

Scope of Work

SCOPE, DELIVERABLES AND OBJECTIVES

PROJECT DESCRIPTION

The COVID-19 Vaccination Grant is an integral part of the State's recovery effort with the ongoing COVID-19 pandemic. These grants will continue COVID-19 vaccination efforts and also assist with Mpox, influenza and other recommended vaccination efforts within local communities by allowing those vaccinations to be included in COVID-19 vaccination clinics. The funds from this program will help defray costs associated with the administration of the COVID-19, Influenza, Mpox and other vaccines recommended by Advisory Committee on Immunization Practices (ACIP).

PROJECT TIMELINE

October 1, 2022 – December 31, 2023

Renewals or amendments for grant extensions with additional funding, or no-cost extensions, may be available if necessary.

GRANT DELIVERABLES

Grantees must enter at least one (1) Objective and one (1) Activity in the Work Plan for each of the following:

- **Objective 1:** Host COVID-19, influenza, Mpox, and other ACIP recommended vaccine clinics onsite focusing on communities facing health disparities.
 - o Suggested Activity: Will host an offsite vaccination clinic at location that is in a community facing health disparity. (Please identify the targeted community)
 - o Suggested Expected Outcome: People in that community get vaccinated.
 - o Suggested Measurement: The number of people vaccinated during the clinic.
- **Objective 2:** Implement interdepartmental education campaigns, outreach, marketing approaches, and materials to increase acceptance of COVID-19, influenza, Mpox and other ACIP recommended vaccines among vulnerable populations.
 - o Suggested Activity: Will develop education campaigns, outreach, marketing approaches, and materials to increase acceptance of COVID-19, influenza, Mpox and other ACIP recommended vaccinations among vulnerable population. (Please provide the vulnerable population objective is targeting)
 - o Suggested Expected Outcome: Increase the acceptance of COVID-19, influenza, and Mpox and other ACIP recommended vaccinations among vulnerable populations.
 - o Suggested Measurement: The number of people vaccinated among vulnerable populations.
- **Objective 3:** Host pop-up, offsite or other vaccination clinics during existing events for communities of high social vulnerability.
 - o Suggested Activity: Will host an offsite vaccination clinic at [enter the event].
 - o Suggested Expected Outcome: People attending the event receiving the COVID-19, Influenza, Mpox and other recommended vaccines.
 - o Suggested Measurement: The number of people vaccinated during the event.

Objective 4: Collaborate with other public health programs (e.g., HIV, WIC, etc.) to reach disproportionately affected populations

Applicant Grant History

a. Description of Applicant Organization

The Oak Park Health Department is a local health department service for the Village of Oak Park, a community of approximately 53,000. The Department is responsible for carrying out local health protection services including food protection and communicable disease surveillance control.

Applicant Grant History

- b. How long has the applicant been incorporated? 121 years
- c. Is the applicant in "good standing" with the Illinois Office of the Secretary of State? ☒ Yes ☐ No
- d. Has the applicant or any principal experienced foreclosure, repossession, civil judgment or criminal penalty (or been a part to a consent decree) within the past seven years as a result of any violation of federal, state or local law applicable to its business? ☐ Yes ☒ No

If yes, identify the nature of the action and the disposition. If the action/proceeding is still pending or unresolved, provide a status identifying the unresolved issues. Be as descriptive as possible.

Applicant Grant History (con't)

- e. Is the applicant or any principal the subject of any proceedings that are pending, or to the best of the applicant's knowledge threatened against applicant and/or any principal that may result in any adverse change the applicant's financial condition or materially and adversely affect applicant's operations? ☐ Yes ☒ No

If yes, identify the nature of the proceedings and how they may affect the applicant's financial situation and/or operations.

- f. Does the applicant or any principal owe any debt to the State of Illinois? ☐ Yes ☒ No

If yes, list the amount and reason for the debt. Attach additional documentation to explain the debt owed to the state.

State of IL Department / Agency	Amount of Debt	Reason for the debt	Reference

- o Suggested Activity: Will collaborate with [enter health program] to create and disperse educational material to reach disproportionately affected population.
- o Suggested Expected Outcome: Increase vaccinate rates of people in disproportionately affected populations.
- o Suggested Measurement: The number of people vaccinated among disproportionately affected populations.

FUNDING RESTRICTIONS

Grant funds are limited to vaccination efforts by certified local health departments for the COVID-19 pandemic response including administering Influenza, Mpox, and other ACIP recommend vaccines. Funds are not to be used for the continuance of surveillance, epidemiologic investigation (case and contact tracing) and resource coordination or testing services; or for other immunizations or vaccine-related expenses not listed in this program.

Grant funds are intended to supplement other funding sources that support infectious disease activities in local health jurisdictions. Funds may be used for any health protection program, activity, or service or for shared management or administrative support costs to support COVID-19, Influenza, Mpox, and other ACIP recommended vaccination efforts – all of which must be detailed in the line-item budget.

In addition, the 'Show Documents' tab includes a listing of allowable and allowable expenses.

Acknowledgement

- ☒ I have read the Scope of Work and plan to provide adequate staff and resources to complete the activities outlined in my annual plan according to the terms of my duly signed and executed grant agreement from IDPH.

Work Plan

1. Objectives and Activities

Objective :	Objective 1: Host COVID-19, influenza, Mpox, and other ACIP recommended vaccine clinics onsite focusing on communities facing health disparities.
Activity :	Will host an offsite vaccination clinic at a location that is in a community facing health disparity: Euclid Avenue United Methodist Church, and provide vaccinations to local home-bound individuals.
Responsible Staff :	Kitty Monty, Public Health Nurse
Date Range :	04/01/2023 - 12/31/2023
Expected Outcome :	People in the community will get vaccinated.
Measurement :	Number of people vaccinated.
Activity :	Hire a full-time nurse to spend 70% of their time for the duration of the grant to assist with program activities.
Responsible Staff :	Kitty Monty, Public Health Nurse
Date Range :	04/01/2023 - 05/31/2023
Expected Outcome :	A third nurse will ensure vaccination clinics will run safely and efficiently.
Measurement :	A nurse is hired.
Objective :	Objective 2: Implement interdepartmental education campaigns, outreach, marketing approaches, and materials to increase acceptance of COVID-19, influenza, Mpox and other ACIP recommended vaccines among vulnerable populations.
Activity :	Will develop education campaigns, marketing approaches, and materials to increase acceptance of COVID-19, influenza, Mpox, RSV (when available) and other ACIP recommended vaccinations among vulnerable populations, such as those with HIV, senior citizens, parents/guardians of young children, and local, underserved African American and Hispanic communities
Responsible Staff :	Chelly Richards, Community Health Advisor
Date Range :	04/01/2023 - 12/31/2023
Expected Outcome :	Increase the acceptance of COVID-19, influenza, Mpox, and other ACIP recommended vaccinations among vulnerable populations.
Measurement :	The number of people vaccinated in the target population.
Objective :	Objective 3: Host pop-up, offsite or other vaccination clinics during existing events for communities of high social vulnerability.
Activity :	Will host offsite vaccination clinics at community events (A Day In Our Village, Thursday Nights Out, Back to School), and in community locations that serve senior citizens.
Responsible Staff :	Kitty Monty, Public Health Nurse
Date Range :	04/01/2023 - 12/31/2023
Expected Outcome :	The number of people vaccinated at these events.
Measurement :	
Objective :	Objective 4: Collaborate with other public health programs (e.g., HIV, WIC, etc.) to reach disproportionately affected populations
Activity :	Will collaborate with the department's partners for HIV Case Management and Family Case Management to create and disperse educational material to reach disproportionately affected populations.
Responsible Staff :	Kitty Monty, Public Health Nurse
Date Range :	04/01/2023 - 12/31/2023
Expected Outcome :	Increase vaccinate rates of people in disproportionately affected populations.
Measurement :	The number of people vaccinated among this population.

Health Equity Checklist

Key Definitions

Disparately impacted communities: include, but are not limited to, racial and ethnic minorities, refugees, immigrants, seniors, low-income earners, uninsured individuals, undocumented individuals, individuals with limited English Proficiency, individuals with disabilities and the homeless.

Health equity: Health equity is attainment of the highest level of health for all people. Achieving health equity requires valuing everyone equally with focused and ongoing societal efforts to address avoidable inequalities, historical and contemporary injustices, and the elimination of health and health care disparities.

Health Disparities: means differences in health outcomes and their determinants between segments of the population, as defined by social, demographic, environmental, and geographic attributes.

Health Inequalities: a term sometimes used interchangeably with the term health disparities. It is more often used in the scientific and economic literature to refer to summary measures of population health associated with individual - or group – specific attributes (e.g., income, education, or race/ethnicity).

Health Inequities: a subset of health inequalities that are modifiable, associated with social disadvantage, and considered ethically unfair.

Intervention Strategy: any plan, guidance, proposal, policy, practice, communication, or directive, developed by statewide, regional and local level entities to treat, diagnose, study, provide awareness of, or otherwise address COVID-19 in Illinois residents, including in disparately impacted communities.

Social determinants of health: the conditions in the environments in which people are born, live, learn, work, play, worship, and age, that affect a wide range of health, functioning, and quality-of-life outcomes and risks.

Community Health Needs Assessment (CHNA): assessment of a specific community being serviced and typically performed by a consortium of not-for-profit hospitals and community-based organizations. Although they vary by community, CHNAs "enable communities to identify issues of greatest concern and decide how to allocate resources to address those issues."

Considerations for Assessing Health Equity:

Participating entities should use the following questions to assess both the short and long-term impacts to health equity, health inequalities and health inequities of a particular intervention strategy. Short-term initiatives might prioritize currently prevalent comorbidities for a disparately impacted community, whereas long-term initiatives might prioritize issues such as food insecurity, inadequate housing or limited access to health care that widen health disparities.

Communities most likely to benefit from this intervention strategy

1. **What persons / communities are most likely to benefit from this intervention strategy?** Which disparately impacted communities are most affected by this intervention strategy?

For example, consider the use of the following resources to identify and inform where the most health needs are in your community.

- Your Community Health Needs Assessment
- Community Health Rankings
- The CMS AHC Screening Tool for the Social Determinants of Health

Based on the above guidance for communities are most likely to benefit from this intervention strategy, please provide your response below:

Benefit to disparately impacted communities

2. **How does this intervention strategy benefit disparately impacted persons / communities?**

- What specific health conditions (e.g., diabetes, asthma, hypertension, etc.) and inequities will be addressed with this intervention strategy?
- What social determinants are targeted for intervention?
- How will the members of each disparately impacted community be affected?

Based on the above guidance for benefit from this intervention strategy to disparately impacted communities, please provide your response below:

Proposed intervention strategy vs expand socio-economic opportunities

3. **Will the proposed intervention strategy expand socio-economic opportunities for disparately impacted persons / community members and their overall health?** ☒ Yes ☐ No

- If yes, how?
- If no, how can the proposed intervention strategy be revised to address that?

Based on you response to the above question, please provide your response below:

Promotion inclusive collaboration and civic engagement

4. **Will the proposed intervention strategy promote inclusive collaboration and / or civic engagement of all disparately impacted communities?** ☒ Yes ☐ No

Is there community support for the intervention strategy? ☒ Yes ☐ No

If yes, who are your collaborating partners?

Collaborating Partners
Oak Park Township
Oak Park Township Senior Services
Park District of Oak Park
Collaboration for Early Childhood

If no, which communities are in opposition, why does that opposition exist (i.e. what interests are in conflict with the intervention strategy), and how do you plan to address it?

Have you or do you plan to engage the disparately impacted community in a dialogue? ☒ Yes ☐ No

Do you have strategies in place to identify unintended consequences or barriers to racial equity as a result of the proposed intervention strategy? Are there strategies in place to mitigate any negative impacts? Are revised strategies needed to address those consequences?

Assurance of workforce equity

5. **Will your intervention strategy ensure support of workforce equity and/or contracting equity?** ☒ Yes ☐ No

- If yes, how?
- What goals are contemplated for workforce equity and/or contracting equity?
- If no, what modifications are needed to ensure the intervention strategy supports workforce equity and/or contracting equity?

Based on your response for ensuring workforce equity and/or contracting equity, please provide your response below:

Achievement of greater health equity

6. **How will this intervention strategy achieve greater health equity for disparately impacted persons / communities?**

- Can you demonstrate how this intervention strategy improves health equity?
- If not, why not, and what modifications are needed to ensure the plan meets the health equity goals?

Based on the above guidance for achieving greater health equity for disparately impacted communities, please provide your response below:

Metrics to ensure and evaluate health equity goals

7. Name and explain at least two metrics that will be used to evaluate your health equity goals

Grant Budget

Line Item	Qty	Rate	Units	Total Amount	Amount Requested	Cash	Inkind
DIRECT EXPENSES							
Program Expenses							
1	Personal Services (Incl Salary & Wages)						
Program Manager Notes : Kitty Monty, Public Health Nurse at 20% of time on this program by supervising, administering vaccines, outreach.	7124.0000	0.200	9.000 MTH	12,823.20	12,823.20	0.00	0.00
Inventory & Vaccine Management, Events Notes : Jillian Musser, COVID-19 Response Testing Coordinator will transition to assisting with this program at 20% of time.	5626.0000	0.200	6.000 MTH	6,751.20	6,751.20	0.00	0.00
Outreach Worker Notes : Chelly Richards, Community Health Advisor will assist with outreach at 15% of time.	6666.0000	0.150	9.000 MTH	8,999.10	8,999.10	0.00	0.00
Data Collector Notes : Clarissa Najera, Health Dept. Epidemiologist will collect and analyze demographic data of those receiving vaccinations at 20% of time.	4950.0000	0.200	6.000 MTH	5,940.00	5,940.00	0.00	0.00
Grants Coordinator Notes : Lori Malinski, Grants Coordinator will manage grant application, budget, and reporting	4176.0000	0.100	9.000 MTH	3,758.40	3,758.40	0.00	0.00

Grant Budget Detail for COVID-19 Vaccination Grant - 2023
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Line Item	Qty	Rate	Units	UOM	Total Amount	Amount Requested	Cash	Inkind
at 10% of time.								
Nurse Vaccinator Notes : Nurse to be hired to assist with vaccinations 70% of time.	6000.0000	0.700	8,000	MT H	33,600.00	33,600.00	0.00	0.00
Program Supervisor Notes : Dr. Theresa Chapple McGruder, Health Department Director at 10% of time.	12471.0000	0.100	9,000	MT H	11,223.90	11,223.90	0.00	0.00
Total for Personal Services (Incl Salary & Wages)					83,095.80	83,095.80	0.00	0.00
2 Fringe Benefits								
SS, Health Ins, Retirement, Group Ins Notes : Fringe for Kitty Monty Public Health Nurse and Program Manager.	0.0000	0.350	12823.200		44.88	44.88	0.00	0.00
SS, Health Ins, Retirement, Group Ins Notes : Fringe for Jillian Musser Inventory and Vaccine Management.	0.0000	0.350	6751.200		23.63	23.63	0.00	0.00
SS, Health Ins, Retirement, Group Ins Notes : Fringe for Chelly Richards Outreach Worker.	0.0000	0.350	8999.100		31.50	31.50	0.00	0.00
SS, Health Ins, Retirement, Group Ins Notes : Fringe for Clarissa Najera, Health Department Epidemiologist.	0.0000	0.350	5940.000		20.79	20.79	0.00	0.00
SS, Health Ins, Retirement, Group Ins Notes : Fringe for Lori Malinski Grants Coordinator.	0.0000	0.350	3758.400		13.15	13.15	0.00	0.00

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Line Item	Qty	Rate	Units	UOM	Total Amount	Amount Requested	Cash	Inkind
SS, Health Ins, Retirement, Group Ins Notes : Fringe for Nurse Vaccinator - TBH.	0.0000	0.350	33600.000		117.60	117.60	0.00	0.00
SS, Health Ins, Retirement, Group Ins Notes : Fringe for Dr. Theresa Chapple McGruder Health Department Director/Program Supervisor.	0.0000	0.350	11223.900		39.28	39.28	0.00	0.00
Total for Fringe Benefits					290.83	290.83	0.00	0.00
3 Travel								
InState Mileage Notes : Mileage for vaccination van at 2023 State of Illinois rate.	1.0000	0.655	600.000	MIL	393.00	393.00	0.00	0.00
4 Equipment								
Freezer calibration Notes : Periodic process to keep freezer operating correctly.	1.0000	624.250	0.000	YR	624.00	624.00	0.00	0.00
5 Supplies								
EPI pens Notes : EPI pens are necessary in a clinic situation to administer if someone experiences an allergic reaction to the vaccine.	2.0000	600.000	0.000	UNT	1,200.00	1,200.00	0.00	0.00
EPI pens-Jr. Notes : EPI pens Jr. are necessary in a clinic situation for younger children who may experience an allergic reaction to the vaccine.	2.0000	600.000	0.000	UNT	1,200.00	1,200.00	0.00	0.00

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Line Item	Qty	Rate	Units	UOM	Total Amount	Amount Requested	Cash	Inkind
AED Machine Notes : An AED Machine is needed onsite at each vaccine clinic for emergency situations.	1.0000	1500.000	0.000	UNT	1,500.00	1,500.00	0.00	0.00
Diphenhydramine, Albuterol, Benadryl Notes : These drugs are administered for various allergic reactions to the vaccine.	1.0000	1300.000	0.000	VAR	1,300.00	1,300.00	0.00	0.00
Lawn Signs Notes : For distribution throughout the community and at the vaccination sites to promote the vaccination program.	25.0000	150.000	0.000	UNT	3,750.00	3,750.00	0.00	0.00
Advertising and promotion Notes : Paid advertising and marketing materials, bilingual, to promote this free community health program.	1.0000	2500.000	0.000	UNT	2,500.00	2,500.00	0.00	0.00
Gloves-Small, Medium, Large Notes : Necessary PPE for the vaccination clinics.	15.0000	90.000	0.000	UNT	1,350.00	1,350.00	0.00	0.00
KN95 Masks Notes : Adult masks - 5 cases Kids' masks - 5 cases	10.0000	400.000	0.000	UNT	4,000.00	4,000.00	0.00	0.00
Necessary PPE for the vaccination clinics.								
Disposable tablecloths Notes : 8 packs of colored plastic, disposable tablecloths for vaccine clinics. Table cloths,	8.0000	19.950	0.000	UNT	159.60	159.60	0.00	0.00

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Line Item	Qty	Rate	Units	UOM	Total Amount	Amount Requested	Cash	Inkind
onsite signage, labels, wristbands have been found to be very effective in setting up the sites and keeping everything running smoothly.								
Laminating supplies Notes : 8 1/2 x 11 flyers and informational sheets are laminated to re-use.	1.0000	15.950	0.000	UNT	15.95	15.95	0.00	0.00
General supplies Notes : Binders, sheet protectors, masking and painter's tape, labels for vaccines, file folders and labels, notebooks, colored paper, wristbands.	1.0000	700.000	0.000	VAR	700.00	700.00	0.00	0.00
Band-aids Notes : For use after individuals have been vaccinated.	12.0000	39.970	0.000	UNT	479.64	479.64	0.00	0.00
Therapeutic sensory items for children Notes : Therapeutic sensory toys to keep the children calm and occupied while waiting at the vaccination clinics.	4.0000	19.940	0.000	VAR	79.76	79.76	0.00	0.00
Water Notes : 10 cases bottled water for vaccination clinics.	10.0000	8.070	0.000	UNT	80.70	80.70	0.00	0.00
Others Notes : Treats for children to keep them calm and occupied at vaccination clinics.	2.0000	58.000	0.000	UNT	116.00	116.00	0.00	0.00
Total for Supplies					18,431.65	18,431.65	0.00	0.00

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Line Item	Qty	Rate	Units	UOM	Total Amount	Amount Requested	Cash	Inkind
6 Contractual Services								
Public relations consultants	0.0000	0.000	0.000		25,000.00	25,000.00	0.00	0.00
Notes : A public relations firm will be engaged to create marketing campaigns and materials to promote the program in Oak Park.								
Patrice Steurer, Nurse Vaccinator Notes : 20% of time for 9 months Attachment : ZZZ_2_Patrice S 12.05.22 for CY2023.pdf	0.0000	0.000	0.000		13,500.00	13,500.00	0.00	0.00
Total for Contractual Services					38,500.00	38,500.00	0.00	0.00
7 Occupancy - Rent and Utilities								
8 Telecommunications								
Cell phone, WiFi	8.0000	55.000	9.000	MTTH	3,960.00	3,960.00	0.00	0.00
Notes : Cell phone and WiFi usage for staff to use when attending vaccination clinics.								
9 Training and Education								
ACLS and PALS Req. Training	2.0000	310.000	1.000	UNT	620.00	620.00	0.00	0.00
Notes : Required/renew training and certification for vaccinators - 2 nurse vaccinators.								
ACLS and PALS Required Training	1.0000	350.000	1.000	UNT	350.00	350.00	0.00	0.00
Notes : Required training to be able to administer vaccines, new nurse vaccinator TBH.								
Total for Training and Education					970.00	970.00	0.00	0.00
Total Program Expenses					146,265.28	146,265.28	0.00	0.00
TOTAL DIRECT EXPENSES					146,265.28	146,265.28	0.00	0.00

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Line Item	Qty	Rate	Units	UOM	Total Amount	Amount Requested	Cash	Inkind
INDIRECT EXPENSES								
Indirect Costs								
1 Indirect Costs								
De Minimis Rate – up to 10%	0.0000	10.000	146265.280		14,627.00	14,627.00	0.00	0.00
Total Indirect Costs					14,627.00	14,627.00	0.00	0.00
TOTAL INDIRECT EXPENSES					14,627.00	14,627.00	0.00	0.00
TOTAL EXPENDITURES					160,892.28	160,892.28	0.00	0.00

Grant Budget Summary for COVID-19 Vaccination Grant - 2023
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Category	Total Amount	Amount Requested	Cash	Inkind	Narrative
DIRECT EXPENSES					
Program Expenses					
1 Personal Services (Incl Salary & Wages)	83,095.80	83,095.80	0.00	0.00	Staff will be working at various percentages of their time to plan, organize, and administer the vaccination program, and to promote the program in the community. One new nurse vaccinator is to be hired.
2 Fringe Benefits	290.83	290.83	0.00	0.00	The percent of Social Security, Group Insurance, Medicare, and Retirement based on the percent of time and salary for each person working on the grant program. Documentation will be based on payroll records.
3 Travel	393.00	393.00	0.00	0.00	The vaccination van will be traveling to various locations/vaccination opportunities throughout Oak Park.
4 Equipment	624.00	624.00	0.00	0.00	Calibrations are needed periodically to keep vaccine freezer working properly.
5 Supplies	18,431.65	18,431.65	0.00	0.00	General operating supplies needed to properly stock vaccine pop-up clinics.
6 Contractual Services	38,500.00	38,500.00	0.00	0.00	We will engage a public relations firm to assist with creating marketing materials and campaigns for the program.
					Nurse Vaccinator has been contracted by the Health Department and has assisted with all COVID 19 and influenza activities.
7 Occupancy - Rent and Utilities	0.00	0.00	0.00	0.00	
8 Telecommunications	3,960.00	3,960.00	0.00	0.00	Cell phones and iPads are needed for the off-site vaccination clinics, as well as wifi for the mobile van.

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Category	Total Amount	Amount Requested	Cash	Inkind	Narrative
9 Training and Education	970.00	970.00	0.00	0.00	The existing nurse vaccinators are required to complete annual training and certification to be able to provide vaccines.
					The new Nurse Vaccinator will be need first-time training.
Total Program Expenses	146,265.28	146,265.28	0.00	0.00	
TOTAL DIRECT EXPENSES	146,265.28	146,265.28	0.00	0.00	
INDIRECT EXPENSES					
Indirect Costs					
1 Indirect Costs	14,627.00	14,627.00	0.00	0.00	
Total Indirect Costs	14,627.00	14,627.00	0.00	0.00	
TOTAL INDIRECT EXPENSES	14,627.00	14,627.00	0.00	0.00	
TOTAL EXPENDITURES	160,892.28	160,892.28	0.00	0.00	

Source of Funds

Category	Total Amount	Amount Requested	Cash	Inkind	Narrative
1 Source of Funds					
Fees and Collections	0.00	0.00	0.00	0.00	
State Agreement	160,892.28	160,892.28	0.00	0.00	
Local	0.00	0.00	0.00	0.00	
Federal	0.00	0.00	0.00	0.00	
Other	0.00	0.00	0.00	0.00	

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	Total Source of Funds	160,892.28	160,892.28	0.00	0.00	
	Totals	160,892.28	160,892.28	0.00	0.00	

Indirect Cost Information

1. Section - A Indirect Cost Information

If your organization is requesting reimbursement for indirect costs on line 17 of the Budget Summary, please select one of the following options. (if no reimbursement is requested, please leave blank)

- 1) ☐ Our Organization receives direct Federal funding and currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with our Federal Cognizant Agency. A copy of this agreement will be provided to the State of Illinois' Indirect Cost Unit for review and documentation before reimbursement is allowed. This NICRA will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations.

If this option is selected, please provide basic Negotiated Indirect Cost Rate Agreement information using the blue arrow upload feature.

Your Organization may not have a Federally Negotiated Indirect Cost Rate Agreement. Therefore, in order for your Organization to be reimbursed for Indirect Costs from the State of Illinois, your Organization must either:

- A Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit with guidance from our State Cognizant Agency on an annual basis.**
- B Elect to use the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois Awards.**
- C Use a Restricted Rate designated by programmatic or statutory policy. (See Notice of Funding Opportunity for Restricted Rate Programs)**
- 2a) ☒ Our Organization currently has a Negotiated Indirect Cost Rate Agreement with the State of Illinois that will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. Our Organization is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within six (6) months after the close of each fiscal year (2 CFR 200 Appendix IV (C)(2)(c)).
- 2b) ☐ Our Organization currently does not have a Negotiated Indirect Cost Rate Agreement with the State of Illinois. Our Organization will submit our initial Indirect Cost Rate Proposal (ICRP) immediately after our Organization is advised that the State award will be made and, in no event, later than three (3) months after the effective date of the State award (2 CFR 200 Appendix IV (C)(2)(b)). The initial ICRP will be sent to the State of Illinois' Indirect Cost Unit.

NOTE: (Check with your State of Illinois Agency for information regarding reimbursement of indirect costs while your proposal is being negotiated)

- 3) ☐ Our Organization has never received a Negotiated Indirect Cost Rate Agreement from either the Federal government or a State of Illinois agency and elects to charge the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois awards (2 CFR 200.414 (c)(4)(f) & (200.68).
- 4) ☐ For Restricted Rate Programs (check one) -- Our Organization is using a restricted indirect cost rate that:
- ☐ Is included as a "Special Indirect Cost Rate" in our NICRA (2 CFR 200 Appendix IV (5))
- ☐ Complies with other statutory policies (please specify):

The Restricted Indirect Cost Rate is %