

TITLE 89: SOCIAL SERVICES
CHAPTER XIII: SECRETARY OF STATE

PART 1500

GRANT APPLICATION AND AWARD PROCEDURES – CENSUS PARTICIPATION
AND IMMIGRANT COMMUNITY ASSISTANCE GRANTS

SUBPART A: CENSUS PARTICIPATION GRANTS

Section

- 1500.10 Purpose
- 1500.20 Grant Application – Encouraging Census Participation
- 1500.30 Grant Reporting Requirements and Provisions

SUBPART B: IMMIGRANT COMMUNITY ASSISTANCE GRANTS

Section

- 1500.40 Purpose
- 1500.50 Grant Application – Assisting Immigrant Communities in Navigation of Government Services
- 1500.60 Grant Reporting Requirements and Provisions

AUTHORITY: Authorized by Sections 345 and 355 of P.A. 100-586.

SOURCE: Adopted by emergency rulemaking at 42 Ill. Reg. 18511, effective September 25, 2018, for a maximum of 150 days; adopted at 43 Ill. Reg. _____, effective _____.

SUBPART A: CENSUS PARTICIPATION GRANTS

Section 1500.10 Purpose

Pursuant to Section 345 of P.A. 100-586, the Office of the Secretary of State (SOS) *shall award the sum of \$1,500,000, or so much thereof as may be necessary, to community providers statewide to encourage census participation.*

Section 1500.20 Grant Application – Encouraging Census Participation

- a) Applicants for these grants shall use the grant application format prepared and made available by SOS for this purpose. The applications will be available on the Secretary of State's website (www.cyberdriveillinois.com (under "Sections")) or by calling 312-814-7242. Public agencies and private sector entities shall be eligible to apply for these grants. Each applicant shall describe itself and shall state whether it is a public agency or private sector entity. Each private sector entity shall describe its legal status (corporation, partnership, not-for-profit, etc.) and its mission. All private sector entities must be authorized to do business in the State of Illinois or, if a not-for-profit entity, authorized to conduct affairs in

47 Illinois. Applicants shall designate the amount of grant funds being requested.
48 Each application shall include a detailed, narrative statement describing the
49 proposed use of the grant funds. Each applicant also shall provide:
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- 51 1) Project Director Name, with Contact Information
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- 53 2) Description of Ability to Administer the Grant
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- 55 3) Project Title
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- 57 4) Project Description
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- 59 5) Target Audience and Need
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- 61 6) Project Schedule
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- 63 7) Methods for Evaluating Outcome
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- 65 8) Proposed Budget, Details and Explanation of Expenses
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67 b) Grant applicants must demonstrate in their grant applications that they have
68 satisfactorily met all requirements set forth in this Section, and that they possess
69 the administrative capacity to perform the program, fiscal and reporting functions
70 stipulated in this Section.
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72 c) SOS may deny a grant application if the requirements of this Section are not met
73 or are inadequately met. SOS will not discriminate on the basis of race, color,
74 religion, gender, age, national origin, disability, marital status, sexual orientation,
75 or military status in the awarding of grants.
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77 d) Grant applications not submitted in the required format by the deadline date set
78 forth by the Secretary, or not completed, shall not be considered for funding by
79 SOS.
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81 e) This shall be a competitive grant application process. A grant review committee
82 will review all grant applications and make recommendations to the Secretary
83 regarding grant awards.
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85 1) The grant review committee will consist of SOS personnel and, at the
86 discretion of the Secretary, additional qualified reviewers.
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88 2) Any additional reviewers will be selected based on their academic
89 qualifications or on their vocational or volunteer experience related to
90 encouraging census participation.
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- 3) No person shall serve on a grant review committee if that person is an applicant for the grant, is employed by an applicant for the grant, has an ownership interest in or receives income from an applicant for the grant, or is related more closely than the fifth degree of consanguinity to an owner or employee of an applicant for the grant.
 - 4) Members of the grant review committee shall independently consider the following criteria, and assign weighted scores up to the total amount of points indicated:
 - A) Abstract: Does the project overview appropriately communicate the proposed project? (50 points)
 - B) Administrative Capacity: Does the applicant have adequate experience and qualifications to accomplish the proposed project of encouraging census participation? Is the applicant a known and trusted voice in the community to be served? (100 points)
 - C) Project Description: Has the applicant provided a comprehensive description of the project, including details about methods, activities and services to be used to encourage census participation? If the applicant is partnering with any other entity, is that partnership fully explained, and are those entities known and trusted voices in the communities to be served? (250 points)
 - D) Target Audience and Need: Has the applicant identified the intended audience and its need for the services proposed? Noting that, "based on the latest census estimates, approximately 16% of Illinois' current population (or 2,019,331 people) lives in hard-to-count neighborhoods" (see www.censushardtocountmaps2020.us), has the applicant set forth a plan for identifying and working in these hard-to-count neighborhoods? (250 points)
 - E) Project Schedule: Does the applicant's timeline clearly illustrate appropriate scheduling of proposed actions and activities? (100 points)
 - F) Evaluation: Is the methodology and strategy that the applicant will use to evaluate the success of the project reasonable? (50 points)
 - G) Budget: Is the proposed budget reasonable, necessary, appropriate and adequate to perform the proposed services? (200 points)
 - 5) For purposes of this grant application and review process, the term "community provider" shall mean "an entity that has the capability to provide services or goods to designated communities as necessary to

complete the requirements of the grant"; and the term "census participation" shall mean "the act of responding to the census questionnaire by mail, phone or online".

- f) The total sum appropriated for grants to encourage census participation may be awarded to a single applicant, or that sum may be divided into awards to multiple applicants. If grants are awarded to multiple applicants, each selected application will be funded according to the amount of funding available based on the comparative demonstrated need, experience executing the proposed program or plan, and projected outcomes.
- g) All grant applicants will be notified whether or not their application has been approved. The decision of the Secretary of State regarding the award of grants under this Section is final. Decisions made pursuant to this Section are subject to the Administrative Review Act [735 ILCS 5/Art. III].
- h) SOS will notify the submitting entity when an application is approved. All approved applicants shall enter into a Grant Agreement provided by SOS before any grant funds will be distributed.
- i) Anticipated Timeline for Review of Proposals and Issuance of Grants
 - 1) Grant proposals will be due 2 weeks after publication of the request for grant proposals. (2 weeks)
 - 2) After the deadline for filing of grant proposals, all proposals will be copied and distributed to members of the grant review committee. (Approximately 3 days)
 - 3) Members of the grant review committee will individually review and evaluate each grant proposal. (Approximately 2 weeks)
 - 4) The grant review committee meets as a whole to discuss grant applications and make recommendations regarding awarding grants. (Approximately 1 week)
 - 5) Recommendations of the committee are reviewed and grant recipients are announced. (Approximately 1 week)

Section 1500.30 Grant Reporting Requirements and Provisions

- a) As stipulated by the Grant Agreement, the following reports will be completed and transmitted to the Office of the Secretary of State by each grant recipient:
 - 1) Quarterly narrative and financial reports showing expenditures made from grant funds by line item;

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- 2) A final financial report showing all expenditures of grant funds and the return of any non-expended grant funds;
- 3) A final narrative report evaluating the degree to which the grantee achieved the goals and objectives of the project.
- b) SOS may request additional information and data from any grant applicant.
- c) Though grants awarded pursuant to this Section are not subject to the Grant Accountability and Transparency Act [30 ILCS 708], SOS will not consider grant applications submitted by entities included in the Illinois Debarred and Suspended List maintained by the Governor's Office of Management and Budget.
- d) Grant recipients shall maintain books and records relating to the expenditure of grant funds. Books and records, including information stored in computer systems, shall be maintained by the grant recipient for a period of three years from the later of the date of the final grant payment or the completion of the projects for which the grant was issued. Books and records required to be maintained under this Section shall be available for review or audit by the Secretary, the Illinois Attorney General or Illinois Auditor General. Failure to maintain books and records required by this Section shall establish a presumption in favor of the Secretary for the recovery of any grant funds paid by the Secretary or his or her designee.
- e) Grants made under this Section are subject to the provisions of the Illinois Grant Funds Recovery Act [30 ILCS 705]. Actions brought under that Act may include, but are not limited to, a grant recipient's failure to spend funds in accordance with the application, grant agreement, or approved amendment or the failure to comply with reporting procedures stipulated in this Section. If a provision of this Section conflicts with a provision of the Illinois Grant Funds Recovery Act, then the provision of the Illinois Grant Funds Recovery Act controls.
- f) Obligations of SOS to fund this grant program will cease immediately without penalty or further payment being required if the funds for the grants are not available to SOS.

SUBPART B: IMMIGRANT COMMUNITY ASSISTANCE GRANTS

Section 1500.40 Purpose

Pursuant to Section 355 of P.A. 100-586, the Office of the Secretary of State (SOS) *shall award the sum of \$2,500,000, or so much thereof as may be necessary, for grants to community providers statewide to assist immigrant communities in navigating government services.*

229 **Section 1500.50 Grant Application – Assisting Immigrant Communities in Navigation of**
230 **Government Services**

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- 232 a) Applicants for grants to assist immigrant communities in navigating government
233 services shall use the grant application format prepared and made available by
234 SOS for this purpose. The applications will be available on the Secretary of
235 State's website or by calling 312-814-7242. Public agencies and private sector
236 entities shall be eligible to apply for these grants. Each applicant shall describe
237 itself and shall state whether it is a public agency or private sector entity. Each
238 private sector entity shall describe its legal status (corporation, partnership, not-
239 for-profit, etc.) and its mission. All private sector entities must be authorized to
240 do business in the State of Illinois or, if a not-for-profit entity, authorized to
241 conduct affairs in Illinois. Applicants shall designate the amount of grant funds
242 being requested. Each application shall include a detailed, narrative statement
243 describing the proposed use of the grant funds. Each applicant also shall provide:
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- 245 1) Project Director Name, with Contact Information
 - 246 2) Description of Ability to Administer the Grant
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 - 248 4) Project Description
 - 249 5) Target Audience and Need
 - 250 6) Project Schedule
 - 251 7) Methods for Evaluating Outcome
 - 252 8) Proposed Budget, Details and Explanation of Expenses
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- 261 b) Grant applicants must demonstrate in their grant applications that they have
262 satisfactorily met all requirements set forth in this Section and that they possess
263 the administrative capacity to perform the program, fiscal and reporting functions
264 stipulated in this Section.
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- 266 c) SOS may deny a grant application if the requirements of this Section are not met
267 or are inadequately met. SOS will not discriminate on the basis of race, color,
268 religion, gender, age, national origin, disability, marital status, sexual orientation,
269 or military status in the awarding of grants.
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- 271 d) Grant applications not submitted in the required format by the deadline date set
272 forth by the Secretary, or not completed, shall not be considered for funding by
273 SOS.
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- e) This shall be a competitive grant application process. A grant review committee will review all grant applications and make recommendations to the Secretary regarding grant awards.
 - 1) The grant review committee will consist of SOS personnel and, at the discretion of the Secretary, additional qualified reviewers.
 - 2) Any additional reviewers will be selected based on their academic qualifications or on their vocational or volunteer experience related to assisting immigrant communities in navigating government services.
 - 3) No person shall serve on a grant review committee if that person is an applicant for the grant, is employed by an applicant for the grant, has an ownership interest in or receives income from an applicant for the grant, or is related more closely than the fifth degree of consanguinity to an owner or employee of an applicant for the grant.
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 - C) Project Description: Has the applicant provided a comprehensive description of the project, including details about methods, activities and services to be used in assisting immigrant communities in navigating government services? If the applicant is partnering with any other entity, is that partnership fully explained, and are those entities known and trusted voices in the communities to be served? (250 points)
 - D) Target Audience and Need: Has the applicant identified the intended audience and its need for assistance in navigating government services? (250 points)
 - E) Project Schedule: Does the applicant's timeline clearly illustrate appropriate scheduling of proposed actions and activities? (100 points)

- 320 F) Evaluation: Is the methodology and strategy that the applicant will
321 use to evaluate the success of the project reasonable? (50 points)
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- 323 G) Budget: Is the proposed budget reasonable, necessary, appropriate
324 and adequate to perform the proposed services? (200 points)
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- 326 5) For purposes of this grant application and review process, the term
327 "community provider" shall mean "an entity that has the capability to
328 provide services or goods to designated communities as necessary to
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- 331 f) The total sum appropriated for grants to assist immigrant communities in
332 navigating government services may be awarded to a single applicant, or that sum
333 multiple applicants, each selected application will be funded according to the
334 amount of funding available based on the comparative demonstrated need,
335 experience executing the proposed program or plan, and projected outcomes.
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360 week)
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- 362 5) Recommendations of the committee are reviewed and grant recipients are
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365 **Section 1500.60 Grant Reporting Requirements and Provisions**

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