

Uniform Notice for Funding Opportunity (NOFO)

Summary Information

FY22 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:	SHIP2022
6.	Funding Opportunity Title:	State Health Insurance Assistance Program (SHIP) Basic Grant
7.	CSFA Number:	402-06-2403
8.	CSFA Popular Name:	SHIP Base Grant 2021/2022
9.	CFDA Number(s):	93.324
10.	Anticipated Number of Awards:	Fifteen+ (15+) awards anticipated
11.	Estimated Total Program Funding:	\$1,202,880
12.	Award Range	TBD
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:	8/11/21
17.	Application Range:	8/11/2021 through 9/10/2021 at 2:30 p.m.
18.	Technical Assistance Session:	Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Wednesday, August 25, 2021 from 3:00 pm – 4:00 pm

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 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

In 2016, to ensure a safe environment for both SHIP staff and SHIP clients, (ACL) released a policy manual, *Volunteer Risk and Program Management Policies*, (VRPM) for which all grant recipients are to adhere to. Some policies were marked “recommended” while others were marked “required”. Future ACL funding eligibility takes into consideration the level of compliance of such policies.

One of ACLs’ required policies is Policy 3.38 – Criminal record checks of all SHIP staff in a “position of trust”. As such SHIP has been taking steps to implement this policy in all SHIP sites. The latest step was Phase I of II - initiated through the prior SHIP Basic Grant (1/1-3/31/2021) which entailed a survey to assess the level of criminal background check compliance with all Illinois SHIP-certified staff. As stated in the prior grant, the information collected would be used to determine the supplemental funding necessary for Phase II. Phase II in this grant consists of paying for and maintaining compliance of having all counselors with criminal background checks current.

Applicants of this funding proposal are to include how they will accomplish both objectives, listed below, within their geographical area. Only proposals that include both objectives will be considered.

- I. **The primary objective of this funding opportunity** is to demonstrate how funds received will be used to enhance the SHIP local network through outreach efforts, one-on-one counseling, and partnership building such as issuing sub awards 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:

- a. Provide funding to all eligible SHIP sites within the applicable PSA. A list of eligible SHIP sites is provided with the NOFO package. Eligible SHIP sites are those that have had at least 25 client contacts within the time period of January 1 – December 31, 2020. A SHIP site ineligible per the provided eligibility list, but ineligibility was due to STARS reporting restrictions, may be approved for a subgrant; the grantee must note the exception in the grant application with the sub-grant listing.

Any SHIP sites, newly opened/reopened as of January 1, 2021, may also be eligible for funding. It is possible to have a special circumstance where a SHIP site, not on the eligibility list, may also be eligible for funding; but it must be approved by SHIP Administration.

- b. Sub-grant to local SHIP sites to provide accurate, objective, and comprehensive counseling and assistance.
- c. Support local SHIP sites as they compare Medicare plans and advise clients on the various types of Medicare coverage such as Medicare Advantage plans and Medicare Part D plans.
- d. Support local SHIP sites as they provide beneficiaries access to enrollment assistance through the locally based SHIP sites performing Medicare plan analysis and enrollment via Medicare.gov website tools.
- e. Support local SHIP sites as they counsel beneficiaries on their retiree insurance benefits or Medicare supplement insurance policies.
- f. Support local SHIP sites as they are assisting beneficiaries with enrollment in the Medicare Part D Extra Help/Low-Income Subsidy (LIS) program by using the on-line application through Social Security.
- g. Support local SHIP sites to assist beneficiaries with the Medicare Savings Program application located on the Application for Benefit Eligibility website (ABE system) at <https://abe.illinois.gov/abe/access/>.
- h. Support local SHIP sites assisting beneficiaries in determining which forms of coverage best meet an individual's coverage needs (for example, considerations relative to enrollment in Medicaid with a spend down or changing Medicare drug plans to save the beneficiary additional out-of-pocket expenses).
- i. Mandate a quality initiative for outreach conducted through a *Medicare Group Education Satisfaction Survey* quarterly. Each grantee is to survey one SHIP event per quarter using a survey tool mandated by ACL. Surveys may be virtual or in-person; and have a five-person minimum response rate. Further information can be found in the SHIPTA Center by using "satisfaction" as keyword search. Additional information will be outlined by SHIP staff during the technical assistance meeting.
- j. Support local SHIP sites to conduct outreach (in person, virtually via zoom, skype, WebEx, etc.) to educate Medicare beneficiaries and their caregivers about choices for Medicare coverage and their Rights and Guarantees under Medicare law.
- k. Promote awareness of the SHIP program through locally based media, radio, and website public service announcements, Facebook, or Twitter.
- l. 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.
- m. Monitor sub-grantees at local SHIP sites using the SHIP data tracking system and report findings in programmatic reports to SHIP. Utilize the GATA Programmatic Report forms and instructions found on the Amplifund system and submit reports into this system.
 - i. Ensure sub-grantees report all counseling activity and outreach in STARS.
 - ii. Monitor reporting monthly by running advance searches through STARS on each sub-grantee.
 - iii. Report technical issues, trends, and best practices to SHIP in bi-monthly Programmatic Report for all sub-grantees.
 - iv. Monitor sub-grants with local sites reporting expenses incurred to SHIP.

Utilize the GATA Fiscal Report forms and instructions found on the GATA/Amplifund website.

- II. The secondary objective of this funding opportunity** is Phase II of compliance with ACLs' Policy 3.38 - Criminal background checks. Criminal records are to be conducted upon hire, and every three years after on all SHIP-certified staff (coordinators, counselors, and volunteers), applying/working/promoted into a "position of trust". Position of trust" includes any job in which the SHIP staff are in contact and/or have access to confidential information via any type of electronic devices, physical documentation, phone, or direct contact with SHIP clients.

For this objective Grantees shall:

1. Be provided an updated Criminal Background Check EXCEL spreadsheet from Phase I of which to:
 - a. note any new additions of SHIP sites/counselors;
 - b. note any deletions of SHIP sites/counselors, and date they left the SHIP site;
 - c. recheck any sites/counselors who were unreachable in Phase I;
 - d. recheck on counselors out of compliance with criminal background check at the end of Phase I; and
 - e. columns P-R are to provide status/comments of criminal background checks completed in Phase II.
2. Submit updated EXCEL spreadsheet listed in #1 with each bi-monthly program report.
3. Use information gathered in Phase I to provide direction to SHIP sites and SHIP staff as for where to go/process to follow to be background check compliant by the end of this grant period.
4. Reconfirm plan submitted in Phase I to cover costs associated with completion of any needed criminal background checks – whether it was to subgrant to the SHIP sites, or by direct bill through the grantee. If the original plan is no longer feasible, a new plan is to be included within this proposal.
5. For those SHIP sites ineligible for a subgrant or decline a subgrant from this funding opportunity, the grantee shall work with the counselors of those sites to make sure all are background check compliant.

NOTE: A SHIP site may be under the umbrella of a hospital, Public Health Department, or other such agency of which the SHIP staff may already be bound to and comply with the umbrella agency. If so, such is to be documented in the Column R of the EXCEL sheet.

B. 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 inputted through a web-based system for SHIP Data tracking (STARS), 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 SHIP data collection system, are mandated to enter work performed in this data collection system. All data entered by SHIP counselors is monitored using five performance measures established by ACL. The SHIP 2021 training manual includes an instructional section within Chapter 16 which provides information on reporting, including an outline of the types of counseling activities that should be reported, instructions for logging phone calls, one-on-one counseling services and the demographics of each person served. Any work performed within a month should be reported into the data collection system as a beneficiary contact (counseling in person, phone, virtual venue) or a group or media outreach event, (health fair, webinar, teleconference, etc.), in a timely manner. Counseling conducted for one month, must be entered in the data collection system by the end of the following month following the month counseling was rendered, as outlined in ACLs' Reporting Schedule shown below. (Applicable dates of this grant will be a subset of this table).

STARS Data Entry Due Dates:	
Due Dates for Beneficiary Contact Forms (BCF), Group Outreach and Education (GOE), and Media Outreach and Education (MOE) Forms Entry	
Month	Due Dates
March 1-31, 2021	April 30, 2021
April 1-30, 2021	May 31, 2021
May 1-31, 2021	June 30, 2021
June 1-30, 2021	July 31, 2021
July 1-31, 2021	August 31, 2021
August 1-31, 2021	September 30, 2021
September 1-30, 2021	October 31, 2021
October 1-31, 2021	November 30, 2021
November 1-30, 2021	December 31, 2021
December 1-31, 2021	January 31, 2022
January 1 – 31, 2022	February 28, 2022
February 1 – 28, 2022	March 31, 2022
March 1 – 31, 2022	April 30, 2022

The Performance Measures are:

PM1: Beneficiary Contact Form (BCF) – 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 includes 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 reach 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 Group Outreach and Education (GOE) form and/or the Media Outreach and Education (MOE) 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.

PM3: 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 reasonably conclude that the 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 beneficiary 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, Beneficiary Contact Forms and Group Outreach and Education or Media Outreach and Education forms contain a ‘special use’ field 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. See instructions for reporting MIPPA activities in Chapter 16 of the 2021 SHIP training manual.

C. Funding Information

This award utilizes federal pass-through funds.

The primary objective of this funding opportunity is to provide enhancements to the SHIP program for beneficiary services by having the grantee issue sub-grants to SHIP sites within the applicable PSA.

1. The Department reserves the right to award grants for more than one entity in a given PSA. 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 may opt to award a second grant for that PSA to cover the specific population within that area.

Total award per PSA is subject to number of eligible sub-grantee SHIP sites and number of Medicare beneficiaries within the PSA. A list of eligible SHIP sites has been included within the NOFO packet. The following factors will also be taken into consideration for the final amounts awarded to each Grantee:

- Number of eligible SHIP sites
 - Reported client contacts in STARS
 - Proposal scores
 - Risk Assessment
 - History of performance
2. All certified SHIP sites in good standing with the Illinois Department on Aging SHIP who are actively reporting in STARS and have recorded at least 25 client contacts from January 1, 2020 through December 31, 2020, will be eligible to receive sub-awards from the grantee. A list of eligible sub-grant sites has been included with the NOFO package. A SHIP site ineligible per the provided eligibility list, but ineligibility was due to STARS reporting restrictions, may be approved for a subgrant; the grantee must note the exception in the grant application with the sub-grant listing.

Any SHIP sites, newly opened/reopened as of January 1, 2021, may also be eligible for funding. It is possible to have a special circumstance where a SHIP site, not on the eligibility list, may also be eligible for funding; but it must be approved by SHIP Administration.

Awards to sub-grantees must have a base minimum of \$2,500.00. A list of eligible sub-grant sites has been included with the NOFO package. Grantees may provide an additional amount to sub-grantees with higher data reporting scores upon prior written approval from the SHIP Director. The total amount awarded may not exceed \$10,000.00 per SHIP site.

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

The secondary objective of this funding opportunity is to ensure adherence to Policy 3.38 within SHIP sites per PSA, throughout Illinois. Funding for this objective will be based on cost estimates reported in Phase I of the Criminal Background Check compliance. Factors to be considered will include:

- number of SHIP staff still needing background checked;
- est. number of new SHIP staff hires needing to be background checked upon hire;
- cost per background check detailed in the Phase I final report; and
- miscellaneous other associated criminal background check costs.

Note: It is anticipated that there will be a variance between proposals for the secondary objective. Phase I documentation reflected that some grantees planned on subcontracting to the SHIP sites to manage Criminal Background checks for their staff while other grantees planned on managing the project inhouse. Allowable miscellaneous costs – as reported in Phase I final reports - included application costs for ORI, cost for a vendor on-site visit(s); and mileage cost for subgranted SHIP sites traveling to the vendor(s).

Up to \$300,000.00 of the total funding of this program will be awarded to the Secondary Objective of this NOFO – compliance of ACL Policy 3.38. The remaining balance to be awarded to the Primary Objective. Only proposals that include both objectives will be considered.

D. Eligibility Information

1. **Eligible Applicants.** Awards shall be by geographic regions consistent with the 13 Planning and Service Areas (PSAs) set forth by the Illinois Department on Aging. See Illinois Area Agencies on Aging Map at this link:

https://www2.illinois.gov/aging/PartnersProviders/Pages/aaa_map.aspx.

Entities in PSAs 1-13 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 STARS 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 beneficiary contacts and group or media outreach and education in STARS and demonstrate 25 client contacts (or more) within the reporting period of January 1 - December 31, 2020. A list of eligible SHIP sites has been included within the NOFO packet. A SHIP site ineligible per the provided eligibility list, but ineligibility was due to STARS reporting restrictions, may be approved for a subgrant; the grantee must note the exception in the grant application with the sub-grant listing.

Any SHIP sites, newly opened/reopened as of January 1, 2021, may also be eligible for funding. It is possible to have a special circumstance where a SHIP site, not on the eligibility list, may also be eligible for funding; but it must be approved by SHIP Administration.

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 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.

E. Application and Submission Information

1. *Email address to Request Application Package.*

Application requests may be made to the following:

Kathleen Michals, APO

Kathleen.michals@illinois.gov

Phone: 217-785-4476

TTY: 711 (Illinois Relay)

Content and Form of Application Submission. Applications must be received at the Department (e-mail 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 submitted must include 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) signed searchable electronic copy of each item in the section above must be included.
- iv. Narrative shall be no more than 10 pages in length, 12 type-font, either Calibri or Arial. Narrative shall address each of the 14 requirements of the Primary Objective of this funding, and the five (5) requirements in the Secondary Objective of this funding. Application must also 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 SHIP data reporting and for monitoring the SHIP data reporting of their sub-grantees.
- vi. The awarded grantees for these funds shall also ensure all SHIP sites, both funded and nonfunded within their grant area, are compliant with ACL Policy 3.38 – Criminal Background Checks.
- vii. Applicant must include a list of sub-grants to be awarded. This shall include all eligible SHIP sites within the PSA or population specific site(s). The amount to be awarded to each sub-grant must also be provided. Methodology for sub-granting the minimum award amount and justification of any amount over the minimum for eligible SHIP sites is to be included. A list 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 (including training on the SHIP data collection) is to be provided. Applicant is to demonstrate how they will reach the hard to reach population and include any innovative ideas/projects that will be implemented or created during this grant.

On Wednesday, August 25, 2021 from 3:00 pm – 4:00 pm, an informational meeting regarding this NOFO will be held.

When it's time, join your Webex meeting below:

[Join meeting](#)

More ways to join:

Join by phone

+1-312-535-8110 United States Toll (Chicago)

+1-415-655-0002 US Toll

Meeting number (access code): 177 154 3830

Meeting password: qbYJCYnf623

2. ***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.

3. ***Submission Dates and Times.***

Submissions shall be electronically received at the e-mail address listed in section IV. a., by 2:30 p.m. on September 10th, 2021. 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 submission of one (1) signed searchable electronic copy (e.g., PDF or Word format of the submission, not scanned versions of signed documents) having been electronically received at the e-mail address listed in section IV.

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

5. ***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-grantees that have 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, training, and consultant services. Expenses excluded

include, 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.

F. Application Review Information

A. Criteria. Applications shall be evaluated on a 580 - point total system. Sections of the applications are valued as follows:

1. NARRATIVE

a. **Primary Objective** - applicant shall include the following: (240 total points):

- I. List the 13 grantee services to be provided (page 2 & 3 of the NOFO), and details for each.
- II. List all SHIP sites grantees shall be offering subgrants to; and the amount to be awarded to each.
 - A. Include details for any eligible SHIP sites excluded from a subgrant. (per the provided SHIP Site Eligibility List)
 - B. Include details for any SHIP sites listed on the subgrant list but ineligible per the SHIP Site Eligibility List.
 - C. Include the formula/methodology for the award amounts for SHIP site subgrantees listed above.
- III. List all activities and meetings with sub-grantees, details on one-on-one counseling activities performed and any training to be performed for the sub-grantees.
- IV. List outreach plans for disadvantaged persons, demonstrate efforts to be used to reach the hard to reach beneficiaries including (low-income, persons with language barriers, homebound, disabled).
- V. List Innovative ideas such as targeted outreach efforts to beneficiaries and their caregivers and/or education to stakeholders, or counseling tools that could be replicated for one-on-one counseling sessions that could enhance the services rendered.
- VI. Provide details for implementation of quarterly Medicare Group Education Satisfaction Surveys.
- VII. Provide details as to assurances that sub-grantees will be reporting counseling and outreach in a timely fashion in the STARS. Assurances are to include:
 - A. detail for providing assistance and support to sub-grantees with STARS;
 - B. a compliance plan to monitor sub-grantees, and corrective action plan in place for subgrantee not utilizing the SHIP data system (currently STARS).

b. **Secondary Objective** - applicant shall include the following: (110 total points):

- I. List the five (5) grantee services to be provided and details for each. (page 4 of the NOFO)
 - A. List all SHIP sites the grantee shall be offering subgrants, and the

award amounts per each subgrant, to be used for the purpose of criminal background checks on their SHIP staff in a “position of trust” at time of hire and every three years after. (Applicant shall use the provided Criminal Background Check Phase II Excel sheet as reference to SHIP site listing.)

- i. Include formula used to determine awards per subgrantee.
- B. Provide a plan for compliance, of all other SHIP site staff in the grantees area of service, not provided a subgrant.
 - i. Include an itemized breakdown of total cost for grantee to achieve compliance for all non-subgranted SHIP sites.
- C. Include a list of vendors to be/are being used by the grantee and subgrantees and costs per vendor.

2. BUDGET AND BUDGET NARRATIVE (page 7 & 8) – (230 total points)

- a. Accurate and completeness of Budget application
 - I. Page I completely and accurately filled out (7 sections in heading & Section A)
 - II. Page 4 completely and accurately filled out and signed
 - III. Page 5 completely and accurately filled out.
 - IV. Narratives provided on each Budget Expenditure Category page with an expense.
 - V. Contractual services budget line shall list each subgrantee separately and their Contractual Services Cost(s).
 - a. Grantee is to identify the award amounts to subgrantees for the Primary Objective, and the award amounts for the Secondary Objective separately.
 - b. Narrative on Contractual page is to include funding formulas for both the Primary Objective and Secondary Objective subgrant amounts.
 - c. Narrative on Contractual page is to note any subgrants listed on the subgrant list but ineligible per the SHIP Site Eligibility List.
 - VI. Completed Budget Narrative Summary at end of Budget packet.

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 reviewers 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 V above. In making these decisions, the SHIP Director will take into consideration recommendations of the review, of reviews from programmatic and grants management compliance, and the likelihood that the proposed project will result in the benefits expected.

A Notice of State Award shall be sent to each successful applicant. A Uniform Grant Agreement shall be sent to the Grantee following the Notice of State Award.

A Notice shall also be sent to each applicant not selected for award. 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

G. *Anticipated Announcement and State Award Dates, if applicable.*

Applications are due to the Department by the due date and time listed in this NOFO, following the submission instructions in section IV.c. The intended work period for the resulting grants is October 1, 2021 through March 31, 2022. Estimated start date of the grants is October 1, 2021.

Award Administration Information

State Award Notices. A Notice of State Award (NOSA) shall be sent to each successful applicant using the GATA web-portal. A 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.

Administrative and National Policy Requirements. The NOSAs shall include all necessary information regarding terms, conditions, and additional requirements of the resulting grants.

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

4 reports:

- 1) October 1, 2021 – November 30, 2021
- 2) December 1, 2021 – January 31, 2022
- 3) February 1, 2022 – March 31, 2022

4) Final report for October 1, 2021 – March 31, 2022

Information from the SHIP Reporting System (STARS) shall be included in the provided SHIP Supplemental report. The Criminal Background Check EXCEL spreadsheet is to be submitted with each report. Grant reports shall also include the GATA Periodic Performance Report and the GATA Periodic Financial Report. Reports will be submitted via e-mail to the SHIP Director's Administrative Assistant.

H. State Awarding Agency Contact(s)

Questions regarding this NOFO shall be made to:

Kathleen Michals, APO

217-785-4476

Kathleen.michals@illinois.gov

1. **Other Information, if applicable** <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.
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