

Uniform Notice for Funding Opportunity (NOFO)
8/16/2020

	Data Field	
1.	Awarding Agency Name:	Illinois Racing Board
2.	Agency Contact:	Domenic DiCera domenic.dicera@illinois.gov 312-814-2600
3.	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	
6.	Funding Opportunity Title:	Illinois Racing Charity Grant
7.	CSFA Number:	579-00-1627
8.	CSFA Popular Name:	Illinois Racing Charity Fund Grant
9.	CFDA Number(s):	Not applicable
10.	Anticipated Number of Awards:	1
11.	Estimated Total Program Funding:	\$750,000
12.	Award Range	0 - \$750,000
13.	Source of Funding:	<input type="checkbox"/> Federal or Federal pass-through <input checked="" type="checkbox"/> State <input type="checkbox"/> Private / other funding Mark all that apply
14.	Cost Sharing or Matching Requirement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15.	Indirect Costs Allowed Restrictions on Indirect Costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide the citation governing the restriction:
16.	Posted Date:	August 14, 2020
17.	Closing Date for Applications:	October 1, 2020 before 4:30 pm (CST)
18.	Technical Assistance Session:	Session Offered: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify date and time Provide link to registration, if applicable

Agency-specific content for the Notice of Funding Opportunity (NOFO)

A. Program Description

For more than 30 years, the Illinois Racing Board Charity Fund Program has provided more than \$24 million for medical, dental, family, counseling, and other services (“Wellness Services”) to persons who reside or work on the backstretch of Illinois’ pari-mutuel race tracks. The State of Illinois’ Illinois Racing Board (“IRB”) is the only racing jurisdiction in the United States that has this type of program. Specifically, Section 31.1 of the Illinois Horse Racing Act of 1975 (“Racing Act”) requires organization licensees (a/k/a race tracks) collectively to contribute annually to charity the sum of \$750,000 to non-profit organizations that provide Wellness Services to persons who reside or work on the backstretch of Illinois’ pari-mutuel race tracks. Workers care for the wellbeing of the equine athletes participating in the live race meets.

Objectives and Goals

1. To provide Wellness Services on site at all Illinois pari-mutuel race tracks to fulfil the needs of the persons who reside or work on the backstretch of Illinois’ pari-mutuel race tracks.
2. To maximize the overall number of backstretch residents and workers being treated and provided Wellness Services, while limiting non-treatment expenses.
3. To assist backstretch residents and workers in receiving timely, adequate and necessary Wellness Services to continue employment on the backstretch with the least amount of inconvenience and disruption to such persons and Illinois horse racing.

Eligible Applicants

Non-profit organizations that provide Wellness Services to persons who reside or work on the backstretch of Illinois’ pari-mutuel race tracks. A statement of the applicant’s charitable purposes and the nature of the activities engaged in by the applicant must be provided. Include a copy of the applicant’s non-profit IRS ruling and a copy of a letter from the Illinois Attorney General’s Charitable Trust Division confirming that the applicant is current in the filing of its financial reports with the Charitable Trusts Division for the most recent fiscal year. Include the Charitable Trust Organization number.

Annually, the IRB awards these funds in the form of a grant to one or more applicants that help address the needs of backstretch residents and workers at Illinois’ pari-mutuel race tracks, including, but not limited to the following:

1. Medical
2. Dental
3. Family
4. Counseling
5. Social and other wellness services
6. Coordination of school services and transportation for the children residing on the backstretch
7. Additional benefits

Deliverables

Applicant shall achieve and provide the IRB deliverables, including, but not limited to, the following:

1. Increase the overall number of backstretch residents or workers receiving benefits. The applicant will submit reports of number of individuals served and types of services provided on a quarterly basis.
2. Develop programmatic milestones and submit results, including timing and scope of expected performance, on a quarterly basis.
3. Relate financial data to performance accomplishments of the award. The applicant will submit such results on a quarterly basis.
4. Submit all items required pursuant to IRB Rule Part 208 that do not conflict with the Illinois Grant Accountability and Transparency Act (“GATA”).
5. Conform to all items listed in Applicant’s Application submitted pursuant to this Notice of Funding Opportunity (“NOFO”) for Wellness Services for Calendar Year 2021.
6. Provide all project specific deliverables or milestones in the designated reporting formats provided by the IRB to the applicant in any issued Notice of State Award (“NOSA”), Uniform State Grant Agreement or otherwise requested by the IRB to comply with GATA, specifically audit requirements.
7. Compile Wellness Services survey responses from Wellness Service recipients and provide Grantors reports on a quarterly basis
8. Compile Wellness Service recipient appointment wait time data and provide on Grantors reports on a quarterly basis.
9. Complete and deliver all reports mandated by GATA or this Agreement in a timely manner, as required by GATA or this Agreement, specifically, reports describing the progress of Wellness Services provided, and expenditure of the respective Grant Funds.

Performance Measures

1. Completion of all Deliverables shall be reported through the term of the executed Uniform State Grant Agreement, including any renewals; provided, however, the IRB may include 2 “one-year” renewal terms and execution of a new grant agreement for each additional “one-year” renewal term. This initial grant term will go through December 31, 2021, subject to any renewals.
2. The applicant will report additional data to include itemization of grant expenditures during the reporting period including receipts or other documents to verify payment. The applicant shall provide summary documentation by line item of actual expenses incurred for the purchase of goods and services necessary for conducting program activities.
3. The applicant shall use Generally Accepted Accounting Principles (“GAAP”) to record expenditures and revenues as outlined in 2 CFR 200, *et al.* Expenditures shall be recorded in the applicant’s records in such a manner as to establish an audit trail for future verification of appropriate use of agreement funds. All financial record keeping on the part of the applicant shall be in accordance with GAAP consistently applied and subject to Generally Accepted Government Audit Standards (“GAGAS”).
4. The applicant will report the project use of remaining funds.
5. The applicant will report the progress of the program.

6. Applicant agrees to use the charity funds provided under the Uniform State Grant Agreement in the manner and for the purposes set forth herein and in the applicant's application, which will be incorporated into the Uniform State Grant Agreement. The applicant shall not change, modify, revise, alter, amend, or delete any part of the services it has agreed to provide in its application without prior written consent from the IRB.

B. Funding Information

1. The IRB Charity Fund Program is a state-funded program [230 ILCS 5/31.1]. For calendar year 2021, the IRB anticipates the availability of approximately \$750,000 in total funds. The anticipated number of State awards will be 1, with average awards ranging from \$0 to \$750,000. The grant period will begin January 1, 2021, and will end on December 31, 2021; provided, however, the IRB may include 2 "one-year" renewal terms and execution of a new Uniform State Grant Agreement for each renewal term. The release of this NOFO does not obligate the IRB to make an award. Services may not be provided until a Uniform State Grant Agreement is fully executed.
2. All grants are subject to the terms of the Illinois Grant Funds Recovery Act [30 ILCS 705]. The grant program may provide up to a maximum of 100% funding assistance on total approved project costs. No IRB Charity Fund Program funds shall be used for construction that is not an expansion of an already existing program facility or included in applicant's application; provided, however, prior written approval of the IRB is required for any capital construction expenditures.
3. Rules and regulations are enforced limiting the use of funds for their intended purpose of the program via audit, reporting, on-site reviews, and monitored on a quarterly basis.
4. Specific contract deliverables and expenditures of grant funds shall also adhere to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance"), Title 2 CFR 200, as applicable. Although this program is not funded through federal funds, the State of Illinois has adopted the Uniform Guidance as the standard for funds distributed through State of Illinois agencies.
5. Applicant must submit a project plan which supports the level of funding and details how the award will be executed by the applicant. The project plan must include necessary detail to enable the IRB to manage the grant agreement activity against planned project performance.

Allowable Expenditures

Grant assistance may be obtained for, including, but not limited to, the following items to provide Wellness Services to the backstretch residents and workers at Illinois' pari-mutuel race tracks:

1. Contract labor:
 - a. physicians
 - b. dentists
 - c. nurses
 - d. counselors
 - e. other (i.e. caseworkers, social workers)
2. Laboratory fees
3. Information technology expenses
4. Essential office equipment and supplies
5. Facility lease arrangements
6. Administrative expenses:
 - a. Gross salaries paid to agency employees directly involved in the provision of program services. All

salaries to be provided as in-kind shall be documented and noted on the budget sheet as such.

- a. Employer's portion of fringe benefits paid on behalf of direct services employees. Examples include FICA (Social Security), life/health insurance, workers compensation insurance, unemployment insurance and pension/retirement benefits.
 - b. banking
 - c. legal fees
 - d. accounting fees
 - e. insurance
 - f. other (i.e. taxes, telephone, postage, maintenance)
7. Programs designed to improve the wellness and quality of life of backstretch workers:
- a. Social
 - 1) addiction and domestic violence counseling
 - 2) educational needs of backstretch residents
 - b. Medical programs (i.e. immunizations, screenings, physicals)
 - c. Religious services
 - d. Immigration
 - e. Outreach.
 - f. Youth sports
 - g. Holiday events
 - h. Miscellaneous

Prohibited Expenditures

Grant assistance may not be obtained for, including, but not limited to the following prohibited expenditures:

1. Costs for which grant funding is sought cannot be incurred by the applicant until after grant approval notification. Costs incurred prior to IRB approval are ineligible for grant assistance or reimbursement.
2. Property acquired or developed with program grant assistance may not be converted to a use other than as provided by the terms of the grant agreement without prior IRB written approval.
3. Political contributions, charitable donations, or legislative lobbying expenses.
4. Expenses or costs related to employee litigation or other legal costs.
5. Out-of-state travel costs without prior IRB written approval.
6. Membership fees without prior IRB written approval.
7. Alcoholic beverages, gratuities or entertainment.
8. Fines, penalties, damages and other settlements
9. Bad debts
10. Advertising and public relations, except for outreach efforts to increase participation
11. Organizational selling or marketing costs
12. Memberships, Subscriptions, and Professional Activity
13. Any expenditure that may create conflict of interest or the perception of impropriety or that is considered personal in nature.
14. Costs for which no adequate supporting documentation exists or that are not considered reasonable under 2 CFR 200.403-404.
15. Any other cost prohibited under the Uniform Guidance and GATA

Disqualification

No grant may be approved:

1. For any amount greater than approximately \$750,000.
2. To an applicant that is not a non-profit organization under the Internal Revenue Code.
3. To an applicant delinquent on any payments to the State of Illinois.
4. For any purpose other than Wellness Services relating to the program goals and objectives.
5. For a service contract to any applicant who will not be performing the Wellness Services within the State of Illinois

C. Eligibility Information

1. Non-profit organizations that can provide Wellness Services to persons who reside or work on the backstretch of Illinois' pari-mutuel race tracks are the only organizations eligible for grants under this program. To support the non-profit eligibility, include a copy of the applicant's non-profit IRS ruling or a copy of a letter from the Illinois Attorney General's Charitable Trust Division confirming that the applicant is current in the filing of its financial reports with the Charitable Trusts Division for the most recent fiscal year. Include the Charitable Trust Organization number.
2. A non-profit organization may apply for a grant but will not be eligible for a grant award until the entity has pre-qualified through the GATA Grantee Portal, www.grants.illinois.gov.
3. During pre-qualification, Dun and Bradstreet verifications will be performed including a check of Debarred and Suspended status and good standing with the Illinois Secretary of State. The pre-qualification process will also include a financial and administrative risk assessment utilizing an Internal Controls Questionnaire. If applicable, the entity will be notified that it is ineligible for award because of the Dun and Bradstreet verification. The entity will be informed of corrective action needed to become eligible for a grant award.
4. An applicant's failure to meet the eligibility criterion by the time of application deadline will result in the IRB returning the application without review or, if reviewed, may preclude the IRB from making a state award to such applicant.

Indirect Cost Rates Requirements

In order to charge indirect costs to a grant, the applicant organization must have an annually negotiated indirect cost rate agreement ("NICRA"). There are three types of NICRAs:

1. Federally Negotiated Rate – Organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the Federally NICRA.
2. State Negotiated Rate – The organization must negotiate an indirect cost rate with the State of Illinois if it does not have a Federally NICRA or the organization may elect to use the De Minimis Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted to the State of Illinois through the indirect cost rate system, CARS, no later than three months after the effective date of the award. If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost rate proposal through CARS within six months after the close of the grantee's fiscal year. All grantees must complete an indirect cost rate negotiation or elect the de minimis Rate in CARS to claim indirect costs. Indirect costs claimed without an established negotiated rate or a de minimis rate election in CARS may be subject to disallowance.

3. De Minimis Rate – An organization that has never received a Federally NICRA may elect a de minimis rate of 10% of modified direct costs (“MTDC”). Once established, the de minimis rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the de minimis rate.

Cost Sharing, Matching, or Cost Participation

Applicant requirements – NONE

Other (if applicable)

Applicant requirements – NONE

Applicant Notification & Remediation

The applicant will receive one of three notifications:

1. *Notification of Non-Qualification* – Applicant on State Debarred and Suspended List or the Federal Excluded Parties List (no remedy available).
2. *Notification of Non-Qualification with Remediation* – Applicant will be able to provide information to remedy (e.g., Stop Pay List, expired DUNS number, not in Good Standing with Secretary of State).
3. *Applicant is Qualified to Receive a Grant Award* – Applicant will be required to provide additional information in the registration process.

Applicant Experience

Based on the level of State or Federal Grant administration experience:

1. Less than Two Years – Applicant is considered high risk and the fiscal and administrative risk will not be conducted until notified it is a finalist in the grant application evaluation process.
2. More than Two Years – Applicant will proceed to the fiscal and administrative risk stage.
3. More than Five Years – Applicant will proceed to fiscal and administrative review.

D. Application and Submission Information

1. Application guidelines are provided throughout this NOFO. Attachments will be made available in user/printer friendly format and may be found on the IRB website at <https://www2.illinois.gov/sites/irb/Pages/default.aspx>. Please click on the corresponding link. Additional copies may be obtained by contacting the person listed below.
2. Complete Uniform State Grant Applications and IRB Application, Proposal, Budget, and Attachments may be submitted anytime before 4:30pm (CST) on October 1, 2020.
3. Documents must be e-mailed to mickey.ezzo@illinois.gov. In the subject line of the e-mail, applicants will need to type the following information:
Organization Name, Funding Opportunity Number, Program Contact Name
For your records, please keep a copy of your e-mail submission with the date and time the application was submitted along with the e-mail address to which it was sent. The IRB considers the time of receipt posted on the e-mail containing the applicant’s complete application filed with the IRB contact person listed below as confirmation of timely submission.
4. If you have trouble e-mailing the document due to the file size, please utilize the Illinois.gov file transfer utility located at <https://filet.illinois.gov/filet/pimupload.asp>. To attach your application, please follow the instructions.

5. Also, mail or deliver a complete hard copy application with original signatures and all required documents to the IRB contact person listed below. The mailed copy must be received no later than 4:30pm (CST) on October 1, 2020.
6. If you have any problems e-mailing or sending the complete application via file transfer utility, contact the IRB contact person listed below.
7. Additional resources are available at:
<https://www.illinois.gov/sites/GATA/Pages/ResourceLibrary.aspx>.
8. An applicant's failure to meet the above application filing requirements and deadlines may result in the IRB returning the application without review or if reviewed, may preclude the IRB from making a state award to such applicant.
9. Pre-qualification is required to receive a grant, but applicant may apply for grant awards prior to completing the pre-qualification.
10. Applicant's failure to timely provide documentation, answers or other information to the IRB's follow-up requests may terminate the applicant's eligibility for a grant available pursuant to this NOFO.
11. CONTACT PERSON:
Mickey Ezzo
Illinois Racing Board
100 West Randolph Street, Suite 5-700
Chicago, Illinois 60601
Phone: 312-814-5017
E-mail: mickey.ezzo@illinois.gov

Application and Award Processing

Funding Restrictions

1. Pre-award costs are not reimbursable.
2. To be reimbursable under the State Uniform Grant Agreement, expenditures must meet the following criteria:
 - a. Be necessary and reasonable for proper and efficient administration of the program.
 - b. Be authorized and not prohibited under Federal, state, or local laws and regulations, specifically, IRB Rules Part 208 and GATA.
 - c. Conform to any limitations or exclusions set forth in the applicable IRB Rules, program description or grant award document.
 - d. Be accorded consistent treatment through application of GAGAS.
 - e. Not be allocable to or included as a cost of any other state or federally financed program in either the current or a prior period.
 - f. Be specifically identified with the provision of a direct service or program activity.
 - g. Be an actual expenditure of funds in support of program activities.

Pre-Application Coordination

Each applicant is required to:

1. Have access to the Internet. It is the responsibility of each applicant to monitor the website and copy with any instructions or requirements relating to the NOFO. If the Internet is not available, the application can be requested by e-mail to Mickey.Ezzo@illinois.gov or mail at the Illinois

Racing Board, 100 West Randolph Street, Suite 5-700, Chicago, Illinois 60601.

2. Each applicant (unless the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the Federal or State awarding agency under 2 CFR § 25.110(d)) is required to:
 - a. Be registered in System for Award Management (SAM) before submitting its application. If you are not registered in SAM, this link provides a connection for SAM registration: <https://governmentcontractregistration.com/sam-registration.asp>;
 - b. Provide a valid Dun and Bradstreet Universal Numbering System (DUNS) Number in its application; and,
 - c. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal, Federal pass-through or State award or an application or plan under consideration by a Federal or State awarding agency.

The State awarding agency may not make a Federal pass-through or State award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements; and, if an applicant has not fully complied with the requirements by the time the State awarding agency is ready to make a Federal pass-through or State award, the State awarding agency may determine that the applicant is not qualified to receive a Federal pass-through or State award and use that determination as a basis for making a Federal pass-through or State award to another applicant.

3. CONTACT PERSON:

Mickey Ezzo
Illinois Racing Board
100 West Randolph Street, Suite 5-700
Chicago, Illinois 60601
Phone: 312-814-5017
E-mail: mickey.ezzo@illinois.gov

Application Procedure

All applications MUST include the following mandatory forms/attachments in the order identified below and must include respective tabs; otherwise the application will be returned to applicant:

1. Uniform State Grant Application
2. Organization Description (including an organizational chart)
 - a. Describe the charitable activities currently engaged in by the applicant that are the same or similar to the deliverables/services required in this grant application.
 - b. Describe the applicant's sources of funding for the past three years.
 - c. Provide a copy of the applicant's audited financial statements for the preceding calendar year and unaudited financial statements for January 1 through June 30 of the current year.
 - d. Provide copies of policies pursuant to IRB Rule section 208.20.
 - e. List individuals who applicant proposes to provide contractual wellness services during grant year.
 - f. List any employee, officer, or director who does business with an Illinois racetrack.
 - g. Describe the organization's capacity to support the program. As appropriate, this may include a description of financial management programs, payroll processes, internal controls such as policies for procurement (e.g., bids required, purchase orders), procedures for hiring, collection development strategies, inventory management or travel rules.
 - h. Describe the qualifications, roles and responsibilities of key staff to be involved with this

- program.
 - i. Describe existing service provider partnerships the applicant has with other community resources and services essential to providing wellness services related to this program, including procedures to ensure provision of services.
- 3. Proposal
 - a. Narrative:

The Proposal Narrative must be completed in Microsoft Word and be formatted to print on 8 1/2 X 11 inch paper using 12-point type and at 100% magnification. The entire proposal should be typed in black ink on white background. The program narrative must be typed single-spaced, with one-inch margins on all sides. The entire proposal must be sequentially page numbered; there is no page limitation. The Proposal Narrative should include the following:

 - Project Title
 - Abstract: Describe in abbreviated form the Who, What, Where, When, How and Why of the project and the results expected. Please do not use abbreviations.
 - b. Target Audience & Need:
 - Explain the need for this program or a problem the program addresses.
 - Identify the specific target audience that will benefit from, participate in or use the services provided.
 - Explain promotion, recruitment and/or outreach strategies to encourage involvement by the target audience and use of the services
 - c. Project Plan Description:
 - Describe the overall program from beginning to end. Include details about methods, activities, services to be provided, how they will be implemented, and how items budgeted for will be used.
 - If appropriate, explain the roles of partnering organizations.
 - e. Program Schedule: Provide a timeline specifying months when key actions (e.g., planning, activities, instruction, events, evaluation, data collection) will take place.
 - f. Outcomes & Methods:
 - Propose outcomes (no less than four) that will be achieved because of this program. Reflect outcomes such as changes in knowledge, skills, attitudes or behavior of the target audience.
 - For each outcome, describe the specific method, activity, or service to be implemented toward achieving the desired performance measurements.
 - g. Evaluation
 - What strategies will be used to assess the success of the program? Check all that apply.
 - Survey _____
 - Review of Administrative Data _____
 - Interview/Focus Group _____
 - Participant Observation _____
 - Other _____
 - Explain how the results will be used to evaluate the program.
- 4. Uniform Grant Budget and Narrative
- 5. Past Performance

- a. Describe the applicant's experience providing similar Wellness Services as those described in this NOFO.
- b. Describe similar programs the applicant has been involved in and provide information on the size of the programs and outcomes achieved.
- c. Provide letters of recommendation relevant to the applicant's past performance on similar programs.

Additional Required Applications Attachments

1. Organizational Chart of applicant, including a list of duties and responsibilities of each position.
2. Identify existing similar programs.
3. Proof the service providers are properly licensed by the State of Illinois to conduct services provided.
4. Proof of status as a non-profit organization 501 (c)(3) IRS ruling.
5. Copy of a letter from the Illinois Attorney General's Charitable Trust Division confirming that the applicant is current in the filing of its financial reports for the most recent fiscal year.

The IRB is under no obligation to review applications that do not comply with the above requirements, but if reviewed, is not required to issue a NOSA or state grant.

E. Application Review Information

1. Grant applications for funding assistance under this program may be submitted at any time before October 1, 2020 at 4:30pm (CST), but will not be considered until the IRB Board meeting after they are received. Necessary application forms are available at the IRB website at <https://www2.illinois.gov/sites/irb/Pages/default.aspx>
2. In addition to the Evaluation Committee review, consideration will be given to the applicant's past performance in providing wellness services, **if applicable**. Funding decisions will be based on the quality of the completed application as scored through the Evaluation Committee. The following factors are used by the Evaluation Committee in evaluating and recommending program applications for funding assistance consideration:
 - a. Proposed number and types (?) of programs providing Wellness Services to residents or workers on the backstretch of Illinois' pari-mutuel race tracks;
 - b. The proposed program will be conveniently located in close proximity of the backstretch of Illinois' pari-mutuel race tracks in areas of demand and readily accessible to major populations of eligible backstretch residents and workers;
 - c. The proposed program will propose additional benefits that go towards the improved health and wellness of eligible backstretch residents and workers;
 - d. The applicant's record of providing Wellness Services to persons who reside or work on the backstretch of Illinois' pari-mutuel race tracks or the applicant's record of providing such Wellness Services to non-backstretch residents or workers similar to the proposed Wellness Services to be provided to backstretch residents or workers.
 - e. The applicant's understanding of backstretch resident and workers required Wellness Service and issues.
3. The awarding of grants will be on a competitive basis. Final award decisions will be made by the IRB Board of Commissioners at an open meeting to the public, subject to execution of a Uniform State Grant Agreement.
4. The IRB reserves the right to negotiate with successful applicants to cover un-served areas that may

result from this process or modify the overall budget request to meet the funding availability.

5. Applications that fail to meet the criteria described in the "Eligibility Information" will not be scored nor considered for funding. The IRB will follow the Merit-based review process established by the Governor's Office of Management and Budget.
6. **Scoring**

The Evaluation Committee comprised of at least 3 individuals assigned by IRB will review applications. The Evaluation Committee will be comprised of staff within the IRB, IRB commissioners, or other qualified individuals as determined by IRB. Applications will be reviewed and scored individually by each member of the Evaluation Committee, followed by the Chairperson of the Evaluation Committee compiling and averaging such scores to produce the final application score. Scoring will be on a 100-point scale.

Applications will be evaluated on the following criteria:

<u>Criteria Description</u>	<u>Possible Points</u>
<p>Proposal Narrative – At a minimum the proposal narrative should include the applicant’s name, the name of the proposed project, the total amount of funds requested through this grant, the service area and description, highlights of the identified need, a description of the target population, a brief description of the overall program model and implementation design, the identification of service providers and key staff and their roles/responsibilities, and expected outcomes.</p>	10 points
<p>Capacity – Organization Capacity & Project Plan Description - The applicant presents an detailed picture of the applicant’s ability to successfully implement racetrack backstretch wellness services that will meet the requirements of this grant program. Information in this section should include, but not necessarily be limited to, the following:</p> <ol style="list-style-type: none"> a) Convincing evidence that the applicant is capable of carrying out the proposed program. b) Applicant’s experience in providing wellness services and relevant major accomplishments. c) Identification of key staff positions that will be responsible for the program; including evidence of adequate staff coverage and supervision to meet the program requirements. 	40 points

<p>d) A description of the applicant’s current programs and activities relevant to the wellness services described in this NOFO. Please describe if and how these programs will impact the eligible licensees and worker’s families targeted and enrolled in your program.</p> <p>e) A description of existing or proposed wellness service partnerships the applicant has in place; including how these existing partnerships will impact the service or backstretch resident workers.</p> <p>f) A description of existing service provider partnerships the applicant has with other community resources and services essential to providing wellness services related to this program, including procedures to ensure provision of services.</p> <p>g) Adequate evidence of internal controls to support the program. As appropriate, this may include internal controls such as policies for procurement (e.g., bids required, purchase orders, payroll, budgeting, financial management), procedures for hiring, collection development strategies, inventory management or travel rules.</p>	
<p>Quality – Target Audience & Need, Program Schedule, Outcomes & Methods & Evaluation - The purpose of this section is for the applicant to provide a clear and accurate picture of the need for these services within the backstretch community and how the proposed project will address these needs. Information in this section should include, but not necessarily be limited to, the following: Target Audience & Need:</p> <ol style="list-style-type: none"> 1. Applicant displays adequate knowledge of the unique needs of the backstretch community including medical, dental, counseling, school and related transportation as well as 	<p>35 Points</p>

<p>social and other wellness services. Explain the need for this program or a problem the program addresses</p> <ol style="list-style-type: none"> 2. Applicant provided sufficient details on how it intends to engage backstretch community members regarding program offers described in project plan. <p>Program Schedule</p> <ol style="list-style-type: none"> 1. Applicant provided timeline specifying months when key actions (e.g., planning, activities, instruction, events, evaluation, data collection) will take place <p>Outcomes & Methods</p> <ol style="list-style-type: none"> 1. Applicant proposed two to four outcomes that will be achieved from their program. 2. Applicant identified outcomes as changes in knowledge, skills, attitudes or behavior of the target audience 3. Applicant identified the specific method, activity, or service it will implement toward achieving the desired outcomes <p>Evaluation</p> <ol style="list-style-type: none"> 1. Applicant supplied the strategies it will use to assess the success of the program; i.e. Survey, Review of Administrative Data, Interview/Focus Group, Participant Observation, Other (Specify). 2. Applicant provided details as to how they plan to track, evaluate and report program performance. 	
<p>Uniform Budget & Narrative - Applicant must detail how the budgeted amount was derived including adequate narrative details explaining budget line items. The budget must also directly correlate the expenditure to the applicant's program services– why/how it is necessary under the grant. The Budget and Budget narratives should be prepared to reflect a budget period from January 1, 2021 – December 31, 2021.</p>	<p>15 points</p>

If indirect costs are included in the budget, ensure applicant completed Section A (Uniform Budget template) in full.	
TOTAL	100 Points

Applications for new and existing providers will be scored with the same scoring matrix.

7. Appeals Process

Only the Merit Based Review Process is subject to appeal.

The IRB Chairman or his designee may appoint one or more Appeal Review Officers (“ARO”) to consider any grant-related appeal and make any required determination.

An appeal must be submitted in writing and received within 14 calendar days of the non-award notice and must include the name and address of the appealing party, identification of the grant, and a statement of reasons for the appeal via e-mail to the IRB Contact person listed in this NOFO. The IRB will acknowledgement receipt of the appeal within 14 calendar days of its receipt and issue a written determination within 60 calendar days or supply a written explanation to the appealing party as to why additional time is required.

F. Award Administration Information

State Award Notices

1. A NOSA will be issued to enable the applicant to make an informed decision to accept the grant award. The NOSA shall include:
 - a. The terms and conditions of the award.
 - b. Specific conditions assigned to the grantee based on the fiscal and administrative and programmatic risk assessments.
2. Applicants that are not selected to receive grant funds will receive a non-funding notice via e-mail to the Authorized Representative on the Uniform State Grant Application.
3. Applicants recommended for funding under the NOFO will receive a NOSA, which will be issued via e-mail to the Authorized Representative on the Uniform State Grant Application. The NOSA will identify additional grant award requirements that must be met before a grant award can be executed.
4. A letter notifying a grant applicant of their selection is not an authorization to begin performance.
5. The IRB will prepare for review and signature, a Uniform State Grant Agreement, upon receipt of a signed NOSA by applicant’s Chief Financial Officer or equivalent. Reimbursement for services will not take place without a fully executed State Uniform Grant Agreement with the IRB.
6. Upon acceptance of a grant award, announcement of the grant award(s) shall be published by the IRB to Grants.Illinois.gov.

Administrative & National Policy Requirements

The NOSA will be distributed by IRB prior to the issuance of the Uniform State Grant Agreement.

Awardees should carefully review the terms and conditions of the award and should be prepared to comply with the Indirect Cost Rate Requirements as applicable. The NOSA will specify the terms and conditions of the grant award.

Post Assistance Requirements

Post assistance requirements shall be incorporated by reference into the calendar year 2021 Uniform State Grant Agreement:

1. Article XII, Maintenance and Accessibility of Records; Monitoring
2. Article XIII, Financial Reporting Requirements
3. Article XIV, Performance Reporting Requirements
4. Article XV, Audit Requirements

Regulations, Guidelines, and General Literature

Applicants will be subject to all federal and State laws, rules and regulations, including, but not limited to the following:

Illinois Racing Act of 1975 (230 ILCS 5/1, *et al.*), specifically, Section 31.1, which can be located at: <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1398&ChapterID=25>; and,

Joint Committee on Administrative Rules Administrative Code, title 11: Alcohol, Horse Racing, Lottery, and Video Gaming, specifically, Part 208, entitled, Charitable Funds, which can be located at: <http://www.ilga.gov/commission/jcar/admincode/011/011parts.html>

G. State Awarding Agency Contact(s)

1. Questions relating to the NOFO should be sent in writing by September 4, 2020 to the contact person listed below. Answers will be published in an Addendum to this NOFO.
2. All e-mail correspondence must be sent using the following subject line:
NOFO #, Organization, Contact Person
3. CONTACT PERSON
Domenic DiCera
Illinois Racing Board
100 West Randolph Street, Suite 5-700
Chicago, Illinois 60601
Phone: 312-814-2600; domenic.dicera@illinois.gov
4. All e-mail correspondence should be sent to domenic.dicera@ilga.gov with a copy to john.gay@illinois.gov

H. Other Information, if applicable

1. This is an annual program pursuant to section 31.1 of the Racing Act.
2. IRB is not obligated to make any State grant award because of this NOFO announcement.

Mandatory Forms – Required from ALL Applicants

1. Uniform State Grant Application
2. Project Narrative
3. Proposal
4. Uniform Budget
5. Uniform Budget Narrative
6. Additional Required Applications Attachments

<https://www2.illinois.gov/sites/GATA/Grants/SitePages/CSEA.aspx>