

EMAIL #5) PENDING SIGNATURE

From: HFS.CARESappverification@illinois.gov

To: [Contact Email Address]

Subject: ACTION NEEDED: HFS ARPA distribution Subaward Agreement & Budget – Pending Signature



Illinois Department of Healthcare and Family Services

[First Name],

HFS has approved a subaward to you from the HFS Fiscal Year 2022 ARPA LTC Worker Support Program. In order to complete the process, you must sign the Grant Agreement, complete your Budget using the provided budget template and return both the signed Grant Agreement and your completed Budget to HFS. Failure to accurately complete the Grant Agreement or to fully and accurately complete your Budget may result in your HFS Fiscal Year 2022 ARPA LTC Worker Support Program distributions being delayed and/or denied. You will be required to certify that any funding provided pursuant to this Grant Agreement will only be spent on allowable costs within the categories of allowable costs as detailed in the Budget when you sign your Grant Agreement.

Your first distribution will be approved and processed for payment upon your return of the signed Grant Agreement. Your subsequent disbursements will be made upon your return of a fully and accurately completed Budget for each facility identified in Exhibit C of your Subaward Agreement.

Please click [\[link to application status page\] here](#) and log into your account. Locate the HFS ARPA Program distribution record named [\[Application.Name\]](#) and follow the below steps to download and sign the Grant Agreement and download the required budget template. Once you have logged into your account, access the agreement and budget form using the following steps:

1. Use the navigation menu to select “Applications,” then “Manage Existing Applications.”
2. Locate your application and select “View Comments” in the row of your application. Scroll down to see the Comments section below the Application Dashboard.
3. Download your Grant Agreement and budget template.

The Grant Agreement may be signed by a physical signature or electronic signature. The Grant Agreement is required to be sent back to HFS in PDF format. **The signed Grant Agreement and Budget must be returned to HFS by September 30, 2021** . Once you have signed the Grant Agreement and completed your Budget, upload the documents using the following steps:

1. Use the navigation menu to select “Applications,” then “Manage Existing Applications.”

2. Locate your application and select “*View Comments*” in the row of your application. Scroll down to see the Comments section below the Application Dashboard.
3. Select the “*Add Comment*” button.
4. Attach the signed Subaward Agreement/Amendment.
5. Click the “*Submit*” button.

Your username is: [\[Contact.Username\]](#).

If you forgot your password, click [Forgot your password](#) to create a new one.

Please feel free to reach out to our HFS Program Support Line at (866) 385-0600 (toll free) with any questions between 7 a.m. – 5 p.m. CST, Monday through Friday.

Sincerely,

Illinois Department of Healthcare and Family Services