performance measure is the number of people reached through presentations (including webinars and tele-conferences), booths/exhibits at Health/Senior Fairs or special Events, and Enrollment Events. The event must include the provision of Medicare or SHIP information to the public and is reported on the Public and Medicare (PAM) form. In order to count outreach contacts SHIPs must have the ability to monitor attendance and must provide an opportunity for participants to ask questions and provide clarification at the time of the presentation.

PM#3: Contacts with Medicare Beneficiaries under 65 – Percentage of contacts with Medicare beneficiaries under the age of 65 per Medicare beneficiaries under 65 in the State.

This performance measure includes the number of one-on-one contacts with Medicare beneficiaries who are under the age of 65. The beneficiary must be receiving or applying for Medicare and Social Security benefits due to a disability or; receiving Medicare because of the diagnosis of End Stage Renal Disease. This does not include soon-to-be new to Medicare beneficiaries (i.e. those entering Medicare at age 65).

PM4: Hard-to-Reach Contacts – Percentage of low-income, rural, and non-English contacts per total "hard-to-reach" Medicare beneficiaries in the State.

This performance measure is based on the number of contacts made with any of the designated hard-to-reach populations divided by the total number of beneficiaries in that population. The designated hard-to-reach populations include:

1. Low-income beneficiaries – all contacts with beneficiaries whose income is below 150% Federal Poverty Level;
2. Rural beneficiaries – all contacts with beneficiaries that live-in areas with a population fewer than 50,000 as designated by the Office of Management and Budget (OMB), and
3. Non-native English speaking beneficiaries – all contacts with beneficiaries where English is not the beneficiaries first language as indicated on the Client Contact Form. Beneficiaries can self-select, or the counselor can reasonable conclude that they client is not fluent in understanding, speaking, reading, and/or writing the English language.

Each section of this PM will be calculated by taking the total client contacts reached in the hard-to reach category divided by the total beneficiary population in that category. Some beneficiaries could fall into multiple categories and thus be counted multiple times in the numerator and denominator.

PM5: Enrollment Contacts – Percentage of unduplicated enrollment contacts (i.e., contacts with one or more qualifying enrollment topic(s) discussed per total Medicare beneficiaries in the state.

This performance measure is the total unduplicated enrollment contacts as reported on the SHIP client contact form. It includes eighteen possible enrollment topics and will only count once per client contact. It includes the following categories: Medicare Part D: (1) Eligibility/Screening; Medicare Part D: (3) Plans comparison; Medicare Part D: (4) Plan Enrollment/Disenrollment; Medicare Part D: (10) Plan Non-Renewal; Part D LIS? Extra Help: (11) Eligibility; Medicare Advantage: (27) Eligibility Screening; Medicare Advantage: (29) Plans Comparison; Medicare Advantage: (30) Plan Enrollment/Disenrollment; Medicare Advantage (36) Plan Non-Renewal; Medicare Supplement/Select: (37) Eligibility/Screening; Medicare Supplement/Select: (37) Eligibility/Screening; Medicare Supplement/Select: (39) Plan Comparison; Medicare Supplement/Select: (45) Plan Non-Renewal; Medicaid: (46) MSP Screening; Medicaid: (47) MSP Application Assistance; Medicaid: (48) Medicaid Screening; Medicaid: (49) Medicaid Application Assistance.

In addition, client contact and public and media forms contain 'special use' fields for MIPPA (Medicare Improvements for Patients and Providers Act) and these fields are **mandatory** for all SHIP reporting. The MIPPA data includes coding for application assistance for Part D Extra Help or Low Income Subsidy (LIS); Medicare Savings Programs such as QMB, SLIB and QI1; and Medicaid applications. Instructions for submitting the MIPPA data are listed at this website:

https://www.illinois.gov/aging/ship/Documents/NPR_PPT%20Presentation%20for%20MIPPA%20Data%20Submitters_FINAL_12-11-15.pdf

B. Funding Information

This award is utilizing federal pass-through funds. The intent of this award is to provide enhancements to the SHIP program for MMAI by having the grantee issue subawards to SHIP sites within the applicable PSA.

Funding shall be granted only for use in PSAs 2, 12 and 13. Any certified SHIP site (within PSAs 2, 12 and 13) and meeting at least 25 client contacts from January 1, 2017 through September 30, 2017 will be eligible to apply.

The Department anticipates 4-6 awards for this NOFO to be administered to active and certified SHIP sites in PSA 2, 12 and 13 only. No one entity shall be awarded more than two service area grants. The Department reserves the right to award grants for more than one entity in a given PSA or not issue awards. For example, if one entity demonstrates the ability to meet the needs of a specific population including but not limited to those with limited English proficiency, intellectual and developmental disabilities, severe and persistent mental illness, and those with behavioral or cognitive disability, the Department shall award to a second grantee for that PSA.

All work will be performed in each county in the PSA. All certified SHIP sites in good standing with the Illinois Department on Aging SHIP and who are actively reporting in NPR will be eligible to apply for sub-awards from the grantee. Awards to sub-grantees must have a base of at minimum \$2,500.00. A list of eligible sub-grant sites is available from SHIP. Grantee may provide an additional amount to sub-grantees upon prior written approval from the SHIP Director.

Total award per PSA is subject to number of eligible subgrantee SHIP sites and number of MMAI eligible beneficiaries within the PSA.

Work performed or grant related costs incurred prior to the period of performance shall not be payable by the Senior Health Insurance Program or the Department as a whole. The Notice of State Award (NOSA) will indicate the start of the period of performance when executed.

C. Eligibility Information

1. **Eligible Applicants.** Awards shall be by geographic regions consistent with the 13 Planning and Service Areas (PSA) set forth by the Illinois Department on Aging. See Illinois Area Agencies on Aging Map at this link: https://www.illinois.gov/aging/PartnersProviders/Pages/aaa_map.aspx. Only entities in PSA 2, 12 and 13 may apply for this award.

An eligible applicant must be a certified SHIP site for the State of Illinois and the site must be registered as an active site on NPR for the purpose of counseling and/or monitoring work performed. Applicants must be structured to award sub-grants to all SHIP sites in good standing with SHIP. For purposes of this grant, Good Standing means there is a SHIP Coordinator and/or SHIP Counselor(s) who is actively performing SHIP counseling and/or outreach and actively reports client contact and public and media activities in NPR and demonstrate 25 client contacts (or more) within the reporting period of January 1, 2017 through September 30, 2017.

2. **Cost Sharing or Matching.** This grant shall not contain any cost sharing or matching requirements.
3. **Indirect Cost Rate.** This grant shall not restrict indirect costs to the grant. The grantee shall either submit evidence of a federally negotiated rate, the rate as approved through the GATA Indirect Cost Rate System, or accept the de minimus rate.

In order to charge indirect costs to a grant, the applicant organization must have an annually negotiated indirect cost rate agreement (NICRA). There are three types of NICRAs: a) Federally Negotiated Rate. Organizations that receive direct federal funding, may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federally NICRA. b) State Negotiated Rate. The organization must negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. Or the organization may elect to use the de minimis rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted to the State of Illinois through the indirect cost rate system, CARS, no later than three months after the effective date of the award. If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through CARS within six months after the close of the grantee's fiscal year. All grantees must complete an indirect cost rate negotiation or elect the de minimis rate in CARS to claim indirect costs. Indirect costs claimed without an established negotiated

rate or a de minimis Rate election in CARS may be subject to disallowance. c) de minimis Rate. An organization that has never received a Federally Negotiated Rate may elect a de minimis rate of 10% of modified total direct cost (MTDC). Once established, the de minimis rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the de minimis rate.

The Department reserves the right to limit the amount and/or type of indirect costs that allowed to be charged to this grant award. For example, the cost of independent research and development, including their proportionate share of indirect costs, are unallowable under this grant award.

Grantees have discretion not to claim payment for indirect costs. Grantees that elect not to claim indirect costs cannot be reimbursed for indirect costs. The organization must record an election of "No Indirect Costs" into CARS.

D. **Application and Submission Information**

1. ***Address to Request Application Package.***

Application requests may be made to the following:

Kathleen Michals
Illinois Department on Aging
One Natural Resources Way, Suite 100
Springfield, IL 62702-1271

Kathleen.michals@illinois.gov

Phone: 217-785-4476

TTY: 711 (Illinois Relay)

2. ***Content and Form of Application Submission.*** Applications must be received at the Department (address above) by the due date and time listed in this NOFO in order to be considered for award. Applications received after that time shall not be considered eligible for award.

i. Application must be submitted including narrative description how all aspects of the requirements shall be met by the Grantee.

ii. Submission shall include:

- a) Uniform State Grant Application
- b) Project Narrative
- c) Budget using the Uniform Budget Template
- d) Budget Narrative (included in Uniform Budget Template)

iii. One (1) original, plus three (3) copies, and one searchable electronic copy of each item in the section above must be included.

- iv. Narrative shall be no more than 5 pages in length, 12 type-font, either Calibri or Arial. Application must identify PSA applicant is applying to serve. Applicant may apply for up to two PSAs. Applicant must have an office located in the PSA, or a contiguous PSA for which they are applying. A separate application must be received for each PSA.
- v. The awarded grantees for these funds shall provide direct outreach, service, and media contacts, as well as serving as a pass-through entity to local SHIP sites. As a pass-through entity, the Grantee shall work to enhance the local SHIP sites by providing both funds and oversight of services rendered. The Grantee shall be responsible for their own NPR reporting and for monitoring the NPR reporting of their subgrantees.

Narrative should include details on the sub-grants you will be awarding and services to be rendered to SHIP sites throughout the PSA as indicated on page 10 of this Notice of Funding Opportunity document. Please include methodology for sub-granting the minimum award amount and justify any amount over the minimum for eligible SHIP sites. A list of eligible sub-grantees can be obtained through the SHIP Director. List all activities including meetings with sub-grantees, details on one-on-one counseling activities performed, and any training to be performed for the sub-grantees (including training on the NPR data submission). Demonstrate how you will reach the hard to reach population and include any innovative ideas/projects that will be implemented or created during this grant.

3. ***Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)***. This paragraph must state clearly that each applicant (unless the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the Federal or State awarding agency under 2 CFR § 25.110(d)) is required to:

- i. Be registered in SAM before submitting its application. 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.
- ii. Provide a valid DUNS number in its application; and
- iii. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal, Federal pass-through or State award or an application or plan under consideration by a Federal or State awarding agency. It also must state that the State awarding agency may not make a Federal pass-through or State award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the State awarding agency is ready to make a Federal pass-through or State award, the State awarding agency may determine that the applicant is

not qualified to receive a Federal pass-through or State award and use that determination as a basis for making a Federal pass-through or State award to another applicant.

4. **Submission Dates and Times.**

Submissions shall be received by December 15, 2017, 2:30 p.m. local time at the address listed above. It is the responsibility of the applicant to ensure the application is received timely. Submissions received after this date and time shall not be considered or evaluated for award. Grantees may request confirmation of receipt from Kathleen.michals@illinois.gov.

For the purposes of this section, received shall be defined as the original, plus required copies (paper and electronic) have been physically received at the address listed in section D.1. If submission is postmarked or received electronically by this date and time, but the submission has not been physically received, the submission shall be considered late and shall not be considered for award.

5. **Intergovernmental Review, if applicable.** Intergovernmental review is not applicable to this grant.

6. **Funding Restrictions.** Funding shall be used exclusively for SHIP activities. Awarded grantees shall be responsible for ensuring sub grantees are using funds for SHIP purposes only. Grantee shall terminate immediately any sub grantee that has been determined to have used funds for any non-SHIP related expenses.

SHIP related expenses shall include, but not be limited to, staffing costs, office space, materials, supplies, travel, equipment, and training. Expenses excluded are consultant services, research and development, and construction as defined in the Uniform Budget Template. Any expenses associated with the application process, pre-award costs, or any work performed prior to period of performance in the Notice of State Award (NOSA) shall not be payable under the resulting grant.

7. **Other Submission Requirements.** Applicants must submit one (1) signed original, three (3) copies, and one (1) searchable electronic copy (e.g., PDF or Word format of the submission, not scanned versions of signed documents).

E. **Application Review Information**

1. **Criteria.** Applications shall be evaluated on a 400-point total system. Sections of the applications are valued as follows:
 - a. Narrative (subparts i. through v.) - 250 points
 - i. Service delivery for the PSA - 50 points
 1. List PSA for the submission. Proposal must include details on the sub-grants you will award and services to be rendered to SHIP sites throughout the PSA. List the methodology for sub-granting the minimum award amount and justify any amount over the minimum for eligible SHIP sites.
 - ii. Work plan for sub-grantees - 75 points

1. Using a list of eligible sub-grantees, information must be included how applicant intends to work with sub-grantees, list a plan of all activities including meetings with sub-grantees, details on one-on-one counseling activities performed and any training to be performed for the sub-grantees. –
 - iii. Outreach plan for disadvantaged persons, demonstrate how you will reach the hard to reach beneficiaries including (low-income, persons with language barriers, homebound, disabled) – 50 points
 - iv. Plan to be compliant with and ensuring sub-grantee compliance with NPR – 25 points.
 - v. Additional points for innovative ideas such as focus groups testing, specific outreach or education to stakeholders, or counseling tools that could be replicated for one-on-one counseling sessions that could enhance the services rendered - 50.
 - b. Historic use and compliance with NPR reporting - 50 points
 - c. Budget and budget narrative - 100 points
2. **Review and Selection Process.** A review panel of at least three individuals will evaluate applications that pass the screening and meet the responsiveness criteria. These reviews are experts in their field, and are drawn from the current Illinois Department on Aging staff. Based on the application review criteria the reviewers will comment on and score the applications, focusing their comments and scoring decisions on the identified criteria.

Final award decisions will be made based upon the point system in section E. 1) above. In making these decisions, the SHIP Director will take into consideration; recommendations of the review panel; reviews from programmatic and grants management compliance; and the likelihood that the proposed project will result in the benefits expected.

Notice of State Award shall be sent to each successful applicant via e-mail. Uniform Grant Agreement shall be sent to the Grantee following the Notice of State Award.

Notice shall also be sent to each applicant not selected for award. Notice shall be sent via e-mail. Applicants not receiving awards may appeal the decision within fourteen (14) calendar days of the notice.

Evaluation scores may not be appealed. Only the evaluation process is subject to appeal. Appeals must be in writing in accordance with the grant application document. Written appeals must, at a minimum, include the following:

- name and address of appealing party
- identification of the grant
- a statement of reasons for the appeal

Appeals must be sent to:

Illinois Department on Aging
 Office of the General Counsel
 One Natural Resources Way, Suite 100
 Springfield, IL 62702-1271

F. **Anticipated Announcement and State Award Dates, if applicable.** Applications are due to the Department December 15, 2017; no later than 2:30 p.m., following the submission instructions in section D.4. Work period for the resulting grants shall be Final Dated Signature through December 31, 2018. It is the intent of the Department to have the Notices of State Award to be sent out by late December and execution of the Uniform Grant Awards in January 2018, but in no circumstance later than January 10, 2018.

G. **Award Administration Information**

1. **State Award Notices.** Notice of State Award (NOSA) shall be sent to each successful applicant using the GATA web-portal. Uniform Grant Agreement shall be sent to the Grantee once the awarded entity has signed the NOSA. The NOSA shall include estimated project start date, programmatic and financial special conditions.
2. **Administrative and National Policy Requirements.** The NOSAs shall include all necessary information regarding terms, conditions, and additional requirements of the resulting grants.

Award Term – Trafficking in Persons

a. Provisions applicable to a recipient that is a private entity.

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.
2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity –
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
 - A. Associated with performance under this award; or
 - B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 CFR part 376.

b. Provision applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
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2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—

- i. Associated with performance under this award; or
- ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 CFR part 376.

c. Provisions applicable to any recipient.

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. Definitions. For purposes of this award term:

1. “Employee” means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. “Private entity”:
 - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
 - ii. Includes:
 - A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
 - B. A for-profit organization.
4. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

3. **Reporting.** Grantees shall be required to submit financial and programmatic reports, minimally, for the following reporting periods:

4 reports:

- 1) Final Execution – March 31, 2018;
- 2) April 1, 2018 – June 30, 2018;
- 3) July 1, 2018 – September 30, 2018;
- 4) October 31, 2018 – December 31, 2018.

Information from the SHIP Reporting System shall be attached to the grant reports. Grant reports shall be submitted using Periodic Performance Report and Periodic Financial Report. Reports will be submitted via e-mail to the SHIP Director.

H. **State Awarding Agency Contact(s)**

Questions regarding this NOFO shall be made to:

Kathleen Michals, APO
One Natural Resources Way, Suite 100
Springfield, IL 62702-1271

217-785-4476

Kathleen.michals@illinois.gov

I. **Other Information, if applicable**

1. <https://www.illinois.gov/aging/ship/Pages/default.aspx>
2. The Department reserves the right to award to all, some, or none of the applicant entities for this funding opportunity. All awards are contingent upon funding.
3. Availability of Appropriation; Sufficiency of Funds. This Agreement is contingent upon and subject to the availability of sufficient funds. Grantor may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient funds for this Agreement have not been appropriated or otherwise made available to the Grantor by the State or the Federal funding source, (ii) the Governor or Grantor reserves funds, or (iii) the Governor or Grantor determines that funds will not or may not be available for payment. Grantor shall provide notice, in writing, to Grantee of any such funding failure and its election to terminate or suspend this Agreement as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon the date of the written notice unless otherwise indicated.

Mandatory Forms – Required for All Agencies

1. Uniform State Grant Application
2. Project Narrative
3. Budget using the Uniform Budget Template
4. Budget Narrative