

TITLE 89: SOCIAL SERVICES
CHAPTER III: DEPARTMENT OF CHILDREN AND FAMILY SERVICES
SUBCHAPTER c: FISCAL ADMINISTRATION

PART 360
GRANTS-IN-AID

Section

- 360.1 Purpose
- 360.2 Definitions
- 360.3 General Characteristics of Grants in-Aid
- 360.4 Applications for Grants
- 360.5 Grants-in-Aid for Day Care (Repealed)
- 360.6 Grants-in-Aid for Child Abuse and Neglect Research,
Demonstration and Development
- 360.7 Continuation of Grants-in-Aid (Repealed)
- 360.8 Monitoring and Required Reports (Repealed)

AUTHORITY: Implementing and authorized by the Children and Family Services Act [20 ILCS 505] and the Child Care Act of 1969 [225 ILCS 10].

SOURCE: Adopted and codified at 5 Ill. Reg. 7807, effective August 3, 1981; amended at 8 Ill. Reg. 17263, effective October 1, 1984; amended at 9 Ill. Reg. 7928, effective May 15, 1985; amended at 21 Ill. Reg. 15486, effective December 15, 1997; amended at 22 Ill. Reg. 854, effective February 9, 1999, amended at 29 Ill. Reg. 8724, effective June 8, 2005.

Section 360.1 Purpose

The purpose of these rules is to explain what grants-in-aid may be offered by the Department, how to apply for grants-in-aid from the Department, what information is considered when deciding whether a grant application will be approved, post-grant-award requirements, and disallowable costs and required record keeping.

(Source: Amended at 8 Ill. Reg. 17263, effective October 1, 1984)

Section 360.2 Definitions

"Child abuse and neglect grants" means the grants-in-aid program for the research, demonstration or practice development for the prevention or treatment of child abuse and neglect.

"Grants-in-aid" are funding mechanisms whereby the Department makes awards of financial assistance to individuals or organizations for the purpose of program development or innovation related to child abuse and neglect.

GRANTS-IN-AID
May 16, 2007 – P.T. 2007.11

"Request for Proposal" (RFP) for purposes of this Part, means a form of invitation to bid which the Department uses to determine to whom grant monies will be allocated. The RFP explains the purpose, outlines the scope of the work and solicits proposals from individuals and organizations for the funding of services for certain initiatives or projects which address needs identified in the Department's Human Service Plan.

(Source: Amended at 8 Ill. Reg. 17263, effective October 1, 1984)

Section 360.3 General Characteristics of Grants in-Aid

- a) Grants-in-aid are subject to the Illinois Grant Funds Recovery Act [30 ILCS 705].
- b) Grants-in-aid are used for the following general purposes:
 - 1) To provide initial start-up funding for programs in their developmental stages.
 - 2) Demonstration or pilot projects.
 - 3) Research or other non-direct service projects.
 - 4) To promote local community-based programs in the areas that lack needed services.
 - 5) To promote programs of value to child welfare and youth service in general, even though the Department does not make direct use of them for its own clients.
- c) Grants are generally paid in advance or on a monthly or quarterly basis, as opposed to purchase of service contracts (see 89 Ill. Adm. Code 357: Purchase of Service) that are paid based on units of service after the service has been provided. However, grants may also be based on provision of a minimum level of units of service or a deliverable product.
- d) Other sources of support from the Department or the community should supplement grant support as the project moves from the development or demonstration phase to becoming an ongoing program. Projects that are not eligible for financing from other Department funding sources may be considered for grant funding continuation provided the project's goals and objectives are being met, there is a continuing need for the project, no other funding sources are available and continued grant funds from the Department are available. Department grants for the support of Children's Advocacy Centers can be provided after the first full year of operation only when supplemented by funding from community services.

GRANTS-IN-AID
May 16, 2007 – P.T. 2007.11

- e) All grantees shall provide the Department with an audit report within 180 days after the close of the grantee's fiscal year in accordance with 89 Ill. Adm. Code 357.120 (Fiscal Reports and Records). Additionally, all grantees shall provide the Department with reports as stipulated in the grant contract and keep fiscal and programmatic records that document the ways in which grant monies were spent and services were rendered in accordance with 89 Ill. Adm. Code 357.130 (Required Documentation).
- f) Disallowable costs for which grant monies may not be used are the same as the disallowable costs set forth in 89 Ill. Adm. Code 356.60 (Rate Setting).

(Source: Amended at 29 Ill. Reg. 8724, effective June 8, 2005)

Section 360.4 Applications for Grants

- a) The Department accepts applications for grants on the basis of:
 - 1) Proposals submitted in response to Requests for Proposals (RFP's) issued by the Department.
 - 2) Direct applications for grants based on the applicant's demonstration that the proposal meets a need identified in the Department's yearly planning and needs assessment process (see 89 Ill. Adm. Code 326 Planning for Statewide Resource Allocation). This needs assessment process involves input from all Department divisions, executive offices and regions in order to identify incidences and/or the extent of problems within a specified geographical area or within a given population.
- b) Requests for proposals for grants-in-aid follow the same RFP requirements of issuance, content, evaluation, notification and disclosure as contained in 89 Ill. Adm. Code 357, Purchase of Service, Sections 357.4 through 357.8.
- c) Once a grant is awarded, the grantee must sign a contract with the Department and comply with the same contract requirements as described in 89 Ill. Adm. Code 357 (Purchase of Service), Sections 357.110 (Compliance During the Contract Period), 357.120 (Fiscal Reports and Records), 357.130 (Required Documentation) and 357.140 (Contract Termination).

(Source: Amended at 29 Ill. Reg. 8724, effective June 8, 2005)

Section 360.5 Grants-in-Aid for Day Care (Repealed)

(Source: Section 360.5 repealed at 21 Ill. Reg. 15486, effective December 15, 1997)

GRANTS-IN-AID
May 16, 2007 – P.T. 2007.11

Section 360.6 **Grants-in-Aid for Child Abuse and Neglect Research, Demonstration and Development**

- a) Grants-in-aid relating to child abuse and neglect may be provided as funding is available, for the specific purposes of:
 - 1) reviewing or conducting applied or client research to further policy or practice development for the prevention or treatment of child abuse and neglect;
 - 2) developing new programs, models or tools or techniques;
 - 3) disseminating tested and validated programs and practices through support of projects which replicate these programs and practices.

- b) The types of activities which may be supported by the grant program include:
 - 1) applied research;
 - 2) evaluation and technical assistance;
 - 3) development or demonstration of new direct client service programs to prevent or treat child abuse or neglect;
 - 4) education or public awareness programs or materials;
 - 5) efforts to mobilize and coordinate community resources.

- c) Each year the Department assesses the Department's research, demonstration and development needs. This assessment of need is used as the basis for the development of a statement of priorities. These priorities are issued with guidelines requesting applications for new projects. Eligible applicants include public agencies, incorporated private agencies and qualified individuals. In order to apply for funding, applicants must develop written proposals which provide the following kinds of information:
 - 1) the project's relationship to the Department's priorities;
 - 2) a review of the literature in the field or other documentation of need for the project;
 - 3) a program design which includes the project's objectives, goals, scheduled activities, and evaluation procedures;
 - 4) the applicant's ability to implement the project;

GRANTS-IN-AID
May 16, 2007 – P.T. 2007.11

- 5) personnel qualifications;
 - 6) a budget detail and justification; and
 - 7) other pertinent data, as requested.
- d) The Department shall determine the number and amount of grant awards based upon the scope of the projects and the total grant funds available. Because the nature of the grant program is research, demonstration, and development, grant support of projects is time limited. The amount and length of funding of non-service projects, such as research and evaluation, will be based upon the scope and intent of these projects. Direct client service projects may be supported through the grant program for up to three years. Over this time period, grant support may be reduced.
- e) Funding of client service projects under the grant program follows the stipulations listed below:
- 1) payments are made in quarterly allotments and are provided at the beginning of the quarter upon receipt of the previous quarter report;
 - 2) payment for the upcoming quarter is based upon the completion of the task specified in the grantee's contract for the previous quarter and upon submission of the required programmatic and financial reports for the previous quarter;
 - 3) the amount of funding for multi-year projects is determined by the terms of the grant award which will specify the levels of funding for which the grantee may be eligible over a specified time period.
- f) The Director of the Department, or designee, shall determine, based on total grant funds available, grants requests received, and the scope and intent of the request in relationship to the Department's priorities, the awards to be made, the amounts of the grants and the schedule of payments. A written contract will be negotiated with the grant recipient.
- g) The request for proposal will identify the criteria for determining continued need as well as the expected length of support with grant funds. Criteria for continuation of grants-in-aid will include, but are not limited to, the ability of the grantee to generate other sources of income, community support, and the availability of services in the geographic area.

GRANTS-IN-AID
May 16, 2007 – P.T. 2007.11

- h) Grantees may apply for continuation of a grant beyond the fiscal year for which the grant was initially awarded. The decision on renewal will be based on the continued need for the grant-in-aid such as client demand as evidenced by program caseload and the availability of grant funds and the Department's evaluation of the program for the funded year.
- i) The Department will monitor the effectiveness of the grant in relationship to the program design that stipulated the objectives and goals of the grants.
- j) The contract will specify all the required reports/materials and due dates that must be submitted by the grantee. These reports/materials will be reviewed by the administrator responsible for contracts and grants and by the program specialist in the Division of Policy and Plans. Grantees will receive copies of all monitoring reports for their programs.

(Source: Amended at 29 Ill. Reg.8724, effective June 8,, 2005)

Section 360.7 Continuation of Grants-in-Aid (Repealed)

(Source: Repealed at 8 Ill. Reg. 17263, effective October 1, 1984)

Section 360.8 Monitoring and Required Reports (Repealed)

(Source: Repealed at 8 Ill. Reg. 17263, effective October 1, 1984)