

**Uniform Notice for Funding Opportunity (NOFO)
Summary Information
April 17, 2019**

	Data Field	
1.	Awarding Agency Name:	Illinois Environmental Protection Agency
2.	Agency Contact:	Deirdre McQuillen at epa.vwgrants@illinois.gov, 217-524-0546
3.	Announcement Type:	Initial Announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	2
6.	Funding Opportunity Title:	Driving a Cleaner Illinois – Volkswagen
7.	CSFA Number:	532-10-1697
8.	CFSA Popular Name:	Driving A Cleaner Illinois - Volkswagen
9.	CFDA Number:	N/A
10.	Anticipated Number of Awards:	2-3
11.	Estimated Total Program Funding:	\$108,679,676.98 (Entire Program Funding) \$650,000 (Round Two Funding)
12.	Award Range:	Minimum award amount is \$50,000. Maximum award amount is \$650,000.
13.	Source of Funding:	<input type="checkbox"/> Federal or Federal Pass-Through <input type="checkbox"/> State <input checked="" type="checkbox"/> Private/Other Funding
14.	Cost Sharing or Matching Requirement:	Yes
15.	Indirect Costs Allowed:	No
16.	Posted Date:	April 17, 2019
17.	Application Range:	April 17, 2019 – July 16, 2019
18.	Technical Assistance Session:	No

Agency-Specific Content for the Notice of Funding Opportunity

A. Program Description

Program Background Information and Objectives: This Notice of Funding Opportunity (“NOFO”) is to advise potential applicants of the availability of funds from the Volkswagen Environmental Mitigation Trust Agreement for State Beneficiaries (“Trust” or “Trust Agreement”). Illinois is a beneficiary of the Trust, and the Illinois Environmental Protection Agency (the “Illinois EPA” or “Agency”) has been designated the lead agency to administer the funds allocated to Illinois. Illinois’ allocation of the Trust is \$108,679,676.98. The Trust was established because Volkswagen manufactured vehicles equipped with prohibited defeat devices that caused emission control systems to perform differently during normal vehicle operation than during vehicle emissions testing. As a result of the defeat devices, the vehicles emitted NOx in excess of federal vehicle emission standards. The purpose of the Trust Agreement is to enable State beneficiaries to receive funds to undertake Eligible Mitigation Actions (“EMAs”) that are intended to mitigate the excess NOx emissions. The Trust Agreement sets forth 10 categories of EMAs that are eligible to receive funding from the Trust.

The Trust Agreement requires State beneficiaries to draft a Beneficiary Mitigation Plan (“BMP”) that must include the following information: 1) Illinois’ overall goals for use of the Trust funds; 2) the categories of EMAs Illinois anticipates will be appropriate to achieve those goals, a preliminary assessment of the percentage of funds anticipated to be used for each type of EMA; 3) a description of how Illinois will consider the potential beneficial impact of the selected EMAs on air quality in areas that bear a disproportionate share of the air pollution burden; 4) a general description of the expected ranges of emission benefits Illinois estimates will be realized by implementation of the EMAs; and 5) the process for seeking and considering public input on the BMP. The Agency drafted and submitted its BMP to the Volkswagen Trustee and is now seeking to fund projects consistent with Trust Agreement and its BMP.

Illinois will use the Trust funds to support projects that will: 1) reduce NOx emissions in areas where the affected Volkswagen vehicles are registered while taking into consideration areas that bear a disproportionate share of the air pollution burden, including environmental justice areas; 2) maximize emission reductions; and 3) maximize and leverage funding. Illinois developed priority areas of funding based on where the affected Volkswagen vehicles were located as well as areas that bear a disproportionate share of the air pollution burden, including environmental justice areas. These priority areas include the Chicago and Metro-East St. Louis nonattainment areas as well as seven attainment counties with one percent or more affected Volkswagen vehicles. Illinois intends to utilize up to 10 percent of its total allocation for light duty zero emission vehicle supply equipment projects; up to 30 percent of its total allocation for public transit projects, which include public transit buses (replacement projects) and public passenger/commuter line haul locomotives under the Diesel Emission Reduction Act (“DERA”) option; up to 10 percent of its total allocation for all-electric school bus replacement projects; up to 10 percent of its total allocation for cleaner diesel and alternate fueled school bus replacement projects; up to 10 percent of its total allocation for class 4-8 local freight truck replacement projects, including port drayage trucks; up to 28 percent of its total allocation for non-road projects, which include freight switchers (repower and replacement projects) and tug/ferry boats (repower projects); and 2 percent of its total allocation for the Agency’s administrative expenditures. For categories involving all-electric projects, Illinois intends to fund a percentage

of one electric charging station or fuel cell system if infrastructure is needed. All projects require the replaced engine and vehicle (if a replacement project) to be scrapped within 90 days of the new engine/vehicle being placed into service. "Scrapped" is defined in the Trust Agreement to mean to render inoperable and available for recycle, and, at a minimum, to specifically cut a 3-inch hole in the engine block. For vehicle replacements, "scrapped" shall also include disabling the vehicle chassis by cutting the vehicle's frame rails completely in half. Evidence of appropriate disposal must be provided, including digital photos of the engine tag (showing serial number, engine family number, and engine model year), the destroyed engine block, and cut frame rails as applicable. If program income, as that term is defined in 2 CFR 200.80 and 44 Ill. Adm. Code 7000.20, is generated by selling the scrapped engine and/or vehicle, the program income requirements at 2 CFR 200.307 apply.

Cost shares for this funding round are provided in Section C.2 below. The Illinois EPA is required to obligate eighty percent of its total allocation within 10 years and the remaining portion within 15 years.

The Illinois EPA intends to have multiple funding rounds. This NOFO pertains to funding round two. The projects to be funded in this second funding round are replacement of existing diesel school buses with all-electric school buses.

In order to meet the goals outlined above and, in the BMP, Illinois will prioritize and select projects that are the most cost-effective and yield the largest amount of NOx emission reductions. For this funding round, the amount of NOx emission reductions will be calculated utilizing the Alternative Life-Cycle Environmental and Economic Transportation (AFLEET) tool, U.S. EPA's Diesel Emission Quantifier (DEQ) tool, or other appropriate tool/methodology. Project specific selection criteria is provided in detail below.

B. Funding Information

This award is funded through private funds. The private funds come from the Trust established by Volkswagen. The Illinois General Assembly created a State fund to take in the Trust funds. The General Assembly appropriated \$20 million for FY2018-2019.

The projects to be funded in this second funding round are as follows:

All-Electric School Bus Pilot Projects (Up to \$650,000). This category includes replacement of existing diesel school buses with all-electric school buses in Priority Area 2, which includes Madison and St. Clair counties.

The number of awards will be dependent on the number of applications received and levels of funding requested. Based on the first funding round awards of 75% of eligible costs at approximately \$236,000-280,000 per all-electric school bus, the Agency expects to make approximately 2-3 awards. The Agency may offer partial awards if available funding remains but is less than the trust funding limits set forth in Section C.

Eligible costs include the base price of the new all-electric school bus only. Options, add-ons, upgrades, taxes, title, license, unrelated items, the cost to scrap the existing diesel school bus and engine, and the applicant's administrative costs are not costs that are eligible for reimbursement from the Trust. All-electric school bus projects are eligible to receive funding for electric charging infrastructure if necessary to support the project. If existing charging infrastructure is

available and adequate to support the project, charging infrastructure is not eligible for funding. If infrastructure comes with the purchase of the new all-electric school bus, and it is adequate to support the proposed project, the applicant will not receive funding for infrastructure. Eligible charging infrastructure costs include the cost of one charging station or fuel cell system, and only the charger (or fuel cell equipment) itself, not to exceed \$10,000, whichever is less. Eligible infrastructure costs do not include options, other equipment, labor, taxes, other fees, or make-ready improvements. Trust funding limits and cost shares apply to charging infrastructure funding the same as all-electric school buses as specified in Sections C.2 and D.5.

Applicants are required to submit a proposed Project Management Plan with an application. The Project Management Plan should set forth the following:

- 1) A project narrative describing the applicant and eligible mitigation action. The narrative should include the following:
 - i. Applicant name;
 - ii. Applicant type (i.e., government or non-government entity);
 - iii. Type of project (i.e., all electric school bus);
 - iv. Fuel types (existing and proposed buses/engines);
 - v. Number of proposed buses;
 - vi. Charging infrastructure description (existing and necessary);
 - vii. Priority Area and counties of operation (existing and proposed vehicles);
 - viii. Description of any expected community and air quality benefits; and
 - ix. Total project cost, applicant's cost share, and total funding request.

- 2) A project implementation timeline with key milestones. The timeline and milestones should include the following relative to each bus and charging infrastructure equipment purchases:
 - i. Anticipated date for entering into contract for bus/equipment;
 - ii. Anticipated date for receiving bus/equipment;
 - iii. Anticipated date for placing bus/equipment into service;
 - iv. Anticipated scrappage date for existing bus/engine;
 - v. Anticipated timeline for incurring and paying expenditures; and
 - vi. Anticipated date for requesting reimbursement of eligible project costs.

- 3) A project budget that itemizes equipment and labor costs and separates eligible from any ineligible costs;

- 4) A description of all the funding sources the applicant intends on using towards the project, including the required match and other non-reimbursable project elements (e.g. scrappage).

- 5) A description of whether adequate charging exists to support the proposed project. If adequate charging does not exist, a description of necessary charging infrastructure, locations, and the applicant's plan for acquiring and implementing the necessary infrastructure.

Successful applicants will enter into a Grant Agreement with the Agency. Selected applicants will be reimbursed directly by the Trustee of the Trust following completion of the project. The

anticipated start date for performance of the award is as soon as a Grant Agreement is executed between the awardee and the Illinois EPA. Periods of performance will vary depending on the type of project.

C. Eligibility Information

1. Eligible Applicants and Projects:

The Trust Agreement, Illinois EPA's BMP, and this NOFO set forth the eligibility requirements for funding. For this second funding round, the Illinois EPA will accept applications to undertake projects in the category of all-electric school bus pilot projects in Madison and St. Clair counties. The Illinois EPA intends on funding other categories and types of projects and in other priority areas in subsequent funding rounds. All potential applicants (government and non-government) are eligible to apply for all-electric school bus projects in Madison and St. Clair counties. "Government" means the State of Illinois or local government agency (including a school district, municipality, city, county, special district, transit district, joint powers of authority, or port authority, owning fleets purchased with government funds). Funding levels depend on the status of the applicant as detailed in this Section. Applicants must certify that the existing diesel school bus has been in operation in Priority Area 2 for at least 80% of its operational hours each year for the past three years. The existing diesel school bus must be operational and in-service at the time the application is submitted.

The eligibility requirements for all-electric school bus pilot projects include the following:

Eligible buses to be replaced include engine model year 2009 and older diesel-powered Class 4 – 8 school buses. Illinois does not have regulations that require upgrades to 1992 – 2009 engine model year buses, and therefore, 2010 – 2012 engine model year school buses are not eligible. Eligible school buses must be replaced (not repowered) with a new all-electric school bus with an engine model year in which the project occurs (or later) or one engine model year prior. A "school bus" is defined in the Trust Agreement as a Class 4 – 8 bus sold or introduced into interstate commerce for purposes that include carrying students to and from school or related events, and may be Type A – D. "All-electric" means powered exclusively by electricity provided by a battery, fuel cell, or the grid. Charging infrastructure associated with a new all-electric school bus may be eligible for funding as provided in Sections C.2 and D.5.

Eligible school buses to be replaced must be scrapped within 90 days of the new all-electric school bus being placed into service. Scrap means to cut a 3-inch hole in the engine block and disable the vehicle chassis by cutting the vehicle's frame rails completely in half. Evidence of appropriate disposal must be provided, including digital photos of the engine tag (showing serial number, engine family number, and engine model year), the destroyed engine block, and cut frame rails.

2. Cost Sharing

The cost share for selected projects depends on whether the school bus is government or non-government owned. The cost share for non-government applicants is 50 percent unless the non-government applicant is or will be under contract with a public school district for operation of the school bus. If the non-government applicant is or will be under contract with a public school district for operation of the school bus, the applicant cost share is 25 percent. Federal agencies

will be treated as non-government applicants. For government applicants, Illinois will require a cost share of 25 percent. In-kind contributions are not acceptable for meeting the required cost share.

Funding limits or amounts and applicant cost shares for all-electric school bus projects are provided in the below chart.

Vehicle Replacement - Electric	Trust Funding Limits	Applicant Cost Share
Government* Applicant	75%	25%
Non-Government* Applicant	50%	50%

*“Government” means a State or local government agency (including a school district, municipality, city, county, special district, transit district, joint powers authority, or port authority, owning fleets purchased with government funds), and a tribal government or native village. The term “State” means the several States, the District of Columbia, and the Commonwealth of Puerto Rico. Non-government applicants under contract with a public school district should apply as a Non-Government Applicant, but should indicate on the all-electric school bus application form that they are under contract with a public school district. This will enable non-government applicants to receive the government application trust funding limit or amount and cost share.

All-electric projects are eligible to receive funding for charging infrastructure where charging infrastructure is necessary to support the proposed project. If existing charging infrastructure is available and adequate to support the project, charging infrastructure is not eligible for funding. If infrastructure comes with the purchase of the new all-electric school bus, and it is adequate to support the proposed project, the applicant will not receive funding for infrastructure. Eligible charging infrastructure costs include only the cost of one charger (or fuel cell system), and only the charger (or fuel cell equipment) itself, or \$10,000, whichever is less. Eligible infrastructure costs do not include options, other equipment, labor, taxes, fees, or make-ready improvements. Applicants may access funding for eligible charging infrastructure costs in accordance with the Trust Funding Limits identified above for the type of applicant. For example, if the cost of the charger is \$20,000 and the Trust Funding Limit is 75%, the maximum funding for the charger would be \$10,000 ($\$20,000 \times 75\% = \$15,000$, but the maximum funding cap is \$10,000).

3. Indirect Costs

Indirect costs are not eligible for reimbursement from the Trust.

4. Other

Applications will only be accepted from entities that are the owner of the existing school bus and will be the owner of the new all-electric school bus and charging infrastructure. Applicants may not use Trust funds to fund the cost of emissions reductions that are mandated or required under federal law or regulation or by any court, consent order, decree, or agreement of any kind. Applicants will be allowed to use other funding (federal, state or other) as part or all of their mandatory cost share, provided such other funding source does not place a restriction on this. Applicants will be prohibited from combining funding from this program with other funding such that they receive in excess of 100% funding for any project. Applicants may apply for more than one all-electric school bus. However, successful applicants will only receive funding for

more than one all-electric school bus if there is funding left over after all other successful applicants have been awarded funding for one all-electric school bus. Partial funding may be offered if not enough funding remains to fund an all-electric school bus up to the Trust Funding Limits. Joint applications are not allowed. The new all-electric school bus must operate at least 80% of the time in Priority Area 2 each year for five years from the in-service date of the new all-electric school bus unless otherwise agreed by the Agency. Further, the new all-electric school bus must serve the school identified in the application for five years from the in-service date of the new all-electric school bus unless otherwise agreed by the Agency.

If the answer to any of the following Applicant Eligibility questions is no, the application will not be considered for funding.

Administrative Criterion	Yes	No
Was a complete application that met all of the following requirements received by the Illinois EPA by 5:00 p.m. (CT) on July 16, 2019?		
	Yes	No
All application fields completed with the information requested and boxes checked, as applicable		
Application submitted electronically to the epa.vwgrants@illinois.gov address		
Application received by the Illinois EPA by 5:00 p.m. (CT) on July 16, 2019		
Included a Uniform Application for State Grant Assistance with completed signature block		
Included a General Application Form with completed signature block		
Included an All-Electric School Bus Application Form for each proposed all-electric school bus		
Included an Infrastructure Form, if applicable		
Included a Uniform Grant Budget Template with completed signature block		
Included a cost estimate for the all-electric school bus(es), which distinguishes between eligible and any ineligible costs		
Included a cost estimate for charging infrastructure, which distinguishes between eligible and any ineligible costs, if applicable		
Included a Scrappage Certification, certifying that the existing diesel school bus and engine will be scrapped in accordance with all requirements		
Included a Project Management Plan		

GATA Pre-Award Criterion		Yes	No
Did the applicant must meet all the following pre-qualification requirements through the Grant Accountability and Transparency Act (“GATA”) Grantee Portal, www.grants.illinois.gov , prior to award?			
		Yes	No
Have a valid DUNS number			
Have a current SAM.gov account			
Not on the Federal Excluded Parties List			
Be in good standing with the Illinois Secretary of State			
Not on the Illinois Stop Payment List			
Not on the Dept. of Healthcare and Family Services Provider Sanctions List			
Complete an Internal Controls Questionnaire (“ICQ”) as the Fiscal and Administrative Risk Assessment for the current fiscal year - FY19			

Merit-Based Criterion		
Does the applicant meet all the eligibility requirements as forth in the NOFO and explained in the application instructions?		
	Yes	No
Applicant is the owner of the existing school bus.		
Applicant will be the owner of the proposed school bus.		
Applicant has certified that the existing school bus has been in operation at least 80% of the time each year for the past three years in Priority Area 2.		
The existing school bus operates exclusively on diesel fuel.		
Applicant has identified the specific counties, as applicable, within Priority Area 2 in which the existing school bus has operated for the past three years.		
The existing school bus is currently operational.		
The existing bus to be replaced has an engine model year 2009 or older and is a Class 4 – 8 bus sold or introduced into interstate commerce for purposes that include carrying students to and from school or related events. May be Type A-D.		
Applicant indicated whether there is adequate charging infrastructure for the proposed all-electric project and provided an infrastructure form, as necessary.		
Applicant indicated on the Infrastructure Form that there will be adequate charging infrastructure with the addition of the proposed charging infrastructure, as well as any additional charging infrastructure provided by the applicant, if applicable.		
Applicant has not yet incurred any project costs.		

The proposed scrap date of the existing school bus is within 90 calendar days of the proposed in-service date of the proposed all-electric school bus.		
Applicant has certified that the proposed all-electric school bus will operate at least 80% of the time each year in Priority Area 2 for five years from the in-service date.		
Applicant has identified the specific counties, as applicable, within Priority Area 2 that the proposed all-electric school bus will operate for five years from the in-service date.		
Applicant is the owner of the proposed charging infrastructure, if applicable.		
The in-service date of the proposed charging infrastructure is the same date as or earlier than the in-service date for the proposed all-electric school bus, if applicable.		
The proposed school bus will serve the school identified in the application.		
The proposed bus has an engine with a model year in which the project occurs (or later) or one engine model year prior and is a Class 4 – 8 bus to be sold or introduced into interstate commerce for purposes that include carrying students to and from school or related events. May be Type A-D.		
The proposed school bus is all-electric.		
Applicant is not mandated or required under federal law or regulation or by any court, consent order, decree, or agreement of any kind to perform the proposed project.		
The project results in the reduction of NOx.		

D. Application and Submission Information

1. Address to Request Application Package

The entire application package is included with this NOFO and made be downloaded at <https://www2.illinois.gov/sites/GATA/Grants/SitePages/CSFA.aspx>. Potential applicants may request paper copies of application materials by contacting Deirdre McQuillen at 217-524-0546.

2. Content and Form of Application Submission

The application materials, including budget forms, should be on letter-sized paper and type font must be 10 or greater. Complete applications must be timely submitted electronically to the email address designated in Section D.4. below. Any and all project descriptions, proposals, charts, tables, and cost estimates on separate sheets must be included with the application. The Illinois EPA requires applicants to use the application forms provided along with the GATA Uniform Application and the GATA Uniform Budget. These forms are designed to allow the Illinois EPA and the review committee to obtain sufficient information to properly evaluate the proposed project.

The complete application package consists of the documents listed below:

1. Uniform Application for State Grant Assistance;
2. General Application Form;
3. All-Electric School Bus Application Form for each proposed all-electric school bus;
4. Infrastructure Form (if applicable);
5. Uniform Budget Template;
6. Overall Project Cost Estimate;
7. Cost Estimate for Infrastructure (if applicable);
8. Project Management Plan; and
9. Scrappage Certification.

3. Dun and Bradstreet Universal Numbering System Number and System for Award Management

Each applicant is required to: 1) be registered with the System for Award Management (“SAM”) before submitting an application (www.sam.gov); 2) provide a valid Duns and Bradstreet Universal Numbering System (“DUNS”) number in its application; and 3) maintain an active SAM registration with current information at all times during which it has an active State award or an application under consideration with the Illinois EPA. The Illinois EPA may not make a State award to an applicant unless the applicant has complied with all applicable DUNS and SAM requirements, and, if an applicant has not fully complied with these requirements by the application deadline, the Illinois EPA may determine that the applicant is not qualified to receive a State award and use that determination as a basis for making a State award to another applicant.

4. Submission Dates and Times

The applicant must provide all information requested in the application package. The application must be received by **July 16, 2019 at 5:00 p.m. (CT)**. Applications must be submitted electronically to the following mailbox: epa.vwgrants@illinois.gov. Applications late or considered incomplete will not be considered. All documents that are signed must be done by persons authorized by their organization to enter into formal contractual agreements.

Following a decision of intent to award, the Illinois EPA is required by GATA to conduct a financial and administrative risk assessment of the applicant. Additional information may be required at that time from the successful applicant. For the applicant to remain eligible for the award, it must provide the requested information within time specified by the Illinois EPA after notification of intent to award. The Programmatic Risk Assessment Questionnaire evaluates the applicant’s ability to successfully carry out the terms of a specific program and assesses four risk categories: 1) quality of management systems and ability to meet the management standards; 2) history of performance; 3) reports and findings from audits performed on prior awards; and 4) the applicant’s ability to effectively implement statutory, regulatory, or other requirements imposed on awardees.

5. Funding Restrictions

No indirect costs will be eligible for reimbursement from the Trust. The award will not allow for reimbursement of pre-award costs. Only eligible costs will be reimbursed to the applicant from the Trust. Eligible costs include the base price of the new all-electric school bus only. Options, add-ons, upgrades, taxes, title, license, unrelated items, the cost to scrap the existing school bus, and the applicant's administrative costs are not costs that are eligible for reimbursement from the Trust. All-electric projects are eligible to receive funding for charging infrastructure where charging infrastructure is necessary to support the proposed project. If existing charging infrastructure is available and adequate to support the project, charging infrastructure is not eligible for funding. If infrastructure comes with the purchase of the new all-electric school bus, and it is adequate to support the proposed project, the applicant will not receive funding for infrastructure. Eligible infrastructure costs include the cost of one charger (or fuel cell system), and only the charger (or fuel cell equipment) itself, or \$10,000, whichever is less. Eligible infrastructure costs do not include options, other equipment, labor, taxes, other fees, or make-ready improvements. Applicants may access funding for eligible charging infrastructure costs in accordance with the Trust Funding Limits identified in Section C.2. for the type of applicant.

Applicants may apply for more than one all-electric school bus. However, successful applicants will only receive funding for more than one all-electric school bus if there is funding left over after all other successful applicants have been awarded funding for one all-electric school bus. Partial funding may be offered if not enough funding remains to fund an all-electric school bus up to the Trust Funding Limits. Joint applications are not allowed. The new all-electric school bus must serve the school identified in the application for five years from the in-service date of the new all-electric school bus unless otherwise agreed by the Agency. The new all-electric school bus must operate at least 80% of the time in Priority Area 2 each year for five years from the in-service date of the new all-electric school bus unless otherwise agreed by the Agency.

Applicants may not use Trust funds to fund the cost of emissions reductions that are mandated or required under federal law or regulation or by any court, consent order, decree, or agreement of any kind. Applicants will be allowed to use other funding (federal, state or other) as part or all of their mandatory cost share, provided such other funding source does not place a restriction on this. Applicants will be prohibited from combining funding from this program with other funding such that they receive in excess of 100% funding for any project.

E. Application Review Information

1. Criteria

All applications will be reviewed for administrative completeness and adherence to the competitive grant evaluation merit-based criteria described in this NOFO. Applications found to be administratively complete will undergo a comprehensive, merit-based review performed in compliance with GATA and 2 CFR 200 Uniform Requirements. The merit-based review is designed to evaluate applications against the following criteria:

- **Need** (Identification of stakeholders, facts and evidence that demonstrate the proposal supports the grant program purpose). The purpose of the program is to achieve NOx reductions. Therefore, each proposed project must reduce NOx. This component will be evaluated based on the following question: Will the proposed project result in the

reduction of NOx? The answer will be scored as either a Yes or No. No points will be awarded. The answer will be determined by the Agency using AFLEET, DEQ, or other appropriate tool/methodology. If the answer is No, the application must be rejected. If the answer is Yes, the project will be ranked by cost effectiveness, which includes a further evaluation and ranking by NOx emission reduction potential and cost, if the application meets the criteria of Capacity and Quality as specified below.

- **Capacity** (Ability of an entity to execute the grant project according to project requirements). This component will be evaluated based on whether the applicant's proposed project meets eligibility requirements for Class 4-8 school buses contained in Appendix D-2 of the Volkswagen Environmental Mitigation Trust Agreement and as stated in the Agency's BMP, all of which have been repeated in this NOFO. The answer will be scored as either a Yes or No. No points will be awarded.
- **Quality** (Totality of features and characteristics of a service, project or product that indicated its ability to satisfy the requirements of the grant program). This component will be evaluated based on whether the applicant's proposed project meets the additional specific application funding round eligibility requirements established in the NOFO, which include specific priority areas for funding as well as specific project-type eligibility requirements that have been specified in this NOFO. The answer will be scored as either a Yes or No. No points will be awarded.
- **Cost Effectiveness:** All applications that meet the administrative and merit-based criteria will be evaluated for cost effectiveness. Applications will be ranked by the project's overall cost effectiveness in terms of dollar per ton of NOx reduced. In addition, applications will be subsequently evaluated and ranked by an environmental justice component.

The cost effectiveness evaluation will be performed as follows:

- a. The project's overall cost effectiveness will be calculated by Agency personnel by dividing the total overall eligible project cost by the total overall tons of NOx estimated to be reduced by the project. The mandatory cost estimate provided by the applicant will be used for the total eligible project cost. Infrastructure costs will not be included in total eligible project costs for purposes of this calculation.
 - b. The tons of NOx reduced by the project will be calculated by the Agency using AFLEET, DEQ, or other appropriate tool/methodology.
 - c. Applications will be ranked in order of cost effectiveness.
- **Environmental Justice Component:** Applications that meet the administrative and merit-based criteria will be ranked first by cost effectiveness (as set forth above) and then by the environmental justice component. The environmental justice component evaluation will be based on the percentage of minority and low-income students in the school to be served by the all-electric school bus. Each All-Electric School Bus Application Form must identify a school to be served by the proposed all-electric school bus. Only one school may be listed. Each All-Electric School Bus Application Form must identify the percentage of minority and low-income students from the previous academic school year that meet Illinois State Board of Education criteria for minority and low-income status. Applicants must provide a single

percentage that encompasses both minority and low-income students. Applicants should not provide separate percentages. Students should not be counted twice. The State Board of Education considers low-income students to be students ages three to 17 that receive or live in households that receive public aid from SNAP or TANF; are classified as homeless, migrant runaway, Head Start, or foster children; or live in a household where the household income meets USDA guidelines to receive free or reduced-priced meals. A minority student is a student considered to be non-white.

The environmental justice component evaluation will be performed as follows:

- a. Using the cost effectiveness ranking of each application, the Agency will segregate the applications into tenths, creating a top 10%, etc. If there is an odd number of applications, the Agency will round down to the nearest whole.
- b. The top 10% of applications by cost effectiveness will then be ranked by the percentage of minority and low-income students at the school proposed to be served by the proposed bus. The application in the top 10% of cost-effective applications that has the highest percentage of minority and low-income students will be awarded first. The application in the top 10% of cost-effective applications that has the second highest percentage of minority and low-income students will be awarded second, and so on, until all funds have been awarded within this top 10% category.
- c. If funds remain, the Agency will take the next 10% of applications by cost effectiveness and make awards in the same manner until all funds have been awarded. The Agency may offer a partial award based on funds remaining. In such a case, the Agency will contact the applicant to determine whether the applicant will accept the award prior to announcing awards.

If tie-breakers are needed, the following tie-breakers will be used:

- a. As the first tie-breaker, the Agency will award the grant to the project that involves a greater number of emission reductions.
- b. If projects are still tied after the first tie-breaker, the Agency will award the funds to the application first received according to the date and time-stamp of the application.

- **Treatment of Cost Sharing:** Cost-sharing is mandatory under this program but will not be considered in any other way in the application evaluation.

2. Review and Selection Process

Additional review and selection processes are provided below.

- If the Agency determines that an applicant incorrectly calculated or indicated the project cost, applicant cost-share, and/or total funding request based on the applicable cost estimate, required cost shares, or eligible costs, and the Agency can correct the error, the application will still be accepted and reviewed. If the applicant is awarded a grant, the Agency will contact the applicant and request a decision from the applicant as to whether it will accept the award based on the Agency's determination of the project cost, applicant cost-share, and/or total funding requested. If the applicant does not accept the Agency's determination, the application will be rejected.

- Any remaining eligible project applicants/applications not funded may be eligible to re-apply in future funding rounds depending on the eligibility criteria of the subsequent funding round.
- Illinois EPA staff will be responsible for evaluating applications.
- A merit-based evaluation appeal process is available to applicants, but appeals are limited to the evaluation process. Evaluation scores may not be protested. Only the evaluation process is subject to appeal. An appeal must be submitted in writing to the following address: Illinois Environmental Protection Agency, Attn: Driving a Cleaner Illinois Program, Bureau of Air, 1021 N. Grand Avenue East, Mail Code 40, PO Box 19276, Springfield, Illinois 62794-9276. Appeals must be received within 14 calendar days after the date that the grant award notice has been published by the Illinois EPA to grants.Illinois.gov. The written appeal should include at a minimum the following: the name and address of the appealing party, identification of the grant, and a statement of reasons for the appeal. The Agency will acknowledge receipt of an appeal within 14 calendar days from the date the appeal was received. When an appeal is received, the execution of all grant agreements that the Illinois EPA intends to make under this NOFO shall be stayed until the appeal is resolved, unless the Illinois EPA determines the needs of the State require moving forward with execution of the grant agreements. The State need determination and rationale shall be documented in writing. The Agency will respond to the appeal within 60 days or supply a written explanation to the appealing party as to why additional time is required. The appealing party must supply any additional information requested by the Illinois EPA within the time period set in the request. The Illinois EPA will resolve the appeal by means of written determination, which shall include, but not be limited to, review of the appeal, appeal determination, and rationale for the determination.

3. Anticipated Announcement and State Award Dates

Anticipated Date	Illinois EPA Action
September 16, 2019	Send a Notice of State Award to selected applicants for signature
October 16, 2019	Send a grant agreement to selected applicants for signature
November 15, 2019	Provide a fully executed grant agreement to the grant recipient

F. Award Administration Information

1. State Award Notices

After the Illinois EPA has made the final decision, any successful applicant will receive a Notice of State Award (“NOSA”), which specifies the funding terms and specific conditions resulting from pre-award risk assessments. The NOSA will be distributed through the Grantee Portal, and it must be accepted through the Portal. The NOSA must be accepted before a Grant Agreement can be sent to the applicant.

Once all the final requirements have been completed, the Grant Agreement between the Illinois EPA and the applicant will be sent for the applicant to sign and return. Once the agreement is fully executed by the Agency, a copy will be returned to the applicant. Only after the Grant Agreement has been signed by the Director of the Illinois EPA can expenses be incurred for grant reimbursement. Any expenses incurred outside of the grant period (before or after) are at the applicant's risk and are not eligible either as match or for reimbursement related to the grant unless a waiver has been previously issued.

2. Administrative and National Policy Requirements

2 CFR 200 is the Federal Code that the grants will be administered under. The Trust Agreement also sets forth reporting requirements for applicants and governs the Illinois EPA's overall administration of Trust funds. The Illinois EPA, as the lead agency for the State of Illinois, must submit a funding request to the Trustee that includes the following elements:

- 1) An explanation of how the funding request fits in the BMP;
- 2) A detailed description of the proposed EMA, including its community and air quality benefits;
- 3) An estimate of NOx reductions anticipated as a result of the proposed EMA;
- 4) A project management plan for the proposed EMA, including a detailed budget and an implementation and expenditure timeline;
- 5) A certification that all vendors were or will be selected in accordance with state public contracting laws;
- 6) For each proposed expenditure exceeding \$25,000, detailed cost estimates from selected or potential vendors;
- 7) A detailed description of how the Beneficiary will oversee the proposed EMA, including, but not limited to: identification of the specific governmental entity responsible for reviewing and auditing expenditures of EMA funds to ensure compliance with applicable law; and a commitment by the Beneficiary to maintain and make publicly available all documentation submitted in support of the funding request and all records supporting all expenditures of EMA funds, subject to applicable laws governing the publication of confidential business information and personally identifiable information, together with an explanation of the procedures by which the Beneficiary shall make such documentation publicly available;
- 8) A description of any cost share requirements to be placed upon the owner of each NOx source proposed to be mitigated;
- 9) If applicable, a description of how the EMA mitigates the impacts of NOx emissions on communities that have historically borne a disproportionate share of the adverse impacts of such emissions; and
- 10) A detailed plan for reporting on EMA implementation.

The Trust Agreement, BMP, and NOFO, contain specific eligibility requirements and required cost shares for the different project types. The Trust Agreement serves as the baseline for the program requirements, and the BMP and individual NOFOs provide more specific requirements for the selected project types and funding rounds.

The awards will have special terms and conditions in addition to the general terms and conditions of the Uniform Grant Agreement. In the Grant Agreement, successful applicants must certify to the following:

- 1) The existing school bus and engine was scrapped in accordance with the Trust Agreement; and
- 2) In an annual certification, the all-electric school bus will operate in Priority Area 2 for at least 80% of its operational hours per year and serve the school identified in the application each year for a minimum of five years from the in-service date of the all-electric school bus unless otherwise agreed by the Illinois EPA. Further, successful applicants will be required to certify that they will maintain adequate charging for the all-electric school bus project.

3. Reporting

All grantees will be required to submit quarterly reports (unless otherwise specified in the grant agreement) to the Illinois EPA describing the progress of the projects and costs incurred. Quarterly reports will be due by January 15, April 15, July 15 and October 15. At a minimum, grantees must report the status of the project, specific tasks completed during the reporting period, tasks that remain to be completed, specific costs incurred and paid by the grantee during the reporting period, and projected date of project completion. Also, grantees will be required to submit a close-out report. Templates of these reports will be attached to the Grant Agreement.

G. State Awarding Agency Contacts

Any questions should be directed to Deirdre McQuillen at epa.vwgrants@illinois.gov.

H. Other Information

The Volkswagen Environmental Mitigation Trust Program is a new, one-time program with multiple funding rounds. The money allocated to beneficiaries must be spent over a ten-year period, beginning from the Trust Effective Date of October 2, 2017. More information about the Volkswagen Settlement and a copy of the Illinois EPA's BMP may be found at the Agency's website: <https://www2.illinois.gov/epa/topics/air-quality/driving-a-cleaner-illinois/Pages/default.aspx>.

The State of Illinois is not obligated to make an award as a result of this NOFO. Grant applicants are not authorized to proceed with their projects until the Director has signed the Grant Agreement.

Uniform Grant Application		
State Agency Completed Section		
1.	Type of Submission	<input type="checkbox"/> Pre-application <input type="checkbox"/> Application <input type="checkbox"/> Changed / Corrected Application
2.	Type of Application	<input type="checkbox"/> New <input type="checkbox"/> Continuation (i.e. multiple year grant) <input type="checkbox"/> Revision (modification to initial application)
3.	Date / Time Received by State	
4.	Name of the Awarding State Agency Illinois Environmental Protection Agency	
5.	Catalog of State Financial Assistance (CSFA) Number 532-10-1697	
6.	CSFA Title Driving A Cleaner Illinois - Volkswagen	
Catalog of Federal Domestic Assistance (CFDA) X Not applicable (No federal funding)		
7.	CFDA Number	
8.	CFDA Title	
9.	CFDA Number	
10.	CFDA Title	
Funding Opportunity Information		
11.	Funding Opportunity Number Funding Round Two	
12.	Funding Opportunity Title Driving A Cleaner Illinois - Volkswagen	
Competition Identification X Not Applicable		
13.	Competition Identification Number	
14.	Competition Identification Title	

Applicant Completed Section		
Applicant Information		
15.	Legal Name	Name used for DUNS registration and grantee pre-qualification
16.	Common Name (DBA)	
17.	Employer / Taxpayer Identification Number (EIN, TIN)	
18.	Organizational DUNS number	
19.	GATA ID	Assigned through the Grantee Portal
20.	SAM Cage Code	
21.	Business Address	Street address, City, County, State, County, Zip + 4
Applicant's Organizational Unit		
22.	Department Name	
23.	Division Name	
Applicant's Name and Contact Information for Person to be Contacted for <i>Program</i> Matters involving this Application		
24.	First Name	
25.	Last Name	
26.	Suffix	
27.	Title	

28.	Organizational Affiliation	
29.	Telephone Number	
30.	Fax Number	
31.	Email address	
Applicant's Name and Contact Information for Person to be Contacted for <i>Business/Administrative Office</i> Matters involving this Application		
32.	First Name	
33.	Last Name	
34.	Suffix	
35.	Title	
36.	Organizational Affiliation	
37.	Telephone Number	
38.	Fax Number	
39.	Email address	
Areas Affected		
40.	Areas Affected by the Project (cities, counties, state-wide)	
41.	Legislative and Congressional Districts of Applicant	
42.	Legislative and Congressional Districts of Project	

Applicant's Project		
43.	Description Title of Applicant's Project	Text only for the title of the applicant's project
44.	Proposed Project Term	Start Date: End Date:
45.	Estimated Funding (include all that apply)	<input type="checkbox"/> Amount Requested from the State: <input type="checkbox"/> Applicant Contribution (e.g., in kind, matching): <input type="checkbox"/> Local Contribution: <input type="checkbox"/> Other Source of Contribution: <input type="checkbox"/> Program Income: <div style="text-align: right;">Total Amount</div>
<p>Applicant Certification:</p> <p>This certification must be signed by a responsible official. Applications without a signed certification will be deemed incomplete. I certify under penalty of law that, based on information and belief formed after reasonable inquiry, the statements and information contained in this Application are true, accurate, and complete. Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA may be subject to criminal, civil, or administrative penalties pursuant to 415 ILCS 5/44(h) or 18 USC § 1001, as applicable.</p> <p style="text-align: center;"><input type="checkbox"/> I agree</p>		
Authorized Representative		
46.	First Name	
47.	Last Name	
48.	Suffix	
49.	Title	
50.	Telephone Number	
51.	Fax Number	
52.	Email Address	
53.	Signature of Authorized Representative	
54.	Date Signed	

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY



Volkswagen Environmental Mitigation Trust Funding

General Application Form

SECTION ONE			Contact Information		
Applicant/Owner					
1) Applicant Name:			2) Federal Employer Identification Number (FEIN):		
3) Street Address:					
4) City:		5) County:		6) Zip Code:	
7) Contact Name:		8) Contact Title:		9) Contact Phone Number:	
10) Contact Email Address:					
11) Applicant is:			<input type="checkbox"/> Government		<input type="checkbox"/> Non-Government
12) Is Applicant the Owner of all existing Vehicles in this Application?			<input type="checkbox"/> Yes		<input type="checkbox"/> No
13) Will Applicant be the Owner of all proposed Vehicles in this Application?			<input type="checkbox"/> Yes		<input type="checkbox"/> No
Operator					
14) Operator Name:			15) Federal Employer Identification Number (FEIN):		
16) Street Address:					
17) City:		18) County:		19) Zip Code:	
20) Contact Name:		21) Contact Title:		22) Contact Phone Number:	
23) Contact Email Address:					

SECTION TWO			Project Information		
			Yes	No	
1)	Are you required to perform any of the proposed vehicle improvements?		<input type="checkbox"/>	<input type="checkbox"/>	
2)	Are all the existing vehicles that are to be replaced or modified currently operational?		<input type="checkbox"/>	<input type="checkbox"/>	
3)	Have you previously or do you intend to apply for other funding for this proposed project?		<input type="checkbox"/>	<input type="checkbox"/>	
4)	Is an itemized cost estimate for all vehicles and associated equipment attached to this form?		<input type="checkbox"/>	<input type="checkbox"/>	
5)	Is the scrap certification attached to this form?		<input type="checkbox"/>	<input type="checkbox"/>	

SECTION THREE			Overview of Proposed Project		
1) Proposed Project involves the following:					
<input type="checkbox"/> Marine Boat Repower		Number of Marine Boats:		<input type="checkbox"/> Individual Form is included for each Repowered Marine Boat	

<input type="checkbox"/> Repower or Replacement to Non-Electric Switcher	Number of Switchers:	<input type="checkbox"/> Individual Form is included for each proposed Non-Electric Switcher
<input type="checkbox"/> Replacement to Electric Switcher	Number of Switchers:	<input type="checkbox"/> Individual Form is included for each proposed Electric Switcher
<input type="checkbox"/> Non-Electric Public Transit Rail	Number of Locomotives	<input type="checkbox"/> Individual Form is included for each Non-Electric Locomotive
<input type="checkbox"/> Electric Public Transit Rail	Number of Locomotives	<input type="checkbox"/> Individual Form is included for each proposed Electric Locomotive
<input type="checkbox"/> Replacement to Non-Electric Public Transit Bus	Number of Public Transit Buses:	<input type="checkbox"/> Individual Form is included for each proposed Non-Electric Public Transit Bus
<input type="checkbox"/> Replacement to Electric Public Transit Bus	Number of Public Transit Buses:	<input type="checkbox"/> Individual Form is included for each proposed Electric Public Transit Bus
<input type="checkbox"/> Replacement to Non-Electric Class 4-8 Vehicle	Number of Class 4-8 Vehicles:	<input type="checkbox"/> Individual Form is included for each proposed Non-Electric Class 4-8 Vehicle
<input type="checkbox"/> Replacement to Electric Class 4-8 Vehicle	Number of Class 4-8 Vehicles:	<input type="checkbox"/> Individual Form is included for each proposed Electric Class 4-8 Vehicle
<input type="checkbox"/> Replacement to Non-Electric School Bus	Number of proposed Non-Electric School Buses:	<input type="checkbox"/> Individual Form is included for each proposed Non-Electric School Bus
<input type="checkbox"/> Replacement to Electric School Bus	Number of Electric School Buses:	<input type="checkbox"/> Individual Form is included for each proposed Electric School Bus
2) Does this proposed project involve electric or fuel cell vehicles? <input type="checkbox"/> Yes <input type="checkbox"/> No		
a) If yes, is there adequate existing electric or fuel cell infrastructure for this proposed project? <input type="checkbox"/> Yes <input type="checkbox"/> No		
i) If no, include infrastructure form for the proposed project.		
3) Have you purchased any of the proposed vehicles in this Application? <input type="checkbox"/> Yes <input type="checkbox"/> No		4) Estimated Project Completion Date: _____ / _____ / _____
5) Total Project Cost: \$ _____	6) Applicant's Cost Share: \$ _____	7) Total Funding Request: \$ _____

Signature Block	
<p>This certification must be signed by a responsible official. Applications without a signed certification will be deemed incomplete. I certify under penalty of law that, based on information and belief formed after reasonable inquiry, the statements and information contained in this Application are true, accurate, and complete. Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony (415 ILCS 5/44(h)).</p>	
BY:	
_____	_____
AUTHORIZED SIGNATURE	TITLE OF SIGNATORY
_____	_____ / _____ / _____
TYPED OR PRINTED NAME OF SIGNATORY	DATE

GENERAL APPLICATION FORM INSTRUCTIONS

This document provides instructions for completing the General Application Form for Driving a Clean Illinois-Volkswagen funding. All applicants must fill out the General Form to provide general information regarding the proposed project. Failure to complete all applicable fields or provide the required certified responses will result in the applicant being deemed ineligible to receive funding.

Section One: Contact Information

Applicant/Owner

1.1 – 1.10: The application must be submitted by the owner of the existing vehicle or equipment. Only the owner can receive funding for a project. The owner's contact information should include the legal name and address, as registered with the Illinois Secretary of State's office if the applicant is a domestic or foreign corporation, nonprofit corporation, limited liability company, or limited liability partnership. The contact name, contact title, contact phone number, and contact email should be the name and contact information for the official responsible for overseeing the project. Regardless of whether the entity is government or non-government, the owner must have the authority to bind the entity applying for the funding.

For purposes of this program, the term "owner" means that the applicant is the entity that has legal title to the existing vehicle or equipment and that intends to enter into a purchase agreement to obtain the legal title to the vehicle or equipment that is the subject of the application. Applicants with a lease agreement for the vehicle or equipment are not eligible. Leases do not constitute ownership for purposes of applications for funding requests.

1.11 – 1.13: The applicant must identify whether it is government or non-government entity. An entity refers to a company or an individual. The Trust Agreement and Illinois' BMP sets forth differing cost share requirements between government entities and non-government entities. "Government" means a State or local government agency (including a school district, municipality, city, county, special district, transit district, joint powers authority, or port authority, owning fleets purchased with government funds), and a tribal government or native village. The term "State" means the several States, the District of Columbia, and the Commonwealth of Puerto Rico. "Non-government" means privately owned entities, including but not limited to corporations, nonprofit corporations, limited liability companies, partnerships, associations, as well as the agencies and departments of the federal government. Non-government applicants under contract with a public-school district should apply as a Non-Government Applicant but should indicate on the All-Electric School Bus Application Form that they are under contract with a public-school district. This will enable non-government applicants to receive the government application trust funding limit and cost share.

The owner of the vehicle or equipment must be the applicant for funding. Applications from entities other than the owner will not be accepted. Applicants should ensure the correct options are checked in boxes 1.12 and 1.13.

1.14 – 1.23: Applicants must provide the name, federal employer identification number, address, and contact information for the operator of the existing and proposed vehicle or equipment.

Section Two: Project Information

2.1: Applicants may not use any grant funds to fund the cost of emission reductions that are mandated or required under federal law or regulation or by any court, consent order, decree, or agreement of any kind.

2.2: The existing diesel vehicles/engines must be operational and in service at the time the application is submitted.

2.3: Applicants may utilize other funding towards the applicant's cost share for the proposed project. However, applicants are not permitted to receive more than 100 percent total funding for a project between Volkswagen Environmental Mitigation Trust funding and outside funding sources. If applicant indicates it intends to use other funding sources, it should provide an explanation in the Project Management Plan of the other funding to be used.

2.4: Applicants must attach a cost estimate to the application to support the project budget. The cost estimate must include an itemization of each individual vehicle or equipment. The costs eligible for reimbursement must be totaled separately from any ineligible costs.

If applicants are seeking Trust funds for the cost of one charging station or fuel cell system, a cost estimate for the charging station or fuel cell system must also be included with the application and clearly indicate eligible from any ineligible costs.

2.5: A Scrapage Certification must be submitted for the vehicles or equipment to be scrapped. A template certification form is included with the application materials that would cover all vehicles or equipment and engines in an application.

Section Three: Overview of Proposed Project

3.1: The projects to be funded in this second funding round are replacements of existing diesel school buses with all-electric school buses.

Applicants must check the applicable box for the project type, indicate the number of vehicles that are the subject of the application, and indicate whether the individual form is included for each proposed vehicle. Applicants should review the NOFO for specific details on eligibility requirements.

3.2: Applicants are required to indicate whether a proposed project involves an electric or fuel cell vehicle and, if so, whether there is adequate existing infrastructure for the project. All-electric school bus projects are eligible to receive funding for electric charging infrastructure if necessary to support the project. If existing charging infrastructure is available and adequate to support the project, charging infrastructure is not eligible for funding. If infrastructure comes with the purchase of the new all-electric vehicle, and it is adequate to support the proposed project, the applicant is not eligible to receive funding for infrastructure. If there is not adequate existing infrastructure to support the proposed project, the applicant must include an infrastructure form and request funds to install one charger or fuel cell system for the proposed project. Eligible charging infrastructure costs include only the charger or fuel cell equipment

itself. Eligible costs do not include other equipment, options, make-ready improvements, labor, taxes, or fees. If the applicant does not answer the questions in this section as applicable, the application will be rejected. An explanation of infrastructure should be provided in the detailed project description of the Project Management Plan. Applicants are required to annually certify that adequate charging exists for the proposed project.

3.3: Applicants must indicate whether any portion of the proposed project has been purchased at the time the application is submitted. Applicants will be not reimbursed for costs occurring outside of the start date or end date for a project, as agreed to in the Grant Agreement between a successful applicant and the Illinois EPA.

3.4: Estimated project completion date means the date that the grantee has taken delivery of all vehicles, including infrastructure, and has completed scrapping all existing vehicles.

3.5: Total project cost refers to the overall total costs for the proposed project. This includes the vehicle and any infrastructure costs. Total project cost must encompass only eligible project costs. Applicants should not include costs that are not eligible for reimbursement. Regarding vehicles, costs eligible for reimbursement are the base cost of the new vehicle. Options, add-ons, upgrades, taxes, title, license, unrelated items, the cost to scrap the existing vehicle and engine, and the applicant's administrative costs are not costs that are eligible for reimbursement from the Trust. Eligible charging infrastructure costs include only the charger or fuel cell equipment itself. In addition, eligible charging infrastructure costs include the cost of one charger or fuel cell system, and only the charger (or fuel cell equipment) itself, not to exceed \$10,000, whichever is less. Eligible charging infrastructure costs do not include other equipment, options, make-ready improvements, labor, taxes, or fees.

3.6: The applicant's cost share is the total amount of funding the applicant will provide towards the overall project cost. Illinois will require a cost share of 50 percent for non-government applicants. However, non-government applicants that contract with a public-school district to provide school buses for that district are eligible to receive the government cost share. For government applicants, Illinois will require a cost share of 25 percent.

3.7: The total funding request is the total amount the applicant is requesting to be reimbursed from the Trust.

Signature Block: Please ensure you have a responsible official sign, print name and title, and date the form.



ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

Volkswagen Environmental Mitigation Trust Funding

All-Electric School Bus Application Form

SECTION ONE		General Project Information	
1) Project Type: <input type="checkbox"/> All-Electric School Bus Replacement			
2) School Bus Cost:		3) Applicant Cost Share:	
4) Funding Request:		4) Funding Request:	
\$	A) \$	B) %	A) \$ B) %
5) Proposed Scrap Date: / /		6) Proposed In-Service Date: / /	
School Information			
7) Name:			
8) City:		9) Township:	10) Zip Code:
11) School District:		12) Percentage of Minority and Low Income Enrollment: _____ %	
13) This proposed school bus is or will be under contract with a public school district? <input type="checkbox"/> Yes <input type="checkbox"/> No			
14) This proposed school bus will serve the school identified in this Section? <input type="checkbox"/> Yes <input type="checkbox"/> No			
SECTION TWO		Existing School Bus Information	
General Information			
1) Classification:		2) Vehicle Class:	
<input type="checkbox"/> A-1 <input type="checkbox"/> A-2 <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D		<input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	
3) Manufacturer:		4) Model:	
5) Model Year:		6) Vehicle Identification Number (VIN):	
7) Fuel was Exclusively Diesel Fuel: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Engine Information			
8) Year Engine was Manufactured:		9) Engine Serial Number:	
Operational History			
10) Annual Mileage: <input type="checkbox"/> 2016 _____ miles <input type="checkbox"/> 2017 _____ miles <input type="checkbox"/> 2018 _____ miles			
11) Annual Idling Hours: <input type="checkbox"/> 2016 _____ hours <input type="checkbox"/> 2017 _____ hours <input type="checkbox"/> 2018 _____ hours			
12) Annual Fuel Usage: <input type="checkbox"/> 2016 _____ gallons <input type="checkbox"/> 2017 _____ gallons <input type="checkbox"/> 2018 _____ gallons			

Location of Operation-Existing School Bus				
			Yes	No
13)	Existing School Bus has operated in Priority Area 2 at least 80% of the time each year for the past 3 years:			
	<input type="checkbox"/> Madison County	<input type="checkbox"/> St. Clair County	<input type="checkbox"/>	<input type="checkbox"/>

SECTION THREE Proposed Electric School Bus Information				
General Information				
1) Classification:		2) Vehicle Class:		
<input type="checkbox"/> A-1	<input type="checkbox"/> A-2	<input type="checkbox"/> B	<input type="checkbox"/> C	
<input type="checkbox"/> D	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	
<input type="checkbox"/> 7	<input type="checkbox"/> 8			
3) Manufacturer:		4) Model:	5) Model Year:	
Engine Information				
6) Year Engine was Manufactured:		7) Fuel Type: <input type="checkbox"/> Fuel Cell <input type="checkbox"/> Electric		
Location of Operation-Proposed School Bus				
			Yes	No
8)	Proposed School Bus will operate in Priority Area 2 at least 80% of the time each year for the next 5 years:			
	<input type="checkbox"/> Madison County	<input type="checkbox"/> St. Clair County	<input type="checkbox"/>	<input type="checkbox"/>

ALL-ELECTRIC SCHOOL BUS APPLICATION FORM INSTRUCTIONS

This document provides instructions for completing the All-Electric School Bus Application Form. Applicants must complete one form for each proposed school bus. For example, if the proposed project includes the replacement of five buses, applicants must complete five forms, one for each bus. Applicants may apply for more than one all-electric school bus. However, successful applicants will only receive funding for more than one all-electric school bus if there is funding left over after all other successful applicants have been awarded funding for one all-electric school bus. Failure to complete all applicable fields or provide the required certified responses will result in the applicant being deemed ineligible to receive funding. Projects in this category are governed by the Illinois EPA's Notice of Funding Opportunity (NOFO), Illinois EPA's Beneficiary Mitigation Plan (BMP), and Appendix D-2 of the Volkswagen Trust Agreement.

Section One: General Project Information

1.1: Proposed projects must involve replacing an existing diesel school bus with a new all-electric school bus. A "school bus" is a Class 4 – 8 bus sold or introduced into interstate commerce for purposes that include carrying students to and from school or related events. "All-electric" means powered exclusively by electricity provided by a battery, fuel cell, or the grid. Existing gasoline-fueled school buses are not eligible for replacement.

1.2: Applicants must provide the project cost for the replacement of one individual diesel school bus with an all-electric school bus. Applicants should provide the cost of one all-electric school bus only. The all-electric school bus cost should only include eligible costs. The only costs eligible for reimbursement are the base cost of a new all-electric school bus. Add-ons, options, upgrades, taxes, title, license, the cost to scrap the existing school bus and engine, and the applicant's administrative costs are not costs that are eligible for reimbursement from the Trust. Infrastructure costs are separate and should be provided on the Infrastructure Form.

1.3: Applicant cost share is the total amount of funding applicants will provide towards the replacement of one existing school bus with an all-electric school bus, as described in the application. This should include only eligible costs. Applicants must provide the minimum cost share set forth in the NOFO for the proposed project. The cost share for non-government applicants is 50 percent unless the non-government applicant is or will be under contract with a public-school district for operation of the school bus. If the non-government applicant is or will be under contract with a public-school district for operation of the school bus, the applicant cost share is 25 percent. Applicants may not provide more than the minimum cost share in order to make their project more cost effective. Applicants should provide the cost share in terms of a dollar amount and the percentage of the school bus cost.

1.4: Applicants must provide the total amount of funding requested from the Trust for the replacement of one existing school bus with an all-electric school bus, as described in the application. Applicants should provide the funding request in terms of a dollar amount and a percentage, which represents the percentage of Trust funds that would be utilized for the vehicle purchase. This should include only eligible costs.

1.5: Proposed scrap date means the date the existing bus is expected to be scrapped. The scrap date must occur within 90 days of the in-service date of the new school bus.

1.6: Proposed in-service date means the date the new bus is expected to enter service.

School Information

1.7 – 1.11: Applicants must provide the name of the school that will be served by the proposed all-electric school bus. Only one school may be listed. Additionally, applicants must provide the city, township, zip code, and school district in which the school is located.

1.12: Applicants must identify the percentage of minority and low-income enrollment for the previous academic school year at the school the proposed school bus will serve. Minority and low-income students are those that meet Illinois State Board of Education criteria for minority or low-income status. The State Board of Education considers low-income students to be students ages three to 17 that receive or live in households that receive public aid from SNAP or TANF; are classified as homeless, migrant runaway, Head Start, or foster children; or live in a household where the household income meets USDA guidelines to receive free or reduced-priced meals. Minority students are those students who are non-white. Applicants must provide a single percentage that encompasses both minority and low-income students. Applicants should not provide separate percentages. Students should not be counted twice.

1.13: If the applicant is a non-government entity, it must be, or will be, under contract with a public-school district located in the State of Illinois for the operation of the school bus to be eligible for the government applicant cost share. Applicants should certify by checking the applicable box.

1.14: Applicants must certify by checking the applicable box whether the proposed school bus will serve the school identified in this Section. The proposed school bus must serve the school identified.

Section Two: Existing School Bus Information

General Information

2.1: Applicants must identify the classification of the existing school bus, A through D. A Type A bus is designed to carry 10 or less people. A Type B bus consists of a bus body constructed and installed upon a front-section vehicle chassis with a Gross Vehicle Weight Rating (“GVWR”) of more than 10,000 pounds designed for carrying more than 10 people. A Type C bus, or “conventional bus,” is installed on a flat-back cowl chassis with a GVWR of more than 10,000 pounds designed for carrying more than 10 people. A Type D bus is a transit style bus with a body installed on a chassis, an engine mounted in the front, mid-ship, or rear, and a GVWR of more than 10,000 pounds designed for carrying more than 10 people.

2.2: Applicants must identify the vehicle class. The vehicle class is determined by the GVWR, which is the maximum weight of the vehicle, as specified by the manufacturer. GVWR includes total vehicle weight plus fluids, passengers, and cargo. The classes of eligible vehicles are described as follows:

- Class 4: 14,001 – 16,000 pounds
- Class 5: 16,001 – 19,500 pounds
- Class 6: 19,501 – 26,000 pounds
- Class 7: 26,001 – 33,000 pounds
- Class 8: greater than 33,001 pounds.

2.3 – 2.5: Applicants must provide the manufacturer, model, and model year of the existing school bus.

2.6: Applicants must provide the 17-character VIN, or other identifying number, for the existing school bus.

2.7: Applicants must indicate whether the existing school bus exclusively uses diesel fuel type. A vehicle that utilizes another type of fuel is not eligible.

As defined by USEPA, diesel fuel means “any fuel sold in any State or Territory of the United States and suitable for use in diesel engines, and that is (1) a distillate fuel commonly or commercially known or sold as No. 1 diesel fuel or No. 2 diesel fuel; (2) a non-distillate fuel other than residual fuel with comparable physical and chemical properties (e.g., biodiesel fuel); or (3) a mixture of fuels meeting the criteria of paragraphs (1) and (2).” 40 CFR 80.2(x).

Engine Information

2.8 – 2.9: Applicants must provide the engine model year and engine serial number of the existing engine.

Operational History

2.10: Applicants must provide the annual miles traveled by the existing school bus for the past three full calendar years. This may be an average. For example, for an application received in 2019, applicants must provide the average mileage for 2016, 2017, and 2018. Applicants must check the boxes for all three years of data provided.

2.11: Applicants must provide the annual idling hours for the existing school bus for the past three full calendar years. This may be an average. For example, for an application received in 2019, applicants must provide the average idling hours for 2016, 2017, and 2018. Applicants must check the boxes for all three years of data provided.

2.12: Applicants must provide the annual fuel usage for the existing school bus for the past three full calendar years. This may be an average. For example, for an application received in 2019, applicants must provide the average fuel usage for 2016, 2017, and 2018. Applicants must check the boxes for all three years of data provided.

Location of Operation – Existing School Bus

2.13: Applicants must indicate by selecting “Yes” or “No” whether the existing school bus has operated in Priority Area 2 for a least 80% of its operational hours each year for the last three years, and should select the counties the existing bus operated in.

Section Three: Proposed Electric School Bus Information

General Information

3.1: Applicants must identify the classification of the proposed bus, A through D.

3.2: Applicants must identify the vehicle class of the proposed bus, 4-8.

3.3 – 3.5: Applicants must provide the manufacturer, model, and model year of the proposed bus.

Engine Information

3.6 – 3.7: Applicants must provide the engine model year and fuel type (electric or fuel cell).

Location of Operation – Proposed School Bus

3.8: Applicants must operate the new bus at least 80% of the time each year in Priority Area 2, which includes Madison and St. Clair counties, for a minimum of five years. The applicant will be required to annually certify to the Illinois EPA that the school bus funded by the Trust operates at least 80% of the time each year within Priority Area 2. Applicants should indicate whether the proposed bus will operate in the Priority Area for at least 80% of its operational hours each year for five years from its in-service date by selecting “Yes” or “No”, and then select the counties in which the proposed bus will operate.



ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

Volkswagen Environmental Mitigation Trust Funding

Infrastructure Form

SECTION ONE			<i>New Electric Charging Infrastructure</i>		
Proposed Location					
1) Street Address:					
2) City:		3) County:		4) Zip Code:	
5) Will the Applicant be the owner of this proposed new charging equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No					
6) Proposed In-Service Date: / /					
Infrastructure Costs					
7) Charger Equipment Cost:		8) Applicant Cost Share:		9) Funding Request:	
\$		A) \$ B) %		A) \$ B) %	
10) Is the itemized cost estimate for the charger equipment attached to this form? <input type="checkbox"/> Yes <input type="checkbox"/> No					

SECTION TWO			<i>New Fuel Cell Technology Infrastructure</i>		
Proposed Location					
1) Street Address:					
2) City:		3) County:		4) Zip Code:	
5) Will the Applicant be the owner of this proposed new fuel cell equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No					
6) Proposed In-Service Date: / /					
Infrastructure Costs					
7) Fuel Cell Equipment Cost:		8) Applicant Cost Share:		9) Funding Request:	
\$		A) \$ B) %		A) \$ B) %	
10) Is the itemized cost estimate for the fuel cell equipment attached to this form? <input type="checkbox"/> Yes <input type="checkbox"/> No					

SECTION THREE		<i>Adequacy of Infrastructure</i>	
1) Will there be adequate infrastructure with the addition of the proposed infrastructure detailed on this form and any additional infrastructure provided by the Applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No			

INFRASTRUCTURE FORM INSTRUCTIONS

This document provides instructions for completing the Infrastructure Form. Applicants for all-electric projects must complete an Infrastructure Form if existing infrastructure is not adequate for their proposed project and may receive funding for one charger or fuel cell system. Restrictions apply. If existing infrastructure is adequate, applicants will not complete the Infrastructure Form and are not eligible for infrastructure funding. If additional infrastructure beyond one charger or fuel cell is necessary to ensure adequate infrastructure for the proposed project, the applicant will be responsible for providing the necessary additional infrastructure. Applicants must annually certify that existing infrastructure is adequate for any all-electric project.

Section One: New Electric Charging Infrastructure

Proposed Location

1.1 – 1.4: Applicants must provide the location information of the site of the proposed charging equipment.

1.5: Applicants must own the charging equipment and must indicate that by checking “Yes.” If the applicant does not own the charger, the application will be rejected.

1.6: Applicants must provide the proposed in-service date for the proposed charging equipment. The proposed in-service date is the date the charging equipment will be fully installed and able to charge a vehicle. This date must be on or before the proposed in-service date of the proposed school bus.

Infrastructure Costs

1.7: Applicants must provide the project cost for one charger. Applicants should only include eligible costs here. All-electric projects are eligible to receive funding for charging infrastructure where charging infrastructure is necessary to support the proposed project. If existing charging infrastructure is available and adequate to support the project, charging infrastructure is not eligible for funding. If infrastructure comes with the purchase of the new all-electric vehicle, and it is adequate to support the proposed project, the applicant is not eligible to receive funding for infrastructure. For all-electric school bus projects, eligible charging infrastructure costs include only the cost of one charger or \$10,000, whichever is less. Eligible infrastructure costs do not include other equipment, options, labor, taxes, fees, or make-ready improvements. Applicants may access funding for eligible charging infrastructure costs in accordance with the Trust Funding Limits identified in the NOFO. For example, if the cost of the charger is \$20,000 and the Trust Funding Limit is 75%, the maximum funding for the charger would be \$10,000 ($\$20,000 \times 75\% = \$15,000$, but the maximum funding cap is \$10,000).

1.8: Applicant cost share is the total amount of money applicants will provide towards the charger. Applicants should only include eligible costs. Applicants must provide the cost share in terms of a dollar amount and the percentage of the charger equipment cost.

1.9: Applicants must provide the total amount of funding requested from the Trust for the charger. Applicants should only include eligible costs. Applicants should provide the funding request in terms of a dollar amount and a percentage, which represents the percentage of Trust funds that would be utilized for the charger.

1.10: The cost estimate for the charger must be itemized and included with the application. The cost estimate should distinguish between eligible and any ineligible costs.

Section Two: New Fuel Cell Technology Infrastructure

Proposed Location

2.1 – 2.4: Applicants must provide the location information of the site of the proposed fuel cell equipment.

2.5: Applicants must own the fuel cell equipment and must indicate that by checking “Yes.” If the applicant does not own the proposed fuel cell equipment, the application will be rejected.

2.6: Applicants must provide the proposed in-service date for the proposed fuel cell equipment. The proposed in-service date is the date the fuel cell equipment will be fully installed and able to fuel a vehicle. This date must be on or before the proposed in-service date of the proposed school bus.

Infrastructure Costs

2.7: Applicants must provide the project cost for one fuel cell system. Applicants should only include eligible costs here. All-electric projects are eligible to receive funding for charging infrastructure where charging infrastructure is necessary to support the proposed project. If existing charging infrastructure is available and adequate to support the project, charging infrastructure is not eligible for funding. If infrastructure comes with the purchase of the new all-electric vehicle, and it is adequate to support the proposed project, the applicant is not eligible to receive funding for infrastructure. For all-electric school bus projects, eligible fuel cell equipment costs include only the cost of one fuel cell system or \$10,000, whichever is less. Eligible infrastructure costs do not include other equipment, options, labor, taxes, fees, or make-ready improvements. Applicants may access funding for eligible fuel cell equipment costs in accordance with the Trust Funding Limits identified in the NOFO. For example, if the cost of the fuel cell equipment is \$20,000 and the Trust Funding Limit is 75%, the maximum funding for the fuel cell equipment would be \$10,000 ($\$20,000 \times 75\% = \$15,000$, but the maximum funding cap is \$10,000).

2.8: Applicant cost share is the total amount of money applicants will provide towards the fuel cell equipment. This should only include eligible costs. Applicants must provide the cost share in terms of a dollar amount and the percentage of the fuel cell equipment cost.

2.9: Applicants must provide the total amount of funding requested from the Trust for the fuel cell equipment. This should only include eligible costs. Applicants must provide the funding request in terms of a dollar amount and a percentage, which represents the percentage of Trust funds that would be utilized for the fuel cell equipment.

2.10: The cost estimate for the fuel cell equipment must be itemized and included with the application. The cost estimate should distinguish between eligible and any ineligible costs.

Section Three: Adequacy of Infrastructure

3.1: Applicants must indicate that there will be adequate infrastructure with the proposed infrastructure and any additional infrastructure provided by the applicant. If additional infrastructure beyond one charger or fuel cell system is necessary to ensure adequate infrastructure for the proposed project, the applicant will be responsible for providing the necessary additional infrastructure. Applicants must annually certify that existing infrastructure is adequate and is maintained for any all-electric project.

Scrappage Certification

Applicant Name:

Date of Application:

Applicant certifies that if its proposed project is chosen, the existing engines and vehicles, as applicable, identified in its application will be scrapped in accordance with the following requirements:

- The existing engine is to be rendered permanently inoperable by cutting a three-inch hole in the engine block and disabling the vehicle chassis by cutting the vehicle's frame rails completely in half;
- The existing engines and vehicles, as applicable, must be scrapped within 90 days of the new engine/vehicle being placed into service; and
- Evidence of appropriate disposal is required to be submitted to the Illinois EPA with the final Scrappage Certificate certifying destruction, which must include digital photos of the engine tag (showing serial number, engine family number, and engine model year), the destroyed engine block, and cut frame rails as applicable.

If the scrapped engines and/or equipment are sold for income, proceeds from the sale are "program income" as that is defined by 2 CFR 300.80 and 44 Ill. Adm. Code 7000.20. Program income is subject to the requirements set forth in 2 CFR 200.307.

This Certification must be signed by a responsible official. I certify under penalty of law that, based on information and belief formed after reasonable inquiry, the statements and information contained in this Certification are true, accurate, and complete. Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony (415 ILCS 5/44(h)).

SIGNATURE OF APPLICANT

DATE



State of Illinois UNIFORM GRANT BUDGET TEMPLATE

This form is used to apply to individual State of Illinois discretionary grant programs. Applicants should submit budgets based upon the total estimated costs for the project including all funding sources. Pay attention to applicable program specific instructions, if attached. The applicant organization should refer to 2 CFR 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" cited within these instructions.

You must consult with your Business Office prior to submitting this form for any award restrictions, limitations or requirements when filling out the narrative and Uniform Budget Template.

Section A – Budget Summary STATE OF ILLINOIS FUNDS

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17. Eligible applicants requesting funding for only one year should complete the column under " Year 1." Eligible applicants requesting funding for multi-year grants should complete all applicable columns. **Please read all instructions before completing form.**

STATE OF ILLINOIS GRANT FUNDS

Provide a total requested State of Illinois Grant amount for each year in the Revenue portion of Section A. The amount entered in Line (a) will equal the total amount budgeted on Line 18 of Section A.

BUDGET SUMMARY – STATE OF ILLINOIS FUNDS

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17.

Line 18: Show the total budget request for each fiscal year for which funding is requested.

Please use detail worksheet and narrative section for further descriptions and explanations of budgetary line items.

Section A (continued) Indirect Cost Information: *(This information should be completed by the applicant's Business Office).* If the applicant is requesting reimbursement for indirect costs on line 17, the applicant's Business Office must select one of the options listed on the Indirect Cost Information page under Section-A Indirect Cost Information (1-4).

Option (1): The applicant has a Negotiated Indirect Cost Rate Agreement (NICRA) that was approved by the Federal government. A copy of this agreement must be provided to the State of Illinois' Indirect Cost Unit for review and documentation. This NICRA will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. *If this option is selected by the applicant, basic information is required for completion of this section. See bottom of "Section-A Indirect Cost Information".*

NOTE: The applicant may not have a Federally Negotiated Indirect Cost Rate Agreement. Therefore, in order for the applicant to be reimbursed for Indirect Costs from the State of Illinois, the applicant must either:

- A) Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit with guidance from our State Cognizant Agency on an annual basis.
- B) Elect to use the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois Awards.
- C) Use a Restricted Rate designated by programmatic statutory policy. (See Notice of Funding Opportunity for Restricted Rate Programs).



State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

Section A – Budget Summary (continued)

Option (2a): The applicant currently has a Negotiated Indirect Cost Rate Agreement with the State of Illinois that will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. The applicant is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within six (6) months after the close of each fiscal year (2 CFR 200 Appendix IV (C)(2)(c). **Note:** *If this option is selected by the applicant, basic information is required for completion of this section. See bottom of “Section-A Indirect Cost Information”.*

Option (2b): The applicant currently does not have a Negotiated Indirect Cost Rate Agreement with the State of Illinois. The applicant must submit its initial Indirect Cost Rate Proposal (ICRP) immediately after the applicant is advised that the State award will be made and, in no event, later than three (3) months after the effective date of the State award (2 CFR 200 Appendix IV (C)(2)(b). The initial ICRP will be sent to the State of Illinois’ Indirect Cost Unit. **Note:** *The applicant should check with the State of Illinois awarding Agency for information regarding reimbursement of indirect costs while its proposal is being negotiated.*

Option (3): The applicant elects to charge the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois awards (2 CFR 200.414 (c)(4)(f) & (200.68). **Note:** *(The applicant must be eligible, see 2 CFR 200.414 (f), and submit documentation on the calculation of MTDC within your Budget Narrative under Indirect Costs.)*

Option (4): If you are applying for a grant under a Restricted Rate Program, indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement, or whether you are using a restricted indirect cost rate that complies with statutory or programmatic policies. **Note:** *See Notice of State Award for Restricted Rate Programs.*

Section B – Budget Summary

NON-STATE OF ILLINOIS FUNDS

NON-STATE OF ILLINOIS FUNDS: If the applicant is required to provide or volunteers to provide cost-sharing or matching funds or other non-State of Illinois resources to the project, the applicant must provide a revenue breakdown of all Non-State of Illinois funds in lines (b)-(d). the total of “Non-State Funds” should equal the amount budgeted on Line 18 of Section B. If a match percentage is required, the amount should be entered in this section.

BUDGET SUMMARY – NON-STATE OF ILLINOIS FUNDS

If the applicant is required to provide or volunteers to provide cost-sharing or matching funds or other non-State of Illinois resources to the project, these costs should be shown for each applicable budget category on lines 10-17 of Section B.

Lines 1-17: For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Line 18: Show the total matching or other contribution for each fiscal year.

Please see detail worksheet and narrative section for further descriptions and explanations of budgetary line items.



State of Illinois UNIFORM GRANT BUDGET TEMPLATE

Section C – Budget Worksheet & Narrative

[Attach separate sheet(s)]

Pay attention to applicable program specific instructions, if attached.

All applicants are required to submit a budget narrative along with Section A and Section B. The budget narrative is sometimes referred to as the budget justification. The narrative serves two purposes: it explains how the costs were estimated and it justifies the need for the cost. The narrative may include tables for clarification purposes. The State of Illinois recommends using the State of Illinois Uniform Budget Template worksheet and narrative guide provided.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B.
2. For non-State of Illinois funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost-sharing or matching commitment, you must include:
 - a. The specific costs or contributions by budget category;
 - b. The source of the costs or contributions; and
 - c. In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services.

[Please review cost sharing and matching regulations found in 2 CFR 200.306.]

3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
4. If the applicant is requesting reimbursement for indirect costs on line 17, this information should be completed by the applicant's Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which the applicant is applying and/or the applicant's approved Indirect Cost Rate Agreement, some direct cost budget categories in the applicant's grant application budget may not be included in the base and multiplied by your indirect cost rate. Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.
5. Provide other explanations or comments you deem necessary.



State of Illinois UNIFORM GRANT BUDGET TEMPLATE

Keep in mind the following—

Although the degree of specificity of any budget will vary depending on the nature of the project and State of Illinois agency requirements, a complete, well-thought-out budget serves to reinforce your credibility and increase the likelihood of your proposal being funded.

Your budget should justify all expenses and be consistent with the program narrative:

§200.308 Revision of budget and program plans

(e) The Federal/State awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal/State awards in which the Federal/State share of the project exceeds the Simplified Acquisition Threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent or \$1,000 per detail line item, whichever is greater of the total budget as last approved by the Federal/State awarding agency. The Federal/State awarding agency cannot permit a transfer that would cause any Federal/State appropriation to be used for purposes other than those consistent with the appropriation.



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

State Agency: _____

Organization Name: _____ Notice of Funding Opportunity (NOFO) Number: _____

Data Universal Number System (DUNS) Number (enter numbers only) : _____

Catalog of State Financial Assistance (CSFA) Number: _____ CSFA Short Description: _____

Section A: State of Illinois Funds Fiscal Year: _____

REVENUES		Total Revenue
State of Illinois Grant Requested	\$	
Budget Expenditure Categories	Total Expenditures	
OMB Uniform Guidance Federal Awards Reference 2 CFR 200		
1. Personnel (Salary and Wages)	200.430	\$
2. Fringe Benefits	200.431	\$
3. Travel	200.474	\$
4. Equipment	200.439	\$
5. Supplies	200.94	\$
6. Contractual Services and Subawards	200.318 & 200.92	\$
7. Consultant (Professional Service)	200.459	\$
8. Construction		\$
9. Occupancy (Rent and Utilities)	200.465	\$
10. Research and Development (R&D)	200.87	\$
11. Telecommunications		\$
12. Training and Education	200.472	\$
13. Direct Administrative Costs	200.413 (c)	\$
14. Miscellaneous Costs		\$
15. A. Grant Exclusive Line Item(s)		\$
15. B. Grant Exclusive Line Item(s)		\$
16. Total Direct Costs (add lines 1-15)	200.413	\$
17. Total Indirect Costs	200.414	\$
Rate %:		
Base:		
18. Total Costs State Grant Funds (Lines 16 and 17)	\$	
MUST EQUAL REVENUE TOTALS ABOVE		

Instructions
found at end of
document.



State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

Organization Name: _____

NOFO Number: _____

SECTION A - Continued - Indirect Cost Rate Information

If your organization is requesting reimbursement for indirect costs on line 17 of the Budget Summary, please select one of the following options

1. Our Organization receives direct Federal funding and currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with our Federal Cognizant Agency. A copy of this agreement will be provided to the State of Illinois' Indirect Cost Unit for review and documentation before reimbursement is allowed. This NICRA will be accepted by all State of Illinois agencies up to any statutory, rule-based or programmatic restrictions or limitations. **NOTE: (If this option is selected, please, provide basic Negotiated Indirect Cost Rate Agreement in area designated below.)**

Your organization may **not** have a Federally Negotiated Cost Rate Agreement. Therefore, in order for your organization to be reimbursed for the Indirect Costs from the State of Illinois your organization must either:

- a. Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit with guidance from your State Cognizant Agency on an annual basis;
- b. Elect to use the de minimis rate of 10% modified for total direct costs (MTDC) which may be used indefinitely on State of Illinois awards; or
- c. Use a Restricted Rate designated by programmatic or statutory policy (see Notice of Funding Opportunity for Restricted Rate Programs).

2a. Our Organizations currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with the State of Illinois that will be accepted by all State of Illinois agencies up to any statutory, rule-based or programmatic restrictions or limitations. Our Organization is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within 6 months after the close of each fiscal year [2 CFR 200, Appendix IV(C)(2)(c)]. **NOTE: (If this option is selected, please provide basic Indirect Cost Rate information in area designated below.)**

2b. Our Organization currently does not have a Negotiated Indirect Cost Rate Agreement (NICRA) with the State of Illinois. Our organization will submit our initial Indirect Cost Rate Proposal (ICRP) immediately after our Organization is advised that the State award will be made no later than three (3) months after the effective date of the State award [2 CFR 200 Appendix (C)(2)(b)]. The initial ICRP will be sent to the State of Illinois Indirect Cost unit. **Note: (Check with you State of Illinois Agency for information regarding reimbursement of indirect costs while your proposal is being negotiated.)**

3. Our Organization has never received a Negotiated Indirect Cost Rate Agreement from either the Federal government or the State or Illinois and elects to charge the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois awards [2 CFR 200.414 (C)(4)(f) and 200.68.] **[Note: Your Organization must be eligible, see 2 CFR 200.414 (f), and submit documentation on the calculation of MTDC within your Budget Narrative under Indirect Costs.]**

4. For Restricted Rate Programs, our Organization is using a restricted indirect cost rate that:

is included as a "Special Indirect Cost Rate" in the NICRA, pursuant to 2 CFR 200 Appendix IV(5); or

complies with other statutory policies.

The Restricted Indirect Cost Rate is: _____ %

5. No reimbursement of Indirect Cost is being requested. (Please consult your program office regarding possible match requirements.)

Basic Negotiated Indirect Cost Rate Information (Use only if option 1 or 2(a), above is selected.)

Period Covered by NICRA: From: _____ To: _____ Approving Federal or State Agency: _____

Indirect Cost Rate: _____ % The Distribution Base Is: _____



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

Organization Name: _____

NOFO Number: _____

Section B: Non-State of Illinois Funds

Fiscal Year: _____

REVENUES		Total Revenue
Grantee Match Requirement %:	(Agency to Populate)	
b) Cash		\$
c) Non-Cash		\$
d) other Funding and Contributions		\$
Total Non-State Funds (lined b through d)		\$
Budget Expenditure Categories	OMB Uniform Guidance Federal Awards Reference 2 CFR 200	Total Expenditures
1. Personnel (Salaries and Wages)	200.430	\$
2. Fringe Benefits	200.431	\$
3. Travel	200.474	\$
4. Equipment	200.439	\$
5. Supplies	200.94	\$
6. Contractual Services and Subawards	200.318 & 200.92	\$
7. Consultant (Professional Services)	200.459	\$
8. Construction		\$
9. Occupancy (Rent and Utilities)	200.465	\$
10. Research and Development (R&D)	200.87	\$
11. Telecommunications		\$
12. Training and Education	200.472	\$
13. Direct Administrative Costs	200.413 (c)	\$
14. Miscellaneous Costs		\$
15. A. Grant Exclusive Line Item(s)		\$
15. B. Grant Exclusive Line Item(s)		\$
16. Total Direct Costs (add lines 1-15)	200.413	\$
17. Total indirect Costs	200.414	\$
Rate %:		
Base:		
18. Total Costs State Grant Funds (Lines 16 and 17)		\$
MUST EQUAL REVENUE TOTALS ABOVE		



State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

Organization Name: _____ NOFO Number: _____

Data Universal Number System (DUNS) Number (enter numbers only) : _____ Fiscal Year: _____

Catalog of State Financial Assistance (CSFA) Number: _____ CSFA Short Description: _____

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and that any false, fictitious or fraudulent information or the omission of any material fact could result in the immediate termination of my grant award(s).

_____	_____
Institution/Organization Name:	Institution/Organization Name:
_____	_____
Title (Chief Financial Officer or equivalent):	Title (Executive Director or equivalent):
_____	_____
Printed Name (Chief Financial Officer or equivalent):	Printed Name (Executive Director or equivalent):
_____	_____
Signature (Chief Financial Officer or equivalent):	Signature (Executive Director or equivalent):
_____	_____
Date of Execution (Chief Financial Officer):	Date of Execution (Executive Director):

Note: The State Awarding Agency may change required signers based on the grantee's organizational structure. The required signers must have the authority to enter onto contractual agreements on the behalf of the organization.



State of Illinois UNIFORM GRANT BUDGET TEMPLATE

FFATA Data Collection Form (if needed by agency)

Under FFATA, all sub-recipients who receive \$30,000 or more must provide the following information for federal reporting. Please fill out the following form accurately and completely. 4-digit extension if applicable:

Sub-recipient DUNS: _____ Sub-recipient Parent Company DUNS: _____

Sub-recipient Name: _____

Sub-recipient DBA Name: _____

Sub-recipient Street Address: _____

City: _____ State: _____ Zip-Code: _____ Congressional District: _____

Sub-recipient Principal Place of Performance: _____

City: _____ State: _____ Zip-Code: _____ Congressional District: _____

Contract Number (if known): _____ Award Amount: _____ Project Period: From: _____ To: _____

State of Illinois Awarding Agency and Project Detail Description: _____

Under certain circumstances, sub-recipient must provide names and total compensation of its top 5 highly compensated officials. Please answer the following questions and follow the instructions.

Q1. In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches and affiliates worldwide) receive (1) 80% or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants and/or cooperative agreements and (2) \$25,000,000 or more in annual gross revenue from U.S. federal contracts, subcontracts, loans, grants, subgrants and/or cooperative agreements?

Yes If Yes, must answer Q2 below. No If No, you are not required to provide data.

Q2. Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Security Exchange Act of 1934 (5 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue code of 1986 (i.e., on IRS Form 990)?

Yes If No, you must provide the data. Please fill out the rest of this form.

Please provide names and total compensation of the top five officials:

Name:	Amount:



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

1). Personnel (Salaries and Wages) (2 CFR 200.430)

List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project and length of time working on the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives in the narrative space provided below. Also, provide a justification and description of each position (including vacant positions). Relate each position specifically to program objectives. Personnel cannot exceed 100% of their time on all active projects.

Name	Position	Salary or Wage	Basis (Yr./Mo./Hr.)	% of Time	Length of Time	Personnel Cost	Add/Delete Row
				%			Add Delete
State Total							
				%			Add Delete
NON-State Total							
Total Personnel							
Personnel Narrative (State):							
Personnel Narrative (Non-State): (i.e. "Match" or "Other Funding")							



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

2). Fringe Benefits (2 CFR 200.431)

Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in category (1) direct salaries and wages, and only for the percentage of time devoted to the project. Provide the fringe benefit rate used and a clear description of how the computation of fringe benefits was done. Provide both the annual (for multiyear awards) and total. If a fringe benefit rate is not used, show how the fringe benefits were computed for each position. The budget justification should be reflected in the budget description. Elements that comprise fringe benefits should be indicated.

Name	Position(s)	Base	Rate (%)	Fringe Benefit Cost	Add/Delete Rows
			%		Add Delete
State Total					
			%		Add Delete
Non-State Total					
Total Fringe Benefits					

Fringe Benefits Narrative (State):

Fringe Benefits Narrative (Non-State): (i.e. "Match" or "Other Funding")



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

3). Travel (2 CFR 200.474)

Travel should include: origin and destination, estimated costs and type of transportation, number of travelers, related lodging and per diem costs, brief description of the travel involved, its purpose, and explanation of how the proposed travel is necessary for successful completion of the project. In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate source of Travel Policies applied, Applicant or State of Illinois Travel Regulations. NOTE: Dollars requested in the travel category should be for staff travel only. Travel for consultants should be shown in the consultant category along with the consultant's fee. Travel for training participants, advisory committees, review panels and etc., should be itemized the same way as indicated above and placed in the "Miscellaneous" category.

Purpose of Travel/Items	Location	Cost Rate	Basis	Quantity	Number of Trips	Travel Cost	Add/Delete Row
							Add Delete
State Total							Add Delete
NON-State Total							
Total Travel							
Travel Narrative (State):							
Travel Narrative (Non-State): (i.e.e "Match" of "Other Funding)							



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

4). Equipment (2 CFR 200.439)

Provide justification for the use of each item and relate them to specific program objectives. Provide both the annual (for multiyear awards) and total for equipment. Equipment is defined as an article of tangible personal property that has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. An applicant organization may classify equipment at a lower dollar value but cannot classify it higher than \$5,000. (Note: Organization's own capitalization policy for classification of equipment can be used). Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Quantity	Cost Per Item	Equipment Cost	Add/Delete Rows
				Add Delete
		State Total		
				Add Delete
		Non-State Total		
		Total Equipment		

Equipment Narrative (State):

Equipment Narrative (Non-State): (i.e. "Match" or "Other Funding")



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UNIFORM GRANT BUDGET TEMPLATE**

5) Supplies (2 CFR 200.94)

List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Item	Quantity/Duration	Cost Per Item	Supplies Cost	Add/Delete Rows
				Add Delete
State Total				
				Add Delete
Non-State Total				
Total Supplies				

Supplies Narrative (State):

Supplies Narrative (Non-State): (i.e. "Match" or "Other Funding")



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6). Contractual Services (2 CFR 200.318) & Subawards (200.92)

Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole contracts in excess of \$150,000 (See 2 CFR 200.88). NOTE : this budget category may include **subawards**. Provide separate budgets for each subaward or contract, regardless of the dollar value and indicate the basis for the cost estimates in the narrative. Describe products or services to be obtained and indicate the applicability or necessity of each to the project.

Please also note the differences between subaward, contract, and contractor (vendor):

- 1) Subaward (200.92) means an award provided by a pass-through entity to a sub-recipient for the sub-recipient to carry out part of a Federal/State award, including a portion of the scope of work or objectives. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal/State program.
- 2) Contract (200.22) means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward.
- 3) "Vendor" or "Contractor" is generally a dealer, distributor or other seller that provides supplies, expendable materials, or data processing services in support of the project activities.

Item	Contractual Services Cost	Add/Delete Rows	
		Add Delete	
State Total			
		Add Delete	
Non-State Total			
Total Contractual Services			
Contractual Services Narrative (State):			
Contractual Services Narrative (Non-State): (i.e. "Match" or "Other Funding")			



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7). Consultant Services and Expenses (2 CFR 200.459)

Consultant Services (Fees): For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project.
Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.) Consultant--
 Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisitions Policy is used.

Consultant Services (Fees)	Services Provided	Fee	Basis	Quantity	Consultant Services (Fee) Cost	Add/Delete Row
						Add Delete
State Total						
NON-State Total						Add Delete
Total Consultant Services (Fees)						

Consultant Services Narrative (State):

Consultant Services Narrative (Non-State):

Consultant Expenses - Items	Location	Cost Rate	Basis	Quantity	Number of Trips	Consultant Expenses Cost	Add/Delete Row
							Add Delete
State Total							
NON-State Total							Add Delete
Total Consultant Expenses							

Consultant Expenses Narrative (State):

Consultant Expenses Narrative (Non-State): (i.e. "Match" or "Other Funding")



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

8). Construction

Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable unless with prior written approval. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category. Estimated construction costs must be supported by documentation including drawings and estimates, formal bids, etc. As with all other costs, follow the specific requirements of the program, the terms and conditions of the award, and applicable regulations.

Purpose	Description of Work	Construction Cost	Add/Delete Rows
			Add Delete
	State Total		
			Add Delete
	Non-State Total		
	Total Construction		
Construction Narrative (State):			
Construction Narrative (Non-State): (i.e. "Match" or "Other Funding")			



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UNIFORM GRANT BUDGET TEMPLATE**

9). Occupancy - Rent and Utilities (2 CFR 200.465)

List items and descriptions by major type and the basis of the computation. Explain how rental and utility expenses are allocated for distribution as an expense to the program/service. For example, provide the square footage and the cost per square foot rent and utility, and provide a monthly rental and utility cost and how many months to rent. **NOTE:** This budgetary line item is to be used for direct program rent and utilities, all other indirect or administrative occupancy costs should be listed in the indirect expense section of the Budget worksheet and narrative. Maintenance and repair costs may be included here if directly allocated to program.

Description	Quantity	Basis	Cost	Length of Time	Occupancy Cost	Add/Delete Row
						Add Delete
State Total						
						Add Delete
NON-State Total						
				Total Occupancy - Rent and Utilities		

Occupancy - Rent and Utilities Narrative (State):

Occupancy - Rent and Utilities Narrative (Non-State): (i.e. "Match" or "Other Funding")



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10) Research & Development (R&D) (2 CFR 200.87)

Definition: All research activities, both basic and applied, and all development activities that are performed by non-Federal entities directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes. Provide a description of the research and development project and an estimate of the costs. Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Research and Development Cost	Add/Delete Rows
			Add Delete
	State Total		
			Add Delete
	Non-State Total		
	Total Research and Development		

Research and Development Narrative (State):

Research and Development Narrative (Non-State): (i.e. "Match" or "Other Funding")



**State of Illinois
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11) Telecommunications

List items and descriptions by major type and the basis of the computation. Explain how telecommunication expenses are allocated for distribution as an expense to the program/service. NOTE: This budgetary line item is to be used for direct program telecommunications, all other indirect or administrative telecommunication costs should be listed in the indirect expense section of the Budget worksheet and narrative.

Description	Quantity	Basis	Cost	Length of Time	Telecommunications Cost	Add/Delete Row
						Add
						Delete
				State Total		
						Add
						Delete
				NON-State Total		
Total Telecommunications						
Telecommunications Narrative (State):						
Telecommunications Narrative (Non-State): (i.e. "Match" or "Other Funding")						



**State of Illinois
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12). Training and Education (2 CFR 200.472)

Describe the training and education cost associated with employee development. Include rental space for training (if required), training materials, speaker fees, substitute teacher fees, and any other applicable expenses related to the training. When training materials (pamphlets, notebooks, videos, and other various handouts) are ordered for specific training activities, these items should be itemized below.

Description	Quantity	Basis	Cost	Length of Time	Training and Education Cost	Add/Delete Row
						Add
						Delete
				State Total		
						Add
						Delete
				NON-State Total		
Total Training and Education						
Training and Education Narrative (State):						
Training and Education Narrative (Non-State): (i.e. "Match" or "Other Funding")						



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13). Direct Administrative Costs (2 CFR 200.413 (c))

The salaries of administrative and clerical staff should normally be treated as indirect (F&A) costs. Direct charging of these costs may be appropriate only if all of the following conditions are met: (1) Administrative or clerical services are integral to a project or activity; (2) Individuals involved can be specifically identified with the project or activity; (3) Such costs are explicitly included in the budget or have the prior written approval of the State awarding agency; and (4) The costs are not also recovered as indirect costs.

Name	Position	Salary or Wage	Basis (Yr./Mo./Hr.)	% of Time	Length of Time	Direct Administrative Cost	Add/Delete Row
				%			Add Delete
State Total							
				%			Add Delete
NON-State Total							
Total Direct Administrative Costs							

Direct Administrative Costs Narrative (State):

Direct Administrative Costs Narrative (Non-State): (i.e. "Match" or "Other Funding")



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14). Other or Miscellaneous Costs

This category contains items not included in the previous categories. List items by type of material or nature of expense, break down costs by quantity and cost per unit if applicable, state the necessity of other costs for successful completion of the project and exclude unallowable costs (e.g.. Printing, Memberships & subscriptions, recruiting costs, etc.)

Description	Quantity	Basis	Cost	Length of Time	Other or Miscellaneous Cost	Add/Delete Row
						Add
						Delete
State Total						
						Add
						Delete
NON-State Total						
Total Other or Miscellaneous Costs						
Other or Miscellaneous Costs Narrative (State):						
Other or Miscellaneous Costs Narrative (Non-State): (i.e. "Match" or "Other Funding")						



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

15). GRANT EXCLUSIVE LINE ITEM

Grant Exclusive Line Item Description:

Costs directly related to the service or activity of the program that is an integral line item for budgetary purposes. To use this budgetary line item, an applicant must have Program approval. (Please cite reference per statute for unique costs directly related to the service or activity of the program). (Note: Use columns within table as needed for the item being reported. Leave blank those columns that are not applicable. This table does NOT auto-calculate each line. You must enter the line totals. The table will auto-calculate the State, Non-State, and Total Grant Exclusive Line Item amounts based on your line entries. The State, Non-State and Total Grant Exclusive Line Item amounts will NOT carry forward to the Budget Narrative Summary table. You will have to enter the State and Non-State Totals for ALL Grant Exclusive Line Items in the Budget Narrative Summary table. Use the "Add New Grant Exclusive Line Item" button below to add additional tables as needed.)

Description	Quantity	Basis	Cost	Length of Time	Grant Exclusive Line Item Cost	Add/Delete Row
						Add Delete
State Total						
						Add Delete
NON-State Total						
Total Grant Exclusive Line Item						

Grant Exclusive Line Item Narrative (State):

Grant Exclusive Line Item Narrative (Non-State): (i.e. "Match" or "Other Funding")

Add New Grant Exclusive Line Item

Delete Grant Exclusive Line Item



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

16). Indirect Cost (2 CFR 200.414)

Provide the most recent indirect cost rate agreement information with the itemized budget. The applicable indirect cost rate(s) negotiated by the organization with the cognizant negotiating agency must be used in computing indirect costs (F&A) for a program budget. The amount for indirect costs should be calculated by applying the current negotiated indirect cost rate(s) to the approved base(s). After the amount of indirect costs is determined for the program, a breakdown of the indirect costs should be provided in the budget worksheet and narrative below.

Description	Base	Rate	Indirect Cost	Add/Delete Rows
				Add Delete
		State Total		
				Add Delete
		Non-State Total		
		Total Indirect Costs		
Indirect Costs Narrative (State):				
Indirect Costs Narrative (Non-State):				



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

Budget Narrative Summary--When you have completed the budget worksheet, transfer the totals for each category to the spaces below to the uniform template provided (SECTION A & B). Verify the total costs and the total project costs. Indicate the amount of State requested funds and the amount of non-State funds that will support the project.. (Note: The State, Non-State, and Total cost amounts for each line item below are auto-filled based upon the entries in the preceding budget tables 1-14 and 16. The State and Non-State Total amounts from Table 15 above, Grant Exclusive Line Item(s), must be entered into this table by hand due to the possibility of there being more than one Grant Exclusive Line Item table. Once the Grant Exclusive Line Item(s) amounts are entered into this table, the State Request amount, Non-State Amount and the Total Project Costs will be calculated automatically. It is imperative that the summary tables be completed accurately for the Budget Narrative Summary to be accurate.)

Budget Category	State	Non-State	Total
1. Personnel			
2. Fringe Benefits			
3. Travel			
4. Equipment			
5. Supplies			
6. Contractual Services			
7. Consultant (Professional Services)			
8. Construction			
9. Occupancy (Rent and Utilities)			
10. Research and Development (R & D)			
11. Telecommunications			
12. Training and Education			
13. Direct Administrative Costs			
14. Other or Miscellaneous Costs			
15. GRANT EXCLUSIVE LINE ITEM(S)			
16. Indirect Costs			
	State Request		
		Non-State Amount	
TOTAL PROJECT COSTS			



State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

For State Use Only

Grantee: _____ Notice of Funding Opportunity (NOFO) Number: _____
Data Universal Number System (DUNS) Number (enter numbers only) : _____
Catalog of State Financial Assistance (CSFA) Number: _____ CSFA Short Description: _____

Fiscal Year(s): _____
Initial Budget Request Amount: _____
Prior Written Approval for Expense Line Item: _____
Statutory Limits or Restrictions: _____
Checklist: _____

Final Budget Amount Approved: _____
Program Approval Name _____ Program Approval Signature _____ Date _____

Fiscal & Administrative Approval Name _____ Fiscal & Administrative Approval Signature _____ Date _____

Budget Revision Approved: _____
Program Approval Name _____ Program Approval Signature _____ Date _____

Fiscal & Administrative Approval Signature _____ Fiscal & Administrative Approval Signature _____ Date _____

\$200.308 Revision of budget and program plans
(e) The Federal/State awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal/State awards in which the Federal/State share of the project exceeds the Simplified Acquisition Threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent or \$1,000 per detail line item, whichever is greater of the total budget as last approved by the Federal/State awarding agency. The Federal/State awarding agency cannot permit a transfer that would cause any Federal/State appropriation to be used for purposes other than those consistent with the appropriation.