



Illinois Secretary of State
REQUEST FOR GRANT PROPOSAL (RFGP)

19SL128000

Census Participation

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Section 1: Brief Description:

Pursuant to authority granted by Sections 345 of Public Act 100-0586, 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.*

Based on this authority, the SOS is requesting proposals from responsible parties to address these needs. If interested and able to meet the requirements set forth in this RFGP, the SOS appreciates and welcomes all responses.

Section 2: General Requirements

- A. Applicants for these grants shall use the grant application format prepared and made available by SOS for this purpose. The applications are available on the Secretary of State's website at http://www.cyberdriveillinois.com/publications/pdf_publications/ex80.pdf or by calling 312-814-7242. Each applicant shall describe itself, including its legal status (corporation, partnership, not-for-profit, etc.) and its mission. Applicants shall designate the amount of grant funds being requested. Each application shall include a detailed, narrative statement describing the proposed use of the grant funds. Each applicant also shall provide:
1. Project Director Name with contact information
 2. Description of Ability to Administer the Grant
 3. Project Title
 4. Project Description
 5. Target Audience and Need
 6. Project Schedule
 7. Methods for Evaluating Outcome
 8. Proposed Budget, Details and Explanation of Expenses
- B. Grant applicants must demonstrate in their grant applications that they have satisfactorily met all requirements set forth in this Section, and they possess the administrative capacity to perform the program, fiscal and reporting functions stipulated in this Section.

- C. SOS may deny a grant application if the requirements in this Section are not met, or are inadequately met. SOS shall not discriminate on the basis of race, color, religion, gender, age, disability, marital status, sexual orientation, or military status in the awarding of grants.
- D. Grant applications not submitted in the required format by the deadline date set forth by the Secretary, or not completed, shall not be considered for funding by SOS.
- E. This shall be a competitive grant process. SOS staff shall review grant applications. Additional qualified reviewers may be selected by the Secretary as needed. No grant applicant and no employee of a grant applicant may serve on the review committee. The review committee shall make recommendations to the Secretary of State for grant awards. The total sum appropriated for a particular purpose 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 a determination made by the Secretary based on demonstrated need, experience executing the proposed program or plan, and projected outcomes.
- F. All grant applicants will be notified whether or not their applications have 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.
- G. 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.

Section 3: 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.
 - 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, SOS shall 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 of State or 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.

- 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 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.

Section 4: Submittal Requirements

Applicant's written responses are due no later than 5:00 PM (CST) on November 7, 2018.

Six (6) hard copies of the RFGP submission should be delivered to:

Sherry Brticevich
Grant Administrator
Office of the Illinois Secretary of State
100 W. Randolph St.
Ste. 5-400
Chicago, IL 60601

One electronic copy of the complete submission should be sent to: sbrticevich@ilsos.net

Section 4: Communications

The Illinois Secretary of State's Office will accept pre-submittal questions, in writing via e-mail to:

Sherry Brticevich
Grant Administrator
sbrticevich@ilsos.net

until 5:00 PM (CST) on October 16, 2018

Applicants are to contact only the SOS Grant Administrator, Sherry Brticevich, via email at sbrticevich@ilsos.net, concerning this RFGP and should not rely on verbal representations, statements, or explanations other than those made in this RFGP or in any written addendum to this RFGP.

All questions asked by applicants and answers provided by the Secretary will be posted to the website and made public for all applicants.

If it becomes necessary to revise or amend any part of this RFGP, SOS will publish a revision by written addendum and post said addendum on its website. It will be the responsibility of all prospective Applicants to obtain all such addenda.

Section 5: Important Dates

RFGP Posted: October 10, 2018

Pre-Submittal Questions Due: October 16, 2018

Answers to Questions Posted October 23, 2018

Proposals Due: November 7, 2018

SOS anticipates completing the evaluation process within 30 days.

Section 6: Evaluation Criteria

In evaluating the proposals, SOS will consider the following criteria:

- Abstract: Does the project overview appropriately communicate the proposed project? (50 points)
- Administrative Capacity: Does the Applicant have adequate experience and qualifications to accomplish the proposed project? (100 points)
- Project Description: Has the Applicant provided a comprehensive description of the project, including details about methods, activities and services to be provided? If Applicant is partnering with any other entity, is that partnership fully explained? (250 points)
- Target Audience and Need: Has the Applicant identified the intended audience and its need for the services proposed? (250 points)
- Project Schedule: Does the Applicant's timeline clearly illustrate appropriate scheduling of proposed actions and activities? (100 points)
- Evaluation: Is the methodology and strategy that the Applicant will use to evaluate the success of the project reasonable? (50 points)
- Budget: Is the proposed budget reasonable, necessary, appropriate and adequate to perform the proposed services? (200 points)