

**State of Illinois Uniform Notice of Funding Opportunity (NOFO)  
Summary Information**

Awarding Agency Name	Human Services
Agency Contact	Melanie Kluzek (Melanie.M.Kluzek@illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	444-80-3189-01
Funding Opportunity Title	Illinois – Equitable Access Towards Sustainable Systems (EATS) funded by LFPA
CSFA Number	444-80-3189
CSFA Popular Name	Illinois - EATS
Anticipated Number of Awards	20
Estimated Total Program Funding	\$24,543,210
Award Range	\$150000 - \$2500000
Source of Funding	Federal
Cost Sharing or Matching Requirements	No
Indirect Costs Allowed	No
Restrictions on Indirect Costs	No
Posted Date	08/23/2023
Application Date Range	08/23/2023 - 10/31/2023 : 12:00 pm
Grant Application Link	Please select the entire address below and paste it into the browser... <a href="https://www.dhs.state.il.us/page.aspx?item=154467">https://www.dhs.state.il.us/page.aspx?item=154467</a>
Technical Assistance Session	Offered : Yes Mandatory : No Date : 09/15/2023 : 10:00 am Registration link : <a href="https://illinois.webex.com/illinois/j.php?MTID=mbdcdf2b5706dbb622570d63dabee8561">https://illinois.webex.com/illinois/j.php?MTID=mbdcdf2b5706dbb622570d63dabee8561</a>

## Illinois Department of Human Services

JB Pritzker, Governor · Grace B. Hou, Secretary

IDHS > Providers > IDHS Grants Administration > Grant Funded Programs > Family & Community Services Grants - FY 2024 > Family Wellness Grants >

# Illinois – Equitable Access Towards Sustainable Systems (EATS) funded by LFP(24-444-80-3189-01)

## Summary Information

Awarding Agency Name	Illinois Department of Human Services
Awarding Division Name	Family and Community Services
Agency Contact	Melanie Kluzek Commodity and Special Nutrition Programs Administrator, Bureau of Family Nutrition Phone: 217-720-9111 Email: <a href="mailto:Melanie.M.Kluzek@illinois.gov">Melanie.M.Kluzek@illinois.gov</a>
Announcement Type	Competitive
Funding Opportunity Title	Illinois - Equitable Access Towards Sustainable Systems (EATS) funded by LFPA
Funding Opportunity Number	24-444-80-3189-01
Application Posting Date	08/18/2023
Application Closing Date	10/31/2023
Catalog of State Financial Assistance (CSFA) Number	444-80-3189
Catalog of State Financial Assistance (CSFA) Popular Name	Illinois - EATS
Catalog of Federal Domestic Assistance (CFDA) Number(s)	10.182
Catalog of Federal Domestic Assistance (CFDA) Number(s)	
Award Funding Source	Federal or Federal Pass-Through
Estimated Total Program Funding	\$24,543,210
Anticipated Number of Awards	10-20 awards total (across the 7 regions identified in Program Summary section)
Award Range	No award under \$150,000 and no award to exceed \$2,500,000
Cost Sharing or Matching Requirement	No
Indirect Costs Allowed	No
Restrictions on Indirect Costs	N/A
Technical Assistance Session	Session Offered: Yes Session Mandatory: No, but encouraged Date/Time: September 15, 2023, 10:00AM Registration Link: Will be posted on <a href="#">Q and A page</a>

## A. Program Description

### 1. Program Summary

The Illinois Department of Human Services (IDHS) in partnership with the Illinois Department of Agriculture (IDOA) are seeking grantees with demonstrated capacity to provide locally grown and raised products that meet cultural needs, from underserved farmers and ranchers with the goal of increasing food insecure communities' access to local food by connecting and building a food system through a collaborative network that will be sustained after the grant period has ended. Services must be provided in a culturally sensitive manner and, acknowledge and respect the differences among the populations served (ethnicity, race, religion, age, gender, abilities, language, and other characteristics).

IDHS is seeking to fund up to the number of lead agencies in the following 7 regions in Illinois listed below to ensure food insecure communities will have access across all regions of the state:

- I. Northwest Illinois - Jo Daviess, Stephenson, Winnebago, Boone, Carroll, Ogle, Whiteside, and Lee counties (up to 3 awards)
- II. Northeast Illinois - Lake, McHenry, DuPage, Kane, Kendall, DeKalb, Will, and Kankakee counties (up to 4 awards)
- III. Cook county (up to 4 awards)\*
- IV. West Central Illinois - Rock Island, Mercer, Knox, Henry, Bureau, Stark, Putnam, Marshall, Woodford, Tazewell, Peoria, Warren, Henderson, Hancock, McDonough, Fulton, Mason, Logan, Menard, Cass, Schuyler, Adams, Brown, Sangamon, Morgan, Scott, Pike, Greene, Christian, Macoupin, Montgomery, Jersey, and Calhoun counties (up to 2 awards)
- V. East Central Illinois - La Salle, Grundy, Iroquois, Ford, Livingston, McLean, De Witt, Piatt, Champaign, Vermillion, Macon, Moultrie, Douglas, Coles, Edgar, Shelby, Cumberland, Clark, Jasper, Crawford, and Effingham counties (up to 3 awards)
- VI. Metro East St. Louis - Madison and St. Clair counties (up to 2 awards)
- VII. Southern IL - Bond, Fayette, Clay, Richland, Lawrence, Wabash, Edwards, Wayne, Marion, Clinton, Monroe, Washington, Jefferson, White, Hamilton, Franklin, Perry, Randolph, Jackson, Williamson, Saline, Gallatin, Union, Johnson, Pope, Hardin, Massac, Pulaski, and Alexander counties (up to 3 awards)

\* For Cook County, applicants must provide the zip codes they propose to serve with the requested funding.

### 2. Funding Priorities or Focus Areas

The Illinois Department of Human Services, Office of Family Wellness (OFW) is seeking applications from both for profit, public and private nonprofit organizations that have or will have (within 60 days) a physical presence in the Greater Illinois eligible community regions as described in Section A1 - Program Summary above, for which they intend to source and provide local products from underserved Illinois farmers and ranchers to underserved communities described herein.

The primary goal of the Illinois - Equitable Access Towards Sustainable Systems (EATS) program, funded by the Local Food Purchase Assistance Cooperative Agreement Program (LFPA), is to improve domestic agriculture supply chain resiliency by strengthening local and regional food systems, expanding economic opportunities for local, socially disadvantaged farmers in Illinois, and building partnerships that get fresh, nutritious food to underserved communities (USDA AMS, 2022). All awards must comply with Section 1001(b)(4) of the American Rescue Plan Act (P.L. 117-2), which authorizes the LFPA funding.

Through a competitive, merit-based review and selection process, the OFW will grant funds to lead agencies that will be responsible for overall administration of the program, have demonstrated experience and capacity to complete and submit the required programmatic and fiscal reports, will be responsible for engagement with underserved/socially disadvantaged farmers or ranchers, and have demonstrated experience and capacity internally or through partnerships to purchase, safely store, and equitably distribute products, at no cost to underserved communities in compliance with minimum food safety standards as outlined in section C. 1. Eligible Applicants, Minimum Food Safety Standards. Products must be paid at fair market value, can be minimally processed (e.g., canned, frozen, and vacuum packed), and include

fruits, vegetables, grains, pasteurized dairy products, meat, poultry, fish, eggs, plant-based proteins, and certain specialty/highly requested foods (i.e., honey, pasteurized juice, salsa, and tomato sauce).

Refer to Appendix A - Criteria and Definitions for the lists of criteria that:

- I. A lead agency must meet for this funding opportunity;
- II. Meets Illinois' definition of an underserved/socially disadvantaged farmer or rancher;
- III. A community-based organization (CBO) must meet to serve underserved communities and nutrition insecure individuals that will receive products;
- IV. Defines underserved communities in which consumers will receive the food products from the IL-EATS program; and
- V. Meets Illinois LFP Allowable Foods List and the Illinois' LFP Cultural Food Guide for a list of culturally responsive foods for this funding opportunity.

Refer to Appendix J for the Illinois' Fair Market Values List. The fair market values are subject to change and will be updated at a minimum, on a biannual basis.

### 3. Authorizing Statutes or Regulations

- [2 CFR 200](#)
- [Section 1001\(b\)\(4\) of the American Rescue Plan Act \(P.L. 117-2\)](#)

## B. Funding Information

### 1. Total Amount of Funding

- The Department anticipates the availability of approximately funding \$24,543,210 (total funding for NOFO).
- The source of funding for this program is Federal or Federal pass-through funds.
- These awards will be funded with American Rescue Plan Act of 2021 (ARPA) and Commodity Credit Corporation (CCC) funds.
- This grant does not require an in-kind or financial match requirement.

### 2. Number of Grant Awards

- The Department anticipates funding approximately 10-20 grant awards to provide this program.

### 3. Expected Amounts of Individual Grant Award

- The Department anticipates that grant awards will be \$150,000 to \$2,500,000.

### 4. Amount of Funding per Grant Award on average in previous years

- Not applicable.

### 5. Anticipated Start Dates and Periods of Performance for new grant awards.

- Subject to appropriation, the grant period will begin no sooner than 12/1/2023 and will continue through 6/30/2024 with the opportunity to renew the grant through 9/30/2025 (two renewals) for grantees in good standing.

### 6. Renewal or Supplementation of existing projects eligibility

- Applications for renewal or supplementation of existing projects are/are not eligible to compete with applications for new State awards.

## 7. Type of Assistance Instrument

- This is a competitive grant award funding opportunity.

## 8. Procurement Contract Allowability

- Subcontractor Agreement(s) and budgets must be pre-approved by the Department and on file with the Department. Subcontractors are subject to all provisions of this Agreement. The successful applicant Agency shall retain sole responsibility for the performance and monitoring of the subcontractor.
- Successful applicants under this NOFO may be eligible to receive two subsequent one-year grant renewals for this program. Renewals are at the discretion of the Department and are based on performance and sufficient appropriation.
- The release of this NOFO does not obligate the Illinois Department of Human Services to make an award.

## C. Eligibility Information

### 1. Eligible Applicants

- This competitive funding opportunity is limited to applicants that meet the following requirements listed below. See section D. 6. Funding Restrictions, for unallowable costs. If an applicant fails to meet the eligibility criteria as outlined herein and in sections D. 2. Content and Form of Application Submission and D. 7. Other Submission Requirements, the State agency is not obligated to review the application or make an award:
  - Eligible applicants include both for-profit, public and private nonprofit organizations that have or will have (within 60 days) a physical presence in the Greater Illinois eligible community regions as described in Section A1 above, for which they intend to source and provide local products from underserved Illinois farmers and ranchers to underserved communities described herein. Organizations not physically located within the community at the time of application that propose to develop a service location, upon award, the organization must acquire a physical location within that community within 60 days of the contract start date (anticipated to be December 1, 2023.)
  - The types of applicants that may apply for the grant award are lead agencies that should have networks and systems in place at the time of application and must have systems in place within 60 days of the contract start date. Lead agencies must have interest and capacity to use the funding to purchase food products from underserved/socially disadvantaged farmers or ranchers and provide collaboration and coordination of the distribution of food to community-based organizations/sites in underserved areas in Illinois at no cost to members of the community.
  - **Lead agencies must:**
    - Have fiscal experience and abilities to invoice project expenses following Grant Accountability and Transparency Act (GATA) procedures in a timely manner;
    - Have fiscal experience and abilities to pay growers/producers and any contractors, vendors, etc. based on a reimbursement model after 60 days (refer to section F. 4. Payment Terms);
    - Have experience and ability to comply with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
    - Have experience and ability to complete project reports and attend collaboration meetings;
    - Have knowledge of the local food system in the region;
    - Have experience and ability to build and sustain diverse collaborations and partnerships;
    - Have capacity to contract/partner with underserved/socially disadvantaged farmers and ranchers;

- viii. Have capacity to distribute foods to organizations via internal transportation infrastructure or via collaborations;
  - ix. Have capacity and experience in building relationships with community-based organizations to receive products; and
  - x. Belief in building an equitable local food system.
- Lead agencies **must** include their commitment to working with underserved/socially disadvantaged farmers and ranchers and include their plans to provide culturally responsive foods to underserved communities (refer to the Illinois' LFPA Cultural Food Guide in Appendix A- Criteria and Definitions).
  - For growers and producers that want to participate in this program and work with lead agencies, they **must** be a socially disadvantaged farmer located within the state of Illinois and products must be grown or produced within Illinois.
  - **Underserved/socially disadvantaged farmers** and ranchers **must** fall within one of these categories below to be eligible to participate in this program in coordination with a lead agency or to be eligible to apply as a lead agency (along with meeting the criteria of a lead agency - refer to Appendix A- Criteria and Definitions):
    - i. American Indian or Alaska Native
    - ii. Asian
    - iii. Native Hawaiian or Other Pacific Islander
    - iv. Black/African American
    - v. Latine/o/a
    - vi. Refugee
    - vii. LGBTQ+
    - viii. Veteran
    - ix. Female Business Owner
    - x. Greater than 50 miles (or 30 minutes) to the nearest distribution point (farmers market or market opportunity)
    - xi. Qualify for benefits based on income (low socioeconomic status)
    - xii. Person with disabilities
    - xiii. New farmer/rancher (USDA definition is under 10 years)
    - xiv. Business is located in one of the following high-vulnerability counties (as determined by CDC's [Social Vulnerability Index](#): Champaign, Coles, Cook, Douglas, Fayette, Franklin, Jackson, Jefferson, Kane, Kankakee, Knox, Lake, Lawrence, Macon, Marion, Massac, Morgan, Peoria, Perry, Pulaski, Rock Island, Saline, St. Clair, Stephenson, Union, Vermilion, Warren, Wayne, Winnebago
  - Lead agencies **must** confirm that the underserved/socially disadvantaged farmers/ranchers and food handlers meet the minimum food safety standards for this program and have experience with tracking/recalling inventory for traceability purposes. Depending on where the food is being distributed, additional food safety standards may be required.
  - **Minimum Food Safety Standards:**
    - i. Completion of the LFPA food safety course for safe produce handling **OR** submission of other approved food safety certificates (i.e., FSMA, GAP, etc.)
    - ii. Continually maintain best practices for food safety throughout the life of the program and beyond
    - iii. Use of state of Illinois licensed processors for meat and poultry products
    - iv. Food handler certification at distribution sites

- Lead agencies **must** ensure the food that is purchased for this program is distributed to underserved communities at no cost. The list of examples provided below, while not exhaustive, are some ways the food can be distributed to consumers in need:
  - i. Mobile markets
  - ii. Backpack programs
  - iii. Summer food/snack programs
  - iv. Prescription program
  - v. Meals on Wheels
  - vi. Meal programs (e.g., Medically Tailored Meals)
  - vii. Feeding programs for homeless
  - viii. Food box programs
  - ix. Food pantry
  - x. Schools
  - xi. Mutual aid
  - xii. Novel ordering/pick up delivery
- The lead agency **must** ensure the Community Based Organizations (CBOs) they plan to work with will distribute the food to underserved communities meeting the following criteria:
  - i. Have the infrastructure to accept and store foods (at no cost to the CBO) per current food safety guidelines and follow all minimum requirements for food safety.
  - ii. Have relationships with individuals and families facing nutrition insecurity in underserved communities and be able to provide justification of how they meet this requirement.
  - iii. Have the customer base to use or distribute the food in a timely manner to ensure zero waste.
  - iv. Be available to meet the needs of the community members and neighbors to ensure equitable access to food.
- State and Federal Laws and Regulations The agency awarded funds through this NOFO must agree to comply with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), The Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and The Age Discrimination Act (42 USC 6101 et seq.).
- The applicant has met the [Prequalification and Mandatory Requirements](#) listed in this funding opportunity.
- **Applicants must be prequalified; therefore, applications from entities that have not prequalified prior to the due date of this application will NOT be reviewed and will NOT be considered for funding. Successful Applicants will not receive an award if pre-award requirements are not met.**
- Funding restrictions-See Section D for funding restriction impacting eligibility or no funding restrictions.

## 2. Cost Sharing or Match Requirements

- Providers are not required to participate in cost sharing or provide match.

## 3. Indirect Costs

- Indirect Costs may not be applied to this grant award. Every organization that receives a state award must make an indirect cost rate proposal or election in the [Crowe Activity Review System \(CARS\)](#), including organizations that are choosing not to claim payment for indirect costs.

#### 4. Other

- Limit on Number of Applications
- Agencies will be limited to 1 application per region (see regions listed below), but have the option to apply for more than 1 region through a separate application if applicable.
  - Northwest Illinois - Jo Daviess, Stephenson, Winnebago, Boone, Carroll, Ogle, Whiteside, and Lee counties (up to 3 awards)
  - Northeast Illinois - Lake, McHenry, DuPage, Kane, Kendall, DeKalb, Will, and Kankakee counties (up to 4 awards)
  - Cook county (up to 4 awards)\*
  - West Central Illinois - Rock Island, Mercer, Knox, Henry, Bureau, Stark, Putnam, Marshall, Woodford, Tazewell, Peoria, Warren, Henderson, Hancock, McDonough, Fulton, Mason, Logan, Menard, Cass, Schuyler, Adams, Brown, Sangamon, Morgan, Scott, Pike, Greene, Christian, Macoupin, Montgomery, Jersey, and Calhoun counties (up to 2 awards)
  - East Central Illinois - La Salle, Grundy, Iroquois, Ford, Livingston, McLean, De Witt, Piatt, Champaign, Vermillion, Macon, Moultrie, Douglas, Coles, Edgar, Shelby, Cumberland, Clark, Jasper, Crawford, and Effingham counties (up to 3 awards)
  - Metro East St. Louis - Madison and St. Clair counties (up to 2 awards)
  - Southern IL - Bond, Fayette, Clay, Richland, Lawrence, Wabash, Edwards, Wayne, Marion, Clinton, Monroe, Washington, Jefferson, White, Hamilton, Franklin, Perry, Randolph, Jackson, Williamson, Saline, Gallatin, Union, Johnson, Pope, Hardin, Massac, Pulaski, and Alexander counties (up to 3 awards)

\* For Cook County, applicants must provide the zip codes they propose to serve with the requested funding.

## D. Application and Submission Information

### 1. Address to Request Application Package

The complete application package (this Notice of Funding Opportunity, including links to required forms) is available through the [Illinois Catalog of State Financial Assistance](#). Each applicant must have access to the internet. The Department's web site will contain information regarding the NOFO and materials necessary for submission. Questions and answers will also be posted on the Department's website as described later in this announcement. It is the responsibility of each applicant to monitor that web site and comply with any instructions or requirements relating to the NOFO.

### 2. Content and Form of Application Submission

#### Required Content

- Applications must include the required documents and demonstrate that the program eligibility requirements have been met. The Department will not contact applicants for missing items listed below. Applicants that do not include all the following documents will be considered substantially incomplete and will not be considered for funding.

#### Program Narrative

- **IMPORTANT:** The program (proposal) narrative makes up the bulk of the application. Please provide a complete response to the following sections. If the program narrative is missing from your application packet, your application



will receive a score of zero points and your agency will not meet the criteria to receive a grant under this notice of funding opportunity. Applicants must submit a proposal (Narrative) and budget that covers the grant period from 12/1/23 to 6/30/24 (7 months). Grant awards will be issued based on the State Fiscal Year and will be subject to performance, subject to 2 CFR 200 continuation application process, subject to GATA Compliance, and subject to sufficient State/Federal appropriation.

- Applicants must submit a plan that contains the information outlined below and contains the headings in all CAPS/bold listed below. Each section must begin on a new page and have a heading that corresponds to the headings listed below after each section. The total application may not exceed 20 pages, single-spaced. The Uniform Application for State Grant Assistance, checklist, attachments, and Uniform Budget are NOT included in the page limitation.
- The narrative portion must follow the total page limits and guidelines set for each section and must be in the order requested.

**A. EXECUTIVE SUMMARY (1 Page Maximum - 5 Points)**

The Executive Summary will serve as a stand-alone document for successful applicants that will be shared with various state-level stakeholders and others requesting a brief overview of each funded project. Therefore, applicants should be concise and direct in their description and provide an overview of the services proposed with these funds and the outcomes that will be achieved. Refer to the Executive Summary (Appendix B) for details required in the Executive Summary and should be included at the beginning of your program narrative.

**B. CAPACITY (7 Pages Maximum - 35 Points)**

The purpose of this section is for the applicant to present an accurate picture of their ability to meet the program requirements as outlined in this NOFO. The information in this section should include, but not necessarily be limited to the following:

- I. Give a brief overview of the applicant agency, outlining its primary programs and services offered. Describe how the applicant's mission statement and goals align with the purpose of this funding opportunity.
- II. Describe the applicant agency's experience working with underserved farmers/ranchers and providing services to food insecure/underserved communities, specifically those that the organization proposes to serve.
  - a. List the number of years of providing services, types of activities undertaken, successes, challenges, and strategies to overcome them and indicate where these services were provided.
- III. Describe the applicant agency's experience collaborating and engaging the community and developing partnerships/relationships with community-based organizations, schools, residents, and other stakeholders within the intended community area the agency is proposing to serve.
  - a. In the description identify the stakeholder groups that the applicant agency has worked with, in what capacity, and how long they have worked with these partners and their experience with addressing food insecurity in underserved communities.
  - b. Indicate if these partnerships/relationships are new, current, etc. and how these partnerships came about.
- IV. Provide a description of the applicant agency's readiness for service provision commencing within 60 days of the contract start date, taking note of the following:
  - a. Describe the personnel who will be involved in carrying out project duties including the amount of time dedicated to the project, their role, and provide any relevant experience they had in working with similar projects.
  - b. Discuss the applicant agency's readiness in terms of the physical space where program activities will be carried out. If applicable, describe whether this is a space the applicant agency currently occupies

(and/or pays for), whether it is under construction, if arrangements to rent/lease/buy or build a physical facility are or are not yet final.

- c. Describe the applicant agency's readiness in terms of creating, implementing, and supporting the local food system in the intended communities proposed to be served.
- d. Describe the training programs, food safety certifications, etc. the staff have had and will receive to ensure their ongoing ability to successfully perform the duties of their position.
  - If required food safety/handling requirements are not in place at the time of application, registration to attend/complete trainings must occur within 60 days of the start of the grant period.
  - Training will be provided at no cost by the University of Illinois Extension.
  - Trainings include but are not limited to: proper handling and receiving of products, storage, and transportation of products for distribution to the consumers.
- V. Describe experience that would be beneficial for being a lead agency.
  - a. Describe relevant connections and experience that highlight being a trusted partner in the local food system.
  - b. Describe in detail the applicant's administrative and fiscal capacity to carry out the proposed program.
  - c. Describe experience working with contracts, GATA procedures, paying vendors, and managing cash flow that would ensure success for the project.
  - d. Describe ability to manage reports and meet reporting requirements and deadlines.
  - e. Describe strategies taken to use data to improve outcomes (e.g., inventory tracking software to reduce food waste and improve traceability).
- VI. Describe partnerships and connections that will be leveraged to meet the objectives of projects.
- VII. Describe additional resources that will be leveraged to ensure a successful project and how the applicant plans to sustain this program and food system after the federal funding period has ended (i.e., 9/30/2025).

#### C. NEED (4 Pages Maximum - 15 Points)

The purpose of this section is to provide a clear and accurate picture of the need for proposed services within the targeted community and how the applicant will address these needs. It is necessary for the applicant to demonstrate that it has thorough knowledge and understanding of the local food system, the need for providing new opportunities for underserved/socially disadvantaged farmers/ranchers to provide products to the proposed communities in need. Citations for any facts or evidence that support the description of need are encouraged.

- I. Provide evidence that the applicant has thorough knowledge and understanding of the local food system.
- II. Provide evidence that the applicant has thorough knowledge and understanding of the need for providing new opportunities for underserved/socially disadvantaged farmers/ranchers.
- III. Describe the geographic area (i.e., region and counties as referenced in A.1. Program Summary) where food purchased with Illinois - EATS (LFP) funds will be distributed. **Note: For Cook County, zip codes must also be provided.**
- IV. Describe which communities, populations, or audiences will receive the food.
  - a. Provide justification for why these areas/populations were selected.
  - b. Provide the estimated number of consumers that will receive the products from the IL-EATS program with the anticipated/requested funds during the state fiscal year of operation (refer to *B. Funding Information*).
- V. Describe how the foods purchased will meet the cultural needs of the selected areas/populations.

#### D. QUALITY (5 Pages Maximum - 30 Points)

The purpose of this section is for the applicant to provide a comprehensive, clear, and accurate picture of its intended program design, project implementation, and associated outcomes. The applicant must demonstrate evidence of experience and knowledge of local food systems, working with socially disadvantaged farmers, and providing local foods to underserved communities.

**Expanding Opportunities:**

- I. Describe how the project is expanding opportunities to get new or different food to underserved areas/populations.
  - a. What percentage of sites will this provide new opportunities.
- II. Describe how the project is providing new opportunities for socially disadvantaged farmers/ranchers in the area to get product to market.
  - a. What percentage of farmers are having new market opportunities.
- III. Describe the overall design of how the project will be implemented
  - a. How many socially disadvantaged/underserved farmers will you purchase food from.
    - Provide Letters of Support (maximum of 5 letters) from the socially disadvantaged farmers/ranchers that you have identified prior to application (refer to section D. 7. Other Submission Requirements)
  - b. How do the farmers meet the criteria for socially disadvantaged.
  - c. What types of food will be purchased and how does it meet the cultures outlined in the need section.
  - d. Describe the food handling, processing, storage, and/or transportation steps from farm to community.
  - e. How will the community partners ensure food is distributed in a timely manner that minimizes waste.
  - f. Describe overall timeline for purchases and distribution. This should align with the applicant's Implementation Timeline/Work Plan (**Appendix F**).
  - g. Describe how you will ensure food safety throughout the process.
  - h. Describe any additional resources leveraged to ensure effective coordination, shelf stability, etc.
  - i. Describe applicant's ability for data collection and reporting practices, including staff involved, technology used and experience with data analysis and reporting.
  - j. Describe the applicant's quality assurance process to ensure compliance with stated programmatic design and achievement of NOFO deliverables.
  - k. Describe the applicant's willingness to participate in evaluation efforts by DHS.

**Sustainability and Success:**

- I. Describe any steps that will be taken to be sustainable when the project is complete.
  - II. Describe how the project will be monitored and safeguards put in place to ensure success.
- E. **BUDGET Narrative (2 Pages Maximum - 5 points)**
- i. For awards less than 400,000 at least 50% of the budget needs to be spent on food, administrative expenses should not exceed 35% of the budget.
  - ii. For awards greater than \$400,000 at least 70% of the budget needs to be for food, administrative expenses should not exceed 20%.

**All food costs must be budgeted to the Grant Exclusive Line Item (GELI) of the budget.**

*Applicant Budgets:*

- I. Applicants should provide a budget narrative and a budget for the grant period (December 1, 2023 to June 30, 2024).

The budget and budget narrative must tie fiscal activity to program objectives and deliverables and demonstrates that all proposed costs are:

- o Reasonable and necessary
  - o Allocable, and
  - o Allowable as defined by program regulatory requirements and the Uniform Guidance (2 CFR 200), as applicable
- a. Budget Narrative: In this section of the program narrative, provide a detailed Budget Narrative of the items allocated within your proposed budget. Identify the source of those funds and detail how the specified resources and personnel are being allocated to ensure the tasks, activities, goals, and objectives described in your proposal will be implemented. If you plan to use additional state or federal funds, or other funds to support the program, please also describe how these additional funds will be utilized to implement the program.
- b. Budget: Applicants must enter their budget into CSA. (Refer to Applicant Budgets II. below if your organization is submitting applications for more than one service area.)
- c. The FY24 budget must be submitted electronically in the CSA system (Refer to **Appendix C: CSA Budget Information** for more information and a link to budget forms). The Budget entered into the CSA system will include a narrative or detailed description/justification for each line in the budget and will describe why each expenditure is necessary for program implementation and how you arrived at the particular amount. Please include cost allocations as necessary. This narrative must also clearly identify indirect costs (for this NOFO, you are still required to include that NO indirect costs will be charged), direct program costs, direct administrative costs, and match (not required for this NOFO) within each line item as appropriate. The FY24 Budget (including MTDC base exclusions as appropriate) should clearly describe how the specified resources and personnel have been allocated for the tasks and activities described in your plan.

The Budget must be electronically signed and submitted in the CSA system. The Budget must be signed by the Provider's Chief Executive Officer and/or Chief Financial Officer. (*Refer to Appendix C: CSA Budget Information.*)

**IMPORTANT:** Please be sure the budget status in CSA says "**GATA Budget signed and submitted to program review.**" This status will appear after the budget is electronically signed by the agency CEO or CFO and submitted to IDHS. A PDF copy of the budget should be included in the application as an Attachment: Applicant Uniform Grant Budget. This should be printed from the CSA system. If the Uniform Grant Budget is not entered, signed, and submitted in the CSA system by the application due date and time, the applicant will not receive any of the **5 points for the Budget Narrative section of the application.**

- II. For applicants submitting more than one application under this NOFO to serve separate eligible community areas, a separate CSA budget must be entered for each separate community area/region application. In the Narrative section on the summary page of the CSA budget please identify the Illinois eligible service area/region (refer to section A.1. *Program Summary* for the list of eligible regions for which the budget is intended).
- a. Successful applicants will NOT receive a grant agreement until after their budget has been submitted and approved through the CSA system.
  - b. The applicant must submit Federal Form W9 as an Attachment: Applicant Federal Form W9.

F. **Advancing Equity** (1 Page Maximum - up to 10 Points)

All applicants are required to partner with only famers/ranchers that meet the criteria for underserved/socially disadvantaged. Provide a detailed summary for each of the three (3) additional criteria for advancing equity below, including **the percentage (%)** of the socially disadvantaged farmers the applicant intends to work, with respect to how they meet the three categories listed below:

- I. Describe your partnerships with farmers (including percentage) that meet **more than one of the criteria areas** as an underserved/socially disadvantaged farmer/rancher as listed in this NOFO (refer to Appendix A - Criteria and Definitions).
- II. Describe your partnerships with farmers (including percentage) that are gaining **new markets** from this opportunity.
- III. Describe your partnerships with farmers (including percentage) that are gaining **new outlets** for food distribution from this opportunity.

## Proposal Narrative Content and Attachments

If the applicant believes that the subject has been adequately addressed in another part of the application narrative, then provide the cross-reference to the appropriate part of the narrative. If a cross-reference is not included in the section, the reviewer will only consider content contained within that specific section.

Applications will be accepted as described herein. Faxed copies, hard copies, etc. will not be accepted. Applications that are inconsistent with the instructions herein will be subject to loss of points. The Department is under no obligation to review applications that do not comply with the requirements in this NOFO.

## Required Forms

- [The Uniform Application for State Grant Assistance pdf](#) is a three-page document used to formalize organization's request to apply for funding. The document requires the signature and email address of the organization's authorized representative. This email address will be used for official communication between the Department and the applicant organization for matters regarding this application
- Federal Form W9 (Appendix G)
- Conflict of Interest Disclosure (refer to section I. Mandatory Forms)

## Required Format

- The narrative portion must follow the page maximums where prescribed and must be organized in the format outlined in section D. 7. *Other Submission Requirements* or points may be deducted.
- Application Format Requirements: All applications must be typed on 8 1/2 X 11-inch paper using 12-point type, Times New Roman font typeface, and at 100% magnification. The entire proposal should be typed in black ink on white paper. The program plan narrative must be typed single-spaced, with 1-inch margins on all sides.
- The narrative must **not exceed the page totals** for the entire proposal specified in section D. 2. *Program Narrative* (additional pages will not be reviewed or scored). **Items included as attachments are NOT included in the 20-page limitation.**
- If an applicant receives an award through this NOFO, the proposal will become the local program plan and budget unless revisions are required. The application/plan will be the basis for monitoring compliance by IDHS. **Failure to provide an application in the format detailed throughout this section will result in the loss of points - also, refer to Section D.7. Other Submission Requirements.**

## Pre-Award Requirements

- All successful applicants are required to complete a risk assessment prior to execution of a grant award. The Internal Controls Questionnaire (ICQ) is one instrument used to assess risk of grantees by identifying an organization's potential weaknesses. The ICQ is accessed through the [Grantee Portal](#).

### 3. Unique Entity Identifiers and SAM Registration

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:

- Be registered in [SAM.gov](https://sam.gov) before the application due date.
- Provide a valid unique entity identifier (UE) in its application
- 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 Department may not make an award until applicant has fully complied to all UEI and SAM requirements
- The department may determine that an applicant is not qualified if they have not complied to requirements and use that determination as a basis to award to another applicant.

### 4. Application Submission Dates and Times

#### Application Due Date and Time

The Department must receive the Preliminary Submission materials (Letter of Intent, etc.)

- There are no preliminary submission materials for this funding opportunity.

The Department must receive the Full Application

- Due on 10/31/2023 at 12PM CST.

Applicants must electronically submit the complete application including all required narratives and attachments in the prescribed order.

- Applicants must electronically submit the complete application including all required narratives and attachments in the prescribed order (refer to section D. 7. Other Submission Requirements), with the signed Uniform Application for State Grant Assistance (Uniform Application) on top. The Uniform Application is available under **section I. Mandatory Forms**.
- Applications must be sent electronically to [DHS.OFWContracting@illinois.gov](mailto:DHS.OFWContracting@illinois.gov) and received no later than 12:00 p.m. (noon) on Tuesday, 10/31/2023.
- The application will be electronically time-stamped upon receipt. The Department will ONLY accept applications submitted by electronic mail sent to [DHS.OFWContracting@illinois.gov](mailto:DHS.OFWContracting@illinois.gov). The electronic copy must be a complete single PDF file. Include the following in the subject line: "IL-EATS 24-444-80-3189-01 and your agency name."
- Application submissions or delivery to any other email address or contact, including other IDHS offices or employees, will not be considered for review or funding. Applications will NOT be accepted if received by fax machine, hard copy, disk or thumb drive.
- The electronic copy must be a complete single PDF file. If the applicant needs assistance creating a single PDF file, please reach out to contact person listed in this NOFO in **ADVANCE of the Due Date and Time**.
- Applicants will receive an email (within 72 hours of receipt or 120 hours if received on a non-business day) notifying them that their application was received and if it was received by the due date and time. This email reply will be sent to the original sender of the application.
- Applicants are required to notify the Department by 12:00 PM on Monday, 11/6/23, if they did NOT receive an email notifying them that their application was received. If the applicant does not receive an email and/or does not notify the Department by 12:00 PM on Monday, 11/6/23, their application will be considered a late submission and will NOT be reviewed or scored. The applicant will NOT have the right to protest the submission/receipt of their application to

the Department after Monday, 11/6/23 at 12:00 PM. In the event of a dispute, the applicant bears the burden of proof that the application was received on time at the email location listed above.

### Missed Deadlines

- Applications received after the due date and time will not be considered for review or funding. All applicants/applications determined to be non-compliant or otherwise determined to be disqualified from consideration will be separately notified in writing, by email, upon determination. This email will be sent to the email addresses provided in the application and will identify the reason for disqualification. For your records, please keep a copy of your submission with the date and time the application was submitted along with the email address to which it was sent. The deadline will be strictly enforced.
- **EXCEPTION:** If after all timely applications have been logged in, reviewed to determine eligibility and to establish that all mandatory requirements of the applicant have been met under the NOFO, there remains a targeted geographic area for which an application has not been received, The Department reserves the right to consider any late application for funding that proposes to serve that area.
- **IMPORTANT:** It is strongly recommended that the applicant not wait until the last minute to submit an application in case they experience technical difficulties with the submission process. Applicants should keep copies of all documentation that that may prove their application was submitted to the correct location and that it was received by IDHS on or before the deadline. Applicants should also maintain all electronic documentation, including screen shots, email correspondence, help desk ticket numbers, etc. that would document any unforeseen difficulties the applicant may have encountered regarding the timely submission of the application.

## 5. Intergovernmental Review

This funding opportunity is NOT subject to Executive Order 12372, "Intergovernmental Review of Federal Programs."

## 6. Funding Restrictions

The following are considered Unallowable Costs:

- GAP certifications, training, seed or crop insurance
- Infrastructure for general purpose equipment or lease agreements to own
- Indirect costs
- Significantly processed or prepared foods that are not listed on the Illinois LFP Allowable Foods List
- Baked goods, such as breads, muffins or crackers; prepared sandwiches or meals/ other prepared and/or pre-cooked items that come ready-to-eat or require no further preparation beyond heating (e.g., chicken nuggets, fish sticks, pre-made pizzas, etc.)

### Pre-Award Costs

- Pre-award costs are/are not allowable.
- IDHS grants are governed by 2 CFR, Part 200, Subpart E-Cost Principles and 30 ILCS 708 which include information on allowable costs, audit requirements, and financial records.

## 7. Other Submission Requirements

**ALL applications MUST include the following mandatory forms/attachments in the order identified below:**

- I. Uniform Application for State Grant Assistance (refer to section I. Mandatory Forms - NOT included in the 20-page limit)
- II. Program Proposal (Narrative - 20-Page Limit applies):
  - a. Executive Summary (Appendix B)

- b. Capacity
- c. Need
- d. Quality
  - Expanding Opportunities
  - Sustainability and Success
- e. Budget Narrative
- f. Advancing Equity
- g. Required Attachments to Your Application (NOT included in the 20-page limit):
  1. IL-EATS Application Checklist (**Appendix D**)
  2. Contact Information Form (**Appendix E**)
  3. Implementation Timeline/Work Plan (**Appendix F**)
  4. Applicant's Uniform Grant Budget (PDF copy of your budget printed from the CSA system - NOT included in the 20-page limit)
  5. Agency W-9 form (**Appendix G**)
  6. Letters of Support from the Underserved Farmers/Ranchers the applicant intends to work with (maximum of 5 letters of support) **Appendix H**
  7. Conflict of Interest Disclosure (refer to *section I. Mandatory Forms* - NOT included in the 20-page limit)

**Attachments:** If any attachments are not applicable, a page labeled with the attachment number should be submitted and should include a statement explaining why the attachment was not applicable.

## Electronic Submission

- Applications must be submitted electronically to [DHS.OFWContracting@illinois.gov](mailto:DHS.OFWContracting@illinois.gov).
- Documents must not include a password.
- Software or electronic capabilities required are as follows:
- Agencies awarded funds through this funding notice should have a computer that meets the following minimum specifications for the purpose of utilizing any required IDHS web-based reporting system and the receipt/submission of electronic program and fiscal information:
  - Internet access, preferably high-speed
  - Email capability
  - Microsoft Excel
  - Microsoft Word
  - Adobe Acrobat
- The purchase of this technology would be an allowable expenditure under the grant and may be budgeted for as part of this application. In the event of a system problem or in the event of technical difficulties contact [DHS.OFWContracting@illinois.gov](mailto:DHS.OFWContracting@illinois.gov).

## E. Application Review Information

All competitive grant applications are subject to merit-based review. Program staff will conduct an initial eligibility review to determine if an application meets the eligibility requirements published in this Notice and will advance to the next stage of the review process.



An application is compliant if the applicant:

- I. is an eligible organization (refer to Section C "Eligibility Information")
- II. is GATA prequalified
- III. submitted an application by the submission deadline
- IV. meets the mandatory requirements listed in this NOFO. Reviewing for eligibility is intended to ensure that only those applications that are eligible for award are further reviewed. However, determinations of eligibility can take place at any point during the application review and selection process.

Applicants proposing to serve more than one eligible community region must submit a separate application for each eligible community region. Applications will be scored separately:

- I. The Department will review, score, and make funding decisions separately for each eligible service area/region.
- II. Applicants will compete against other applicants applying to serve the same eligible service area.
- III. The Department anticipates awarding up to the number of awards per eligible service area/region as outlined in *section A. 1. Program Summary*.

## 1. Criteria

Scoring will be on a 100-point scale. Applications will be evaluated on the following criteria:

Criteria	Weight
Executive Summary	5 Points
Capacity	35 Points
Need	15 Points
Quality	30 Points
Budget Narrative	5 Points
Advancing Equity	Up to 10 Points
Total Possible Points	100 Points

**\* IMPORTANT:** Please be sure the budget status in CSA says **"GATA Budget signed and submitted to program review."** This status will appear after the budget is electronically signed by the agency CEO or CFO and submitted to IDHS. If the Uniform Grant Budget is not entered, signed, and submitted in the CSA system by the application due date and time, the applicant will not receive any of the **5 points for the Budget Narrative section of the application**.

Applications that fail to meet the criteria described in **Section C "Eligibility Information"** and **Section D "Application and Submission Information"** will not be scored and/or considered for funding.

All applicants / applications determined to be non-compliant or otherwise determined to be disqualified from consideration will be notified. This email will be sent to the email addresses provided in the application and will identify the reason for disqualification.

## 2. Review and Selection Process

- The process for evaluation of the application is as follows:
  - a. The Merit Based Review will be conducted by review teams comprised of up to 3 internal and/or external reviewers. Internal reviewers are individuals employed by IDHS, contractual staff or individuals working as interns from an Illinois academic institution. External reviewers are those individuals not employed by IDHS who have volunteered to review applications, have subject matter expertise and/or grant reviewing experience and have been screened for any potential conflict of interest with their assigned applications.
  - b. The review teams will be provided with a Merit Based Review Committee Member Orientation Session.

- c. After the orientation session, applications will be reviewed and scored individually. Then, team members will collectively review the application, their scores and comments. Individual team members may choose to adjust scores to appropriately capture content that may have been missed initially. Scores will then be sent to the application Review Coordinator to be compiled and averaged to produce the final application review team score. The numerical score may not be the sole award criterion.
- d. The Department reserves the right to consider other factors such as: geographical distribution, demonstrated need, and agency past performance as a state grantee, etc. While the recommendation of the review panel will be a key factor in the funding decision, the Department maintains final authority over funding decisions and considers the findings of the reviewers to be non-binding recommendations. Any internal documentation used in scoring or awarding of grants shall not be considered public information.
- e. In the event of a tie with insufficient funding for all tied applications, the Department may choose to elect one of the following options:
  - i. Apply one or more of the additional factors for consideration described above to prioritize the applications; or
  - ii. Not fund any of the tied applications.
- f. The Department reserves the right to negotiate with successful applicants to adjust award amounts, targets, service areas, deliverables, etc.

### 3. Merit-Based Review Appeal Process

- Competitive grant appeals are limited to the evaluation process. Evaluation scores may not be protested. Only the evaluation process is subject to appeal and shall be reviewed by IDHS' Appeal Review Officer (ARO).

#### Submission of Appeal

- Appeals submission IDHS contact information
  - Name of Agency contact for appeals: Melanie Kluzek
  - Email of Agency contact for appeals: [Melanie.M.Kluzek@illinois.gov](mailto:Melanie.M.Kluzek@illinois.gov)
  - Email Subject Line: **APPEAL IL-EATS 444-80-3189**

An appeal must be submitted in writing to appeals submission IDHS contact listed above, who will send to the IDHS Appeal Review Officer (ARO) for consideration.

- An appeal must be received within 14 calendar days after the date that the grant award notice has been published.
- The written appeal shall include at a minimum the following
  - Name and address of the appealing party
  - Identification of the grant
  - Statement of reasons for the appeal.
  - Supporting documentation, if applicable

#### Response to Appeal

- IDHS will acknowledge receipt of an appeal within fourteen (14) calendar days from the date the appeal was received.
  1. IDHS will respond to the appeal within 60 days or supply a written explanation to the appealing party as to why additional time is required.
  2. The appealing party must supply any additional information requested by IDHS within the time period set in the request.

## Resolution

- The ARO shall make a recommendation to the Agency Head or designee as expeditiously as possible after receiving all relevant, requested information.
  1. In determining the appropriate recommendation, the ARO shall consider the integrity of the competitive grant process and the impact of the recommendation on the State Agency.
  2. The Agency will resolve the appeal by means of written determination.
  3. The determination shall include, but not be limited to
    - Review of the appeal
    - Appeal determination
    - Rationale for the determination.

## 4. Simplified Acquisition Threshold - Federal Awards

Potential grantees under this funding announcement may receive an award in excess of the Simplified Acquisition Threshold, currently \$250,000 (Refer to 2 CFR 200 Section 200.88). Therefore, the grantee is subject to Simplified Acquisition Threshold. Refer to Section C. 8. Grant Funds Use Requirements for more information.

## F. Award Administration Information

### 1. State Award Notices

Applicants recommended for funding under this NOFO following the above review and selection process will receive a Notice of State Award (NOSA). The NOSA shall include:

- Grant award amount
- The terms and conditions of the award
- Specific conditions, if any, assigned to the applicant based on the fiscal and administrative (ICQ), programmatic risk assessments (PRA) and merit-based review.

**Note:** The Department cannot issue a NOSA until the successful applicant has an approved budget entered into CSA. The applicant shall receive the NOSA through the Grantee Portal. The NOSA must be signed by the grants officer (or equivalent). This signature effectively accepts the state award amount and all conditions set forth within the notice. This signed NOSA is the document authorizing the Department to proceed with issuing an agreement. The Agency signed NOSA must be remitted to the Department as instructed in the notice.

The notice is not an authorization to begin performance (to the extent that it allows charging to State awards of pre-award costs at the non- State entity's own risk).

A written Notice of Denial shall be sent to the applicants not receiving the award.

### 2. Administrative and National Policy Requirements

The agency awarded funds shall provide services as set forth in the IDHS grant agreement and shall act in accordance with all state and federal statutes and administrative rules applicable to the provision of the services.

To review a sample of the FY2024 [IDHS Uniform Grant Agreement](#).

### 3. Reporting

Upon execution of the grant agreement, reporting shall be in accordance with the requirements set forth in the Uniform Grant Agreement and related Exhibits which includes, but is not limited to the following

- Time Period for Required Periodic Financial Reports. Grantee shall submit financial reports to Grantor pursuant to Paragraph 13.1 of the Uniform Grant Agreement and reports must be submitted no later than 15 days after the quarter ends.
- Time Period for Close-out Reports. Grantee shall submit a Close-out Report pursuant to Paragraph 13.2 of the Uniform Grant Agreement and no later than 15 days after this Agreement's end of the period of performance or termination.
- Time Period for Required Periodic Performance Reports. Grantee shall submit Performance Reports to Grantor pursuant to Paragraph 14.1 of the Uniform Grant Agreement and such reports must be submitted no later than 30 days after the quarter ends.
- Time Period for Close-out Performance Reports. Grantee agrees to submit a Close-out Performance Report, pursuant to Paragraph 14.2 of the Uniform Grant Agreement and no later than 30 days after this Agreement's end of the period of performance or termination.
- Other Unique Programmatic Reporting Requirements: Additional annual performance data may be collected as directed by the Department and in a format prescribed by the Department.

**Monthly reporting including:**

- Number of underserved/socially disadvantaged farmers/ranchers and amount of funding received.
- Underserved/socially disadvantaged criteria the farmers/ranchers meet
- Number of pounds of each type of eligible food
- Estimated number of consumers in underserved community that received the food products.
- Number of and location of food distribution points (outlining if locations are new or different)

#### 4. Payment Terms

*Billing Requirements:*

The Provider shall provide summary documentation by line item of actual expenditures incurred for the purchase of goods and services necessary for conducting program activities.

- The Provider shall use generally accepted accounting practices to record expenditures and revenues as outlined in DHS Rule 509, Fiscal Administrative Record keeping and Requirements.
- Expenditures shall be recorded in the Provider's records in such a manner as to establish an audit trail for future verification of appropriate use of Agreement funds.
- An Expenditure Documentation Form (EDF) must be submitted monthly for each month of service in the format defined by the Division of Family and Community Services. The EDF is provided by DHS to the provider for reporting all agreement expenditures.
- Supporting documentation for Grant Exclusives Line Item (GELI) is required to be submitted with the monthly Expenditure Documentation Form (EDF)
  - i. All food costs must be documented on the Grant Exclusive Line Item (GELI) on the monthly Expenditure Documentation Forms (EDFs) AND include support documentation (e.g., receipts from farmers/ranchers, invoices, back-up documentation) for reimbursement.

It is the policy of the Illinois Department of Human Services (IDHS) that this policy complies with 2 CFR 200.302, 2 CFR 200.305, 31 CFR 205 (procedures implementing Cash Management Improvement Act and Treasury-State Agreement (TSA)), and 44 Ill.

Admin. Code 7000.120 (GOMB Adoption of Supplemental Rules for Grant Payment Methods). Three different award payment method exist, namely [Advance Payment, Reimbursement, and Working Capital Advance](#).

- I. Advance Payment Method (Advance and Reconcile)

- A. An initial payment will be processed in an amount equal to the first two months' cash requirements as reflected in the Advance Payment Requirements Forecast (Cash Budget) Form submitted with the Grantee's application. The initial payment will be processed upon execution of the grantee's Uniform Grant Agreement.
  - B. Grantees must submit monthly invoices in the format and method prescribed in the Grantee's executed Uniform Grant Agreement. Invoices must be submitted on or before the 15th day following the end of any respective monthly invoice period. Invoices must include only allowable incurred costs that have been paid by the Grantee. For programs that have Grantee matching requirements, allowable costs are only reimbursable when matching costs have also been incurred.
  - C. Subsequent monthly payments will be based on each monthly invoice submitted to the grant program, and will be adjusted up or down, based on a comparison of actual cumulative expenditures to cumulative advance payments, to date.
  - D. Grantees that do not expend all advance payment amounts by the end of the grant term or that are unable to demonstrate that all incurred costs were necessary, reasonable, allowable, or allocable as approved in their respective grant budget, must return the funds or be subject to grant funds recovery.
  - E. Grantees may be required to submit supporting documentation for their requests at the request of and in a manner prescribed by the Grantor.
  - F. Failure to abide by advance payment governance requirements may result in grantee losing their right to advance payments.
- II. Reimbursement Method
- A. IDHS will disburse payments to Grantee based on actual allowable costs incurred as reported in the monthly financial invoice submitted for the respective month, as described below.
  - B. Grantees must submit monthly invoices in a format prescribed by Grantor. Invoices must include all allowable incurred costs for the first and each subsequent month of operations until the end of the Award term. Invoices must be submitted on or before the 15th day following the end of any respective monthly invoice period. As practicable, Grantor shall process payment within 30 calendar days after receipt of the invoice, unless the State awarding agency reasonably believes the request to be improper.
  - C. Grantees may be required to submit supporting documentation for their requests at the request of and in a manner prescribed by the Grantor.
- III. Working Capital Advance Method
- A. IDHS Grant Program Managers will advance working capital payments to the grantee to cover their estimated disbursement needs for an initial period not to exceed two months of grant expenses. Startup costs may be approved if determined by IDHS Grant Program Managers to be allowable.
  - B. Grantees must submit monthly invoices for each of the one or two months covered by the Working Capital Advance in the format and method prescribed by the Grantor. Invoices must be submitted on or before the 15th day following the end of any respective monthly invoice period. Invoices must include only allowable incurred costs that have been paid by the grantee. For grant programs that have grantee matching requirements, allowable costs are only reimbursable when matching costs have also been incurred.
  - C. Grantees may be required to submit supporting documentation for their requests at the request of and in a manner prescribed by the Grantor.
  - D. Working Capital Advance Payments are limited to a single occurrence per grant term.
  - E. Following the initial working capital advance payment, grantees will be paid via reimbursement method unless an IDHS Advance Payment Request Cash Budget Template (Appendix I) is submitted for Advanced Payment Method. Grantees that do not select either the Advance Payment Method or the Working Capital Advance Method will automatically default to the Reimbursement Method. Grantees selecting the Advance Payment

Method, or the Working Capital Advance Payment Method must complete the [Advance Payment Request Cash Budget Template](#) (Appendix I) as described in the procedures above.

Grantees that do not select either the Advance Payment Method or the Working Capital Advance Method will automatically default to the Reimbursement Method. Grantees selecting the Advance Payment Method, or the Working Capital Advance Payment Method must complete the [Advance Payment Request Cash Budget Template](#) (Appendix I) as described in the procedures above.

## G. State Awarding Agency Contact(s)

If you have questions about this NOFO, please contact Melanie Kluzek at [Melanie.M.Kluzek@illinois.gov](mailto:Melanie.M.Kluzek@illinois.gov) or email [DHS.OFWContracting@illinois.gov](mailto:DHS.OFWContracting@illinois.gov)

## H. Other Information, if applicable

Technical Assistance Information/Inquiries:

- I. Frequently asked "Questions and Answers" will be posted to DHS Website.
- II. The "Question and Answers" will be posted in a timely, responsive manner to ensure current information regarding NOFO clarifications are available to applicants.
- III. All questions submitted to program area must be answered publicly through the designated public forum (presently DHS website) within 48 hours or 2 business days (excluding weekends and holidays).

## I. Mandatory Forms

- [Uniform Application for State Grant Assistance](#)
- [Uniform Grant Budget Template](#) | [Instructions](#)
- [Conflict of Interest Disclosure](#)

## J. Appendices

- [Appendix A - Criteria and Definitions](#)
- [Appendix B - Executive Summary](#)
- [Appendix C - CSA Budget Information](#)
- [Appendix D - IL-EATS Application Checklist](#)
- [Appendix E - Contact Information Form](#)
- [Appendix F - Implementation Timeline/Work Plan](#)
- [Appendix G - Federal Form W9](#)
- [Appendix H - Underserved/Socially Disadvantaged Farmer Letter of Support](#)
- [Appendix I - Advance Payment Request \(Optional\)](#)
- [Appendix J - Fair Market Value List](#)

## Illinois Department of Human Services

JB Pritzker, Governor · Grace B. Hou, Secretary

IDHS > Providers > IDHS Grants Administration > Grant Funded Programs > Family & Community Services Grants - FY 2024 > Family Wellness Grants > Illinois – Equitable Access Towards Sustainable Systems (EATS) funded by LFPA(24-444-80-3189-01) >

# GA-Illinois – Equitable Access Towards Sustainable Systems (EATS) funded by LFPA(24-444-80-3189-01)

To be eligible for a contract, all grantees must complete the Pre-Qualification Process, Internal Controls Questionnaire and the Grant application.

At the time of the application, all applicants must submit the following documents:

- [Uniform Application for State Grant Assistance \(pdf\)](#)
- [CSA Budget/Tracking System and Registration Information](#)

Complete applications must be received by 10/31/2023 12:00pm CST

The completed documents are to be emailed to the Bureau email address [DHS.OFWContracting@illinois.gov](mailto:DHS.OFWContracting@illinois.gov) or [Melanie.M.Kluzek@illinois.gov](mailto:Melanie.M.Kluzek@illinois.gov) with the subject line stating:

- Last 4 digits of CSFA #3189
- Provider Organization Name- for example, 3189 Jane's Agency or 3189 HOPE Agency

**Note:** Everything is being tracked by the CSFA number, so it is important that all required materials and correspondence contain this information.

## Illinois Department of Human Services

JB Pritzker, Governor · Grace B. Hou, Secretary

IDHS > Providers > IDHS Grants Administration > Grant Funded Programs > Family & Community Services Grants - FY 2024 > Family Wellness Grants > Illinois – Equitable Access Towards Sustainable Systems (EATS) funded by LFPA(24-444-80-3189-01) >

# IL-EATS - Appendix A - Criteria and Definitions

## Lead Agency

The types of applicants that may apply for the grant award are lead agencies that should have networks and systems in place at the time of application and **must** have systems in place within 60 days of the contract start date. Lead agencies must have interest and capacity to use the funding to purchase food products from underserved/socially disadvantaged farmers or ranchers and provide collaboration and coordination of the distribution of food to community-based organizations/sites in underserved areas in Illinois at no cost to members of the community.

### Lead agencies must:

- Have fiscal experience and abilities to invoice project expenses following [GATA procedures](#) in a timely manner;
- Have fiscal experience and abilities to pay growers/producers and any contractors, vendors, etc. based on a reimbursement model after 60 days (refer to section F. 4. Payment Terms);
- Have experience and ability to comply with [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#);
- Have experience and ability to complete project reports and attend collaboration meetings;
- Have knowledge of the local food system in the region;
- Have experience and ability to build and sustain diverse collaborations and partnerships;
- Have capacity to contract/partner with underserved/socially disadvantaged farmers and ranchers;
- Have capacity to distribute foods to organizations via internal transportation infrastructure or via collaborations;
- Have capacity and experience in building relationships with community-based organizations to receive products; and
- Belief in building an equitable local food system.

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## Underserved/Socially Disadvantaged Farmers and Ranchers

For growers and producers that want to participate in this program and work with lead agencies, they must be a socially disadvantaged farmer located within the state of Illinois and products must be grown or produced within Illinois and must fall within one or more of the categories below to be eligible to participate in this program in coordination with a lead agency or to be eligible to apply as a lead agency (along with meeting the criteria of a Lead Agency):

- American Indian or Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Black/African American
- Latine/o/a
- Refugee
- LGBTQ+
- Veteran



- Female Business Owner
  - Greater than 50 miles (or 30 minutes) to the nearest distribution point (farmers market or market opportunity)
  - Qualify for benefits based on income (low socioeconomic status)
  - Person with disabilities
  - New farmer/rancher (USDA definition is under 10 years)
  - Business is located in one of the following high-vulnerability counties (as determined by CDC's [Social Vulnerability Index](#): Champaign, Coles, Cook, Douglas, Fayette, Franklin, Jackson, Jefferson, Kane, Kankakee, Knox, Lake, Lawrence, Macon, Marion, Massac, Morgan, Peoria, Perry, Pulaski, Rock Island, Saline, St. Clair, Stephenson, Union, Vermilion, Warren, Wayne, Winnebago
- 

## Community-Based Organizations (CBOs)

Lead agencies must ensure the food that is purchased for this program is distributed to underserved communities at no cost. The list of examples provided below, while not exhaustive, are some ways the food can be distributed to consumers in need:

- Mobile markets
- Backpack programs
- Summer food/snack programs
- Prescription program
- Meals on Wheels
- Meal programs (e.g., Medically Tailored Meals)
- Feeding programs for homeless
- Food box programs
- Food pantry
- Schools
- Mutual aid
- Novel ordering/pick up delivery

The lead agency must ensure the Community Based Organizations (CBOs) they plan to work with will distribute the food to underserved communities meeting the following criteria:

- Have the infrastructure to accept and store foods (at no cost to the CBO) per current food safety guidelines.
  - Have relationships with individuals and families facing nutrition insecurity in underserved communities and be able to provide justification of how they meet this requirement.
  - Have the customer base to use or distribute the food in a timely manner to ensure zero waste.
  - Be available to meet the needs of the community members and neighbors to ensure equitable access to food.
- 

## Underserved Communities

**Underserved community** is defined as communities that have not had access or equitable access to food and are facing *nutrition insecurity*.

**Nutrition security** builds on food security, emphasizing the co-existence of food insecurity and diet-related diseases and disparities.

A household is *food secure* if all members, at all times, can access enough food for an active, healthy life.<sup>1</sup> At a minimum, food security includes:

- Readily available nutritionally adequate and safe foods, and
- The ability to acquire those foods in socially acceptable ways (without resorting to emergency food supplies, scavenging, stealing, or other coping strategies).

Nutrition security, in turn, means consistent access, availability, and affordability of foods and beverages that promote well-being, prevent disease, and, if needed, treat disease, particularly among racial/ethnic minority populations, lower income populations, and rural and remote populations including Tribal communities and Insular areas.

Nutrition security is an emerging concept that complements efforts to increase food security while also:

- Recognizing that Americans, in general, fall short of an active, healthy lifestyle, aligned with our Nation's dietary and physical activity guidelines, and
- Emphasizing that we apply an equity lens to ensure our efforts to promote access, availability, and affordability to foods and beverages serve all populations and address the connection between food insecurity and diet-related chronic diseases.

Communities with high vulnerability as it relates to nutrition insecurity are considered underserved. **The following are resources to help determine if your community is underserved:**

- [Economic Innovations Group - Distressed Communities Index](#)
  - [Feeding America - Map the Meal Gap](#)
  - [County Health Rankings - Food Environment Index](#)
  - [County Health Rankings - Food Insecurity](#)
- 

## Illinois EATS - Local Food Purchasing Assistance (LFPA) Allowable Foods List

The [IL-EATS LFPA allowable foods list](#) can be found on the University of Illinois Extension LFPA website as a PDF.

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## Illinois EATS - Local Food Purchasing Assistance (LFPA) Cultural Food Guide

The [IL-EATS LFPA Cultural Food Guide](#) can be found on the University of Illinois Extension LFPA website as a PDF

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1. [United States Department of Agriculture Economic Research Service Definitions of Food Security](#).

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# IL-EATS - Appendix B - Executive Summary

## Executive Summary Outline

- I. List the name, address, FEIN, county, and website (if any) of applicant entity.
- II. List name, phone number, and email address for the organization's authorized representative and for the contact person for this application.
- III. Indicate FY24 requested funding amount.
- IV. Indicate which eligible region the applicant is proposing to provide Illinois - Equitable Access Towards Sustainable Systems (EATS) services. Note: If the applicant plans to apply for more than one (1) region, a separate application is required for each region.
- V. Indicate the counties in Illinois where IL - Equitable Access Towards Sustainable Systems (EATS) services will be performed in this community within the region the applicant is applying for.
- VI. Briefly summarize how the applicant plans to provide all the program components and who will be facilitating Illinois - EATS activities.
- VII. Indicate number of years of experience the applicant organization has with working knowledge of the local food system within the service area for which the applicant is applying.
- VIII. Indicate number of years of experience the applicant organization has in building and sustaining partnerships with underserved/socially disadvantaged farmers and ranchers to provide Illinois products to underserved communities within the service area for which the applicant is applying.
- IX. Indicate number of years of experience the applicant organization has in building and sustaining partnerships with community-based organizations and all other services described in this NOFO.
- X. Briefly describe the applicant's experience addressing food insecure communities.
- XI. Briefly describe the applicant's experience addressing distribution and transportation of products to food insecure communities.

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# IL-EATS - Appendix C - CSA Budget Information

## Registration in CSA

The CSA Tracking System is where the Illinois Department of Human Services (IDHS) expects all applicant entities to enter their GATA Budget information. It is also where IDHS staff will review and act on the proposed budget.

Applicants must be registered in the CSA Tracking System to enable the applicant to submit a signed budget in CSA by the application due date. For instructions on registering in CSA, refer to [How to Register in CSA](#).

For additional help and step by step instructions, refer to [Instructions on registering in CSA](#).

When submitting an application, the applicant entity's proposed budget must be entered into the CSA system. The completed budget must be electronically signed and submitted in the CSA system, and a printed copy of the signed and submitted budget must be included with the application.

To do this, the following is required: at a minimum, the applicant organization's Chief Executive Officer (CEO) or equivalent, or the Chief Financial Officer (CFO) or equivalent must be registered in the CSA system to electronically sign the required budget documents prior to submission.

Refer to [Process for Adding GATA Budget Signoff Authority](#)

While registration in CSA is not part of the prequalification process, successful applicants will NOT be issued an award without a fully approved budget in the CSA System.

Furthermore, if the Uniform Grant Budget is not entered, signed, and submitted in the CSA system by the application due date and time, 5 points will be deducted from the Budget Narrative section.

It may take several days to complete the registration process so do not wait until the application due date to begin the process.

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# IL-EATS - Appendix D - Application Checklist

## Preapplication:

- Applicant is registered in the GATA Grantee Portal
- Applicant is GATA prequalified

## Application:

The application package **MUST** include the following mandatory forms/attachments in the order identified below:

- Uniform Application for State Grant Assistance (Refer to section I. Mandatory Forms - NOT included in 20-page limit)
- Proposal Narrative (**20-Page Limit applies**):
  - Executive Summary (Appendix B)
  - Capacity - Agency Qualifications/Organizational Capacity
  - Need - Description of Need
  - Quality - Description of Program Design and Services
    - Expanding Opportunities
    - Sustainability and Success
  - Budget Narrative
  - Advancing Equity
  - Required Attachments to Your Application (NOT included in the 20-page limit):
    - Attachment 1 IL-EATS Application Checklist (Appendix D) (this checklist)
    - Attachment 2 Contact Information Form (Appendix E)
    - Attachment 3 Implementation Timeline/Work Plan (Appendix F)
    - Attachment 4 Applicant Uniform Grant Budget\* (PDF printed from CSA)
    - Attachment 5 Applicant Federal Form W9 (Appendix G)
    - Attachment 6 Letters of Support from Underserved Farmers (Appendix H, maximum of 5)
    - Attachment 7 Conflict of Interest Disclosure (Section I. Mandatory Forms)

\*Uniform Grant Budget - The FY24 proposed budget should be entered, signed, and submitted in CSA. If the Uniform Grant Budget is not entered, signed, and submitted in the CSA system by the application due date and time, the applicant will not receive any of the **5 points for the Budget Narrative section of the application**. A hard copy of this signed and submitted budget must be included with the application as Attachment 4 (see list of attachments above.)

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# IL-EATS - Appendix E - Contact Information Template

Complete one copy for Applicant organization.

- **Organization Name:**
- FEIN:
- Street Address:
- City:
- State:
- IL-EATS Region:
- IL-EATS Counties to Be Served:
  - For Cook County, applicants must also provide the zip codes they propose to serve with the requested funding:
- **Executive Director:**
- Street Address:
- City:
- State:
- Phone:
- Email:
- **Program Director:**
- Street Address:
- City:
- State:
- Phone:
- Email:
- **Fiscal Contact:**
- Street Address:
- City:
- State:
- Phone:
- Email:

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# IL-EATS - Appendix F - Implementation Timeline and Work Plan Sample

## 12-Month Timeline (December 2023 - November 30, 2024)

**Instructions:** Following the sample below, include the specific activities and the action steps, the lead person or persons responsible for each activity, and identify which month(s) the activities will be completed.

**Note:** you should have more than one activity, please add additional activities as needed.

### Sample Timeline and Work Plan

- **Activity 1 - Action Steps:**
- **Lead Person(s) Responsible:**
- **Month(s):**

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# IL-EATS - Appendix G - Federal Form W-9

Applicants must complete and submit a [Federal Form W9](#) as an attachment.



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# IL-EATS - Appendix H - Underserved Socially Disadvantaged Farmer Letter of Support Template

*Date*

*Name of Business/Farm*

*Address of Business/Farm*

*City, State, Zip code*

RE: IL-Equitable Access to Towards Sustainable Systems (EATS) Letter of Support

Dear Department of Human Services, Division of Family & Community Services:

- am writing this letter of support with the intention of supporting (*name of lead agency you intend to work with*) as an underserved/socially disadvantaged farmer/rancher that will grow/produce and provide eligible Illinois products to meet the needs of underserved communities.
- **I intend to grow/produce the following eligible products for IL-EATS:** (*list the products you intend to provide*).
- **I meet the following underserved/socially disadvantaged criteria below (check all that apply):**
  - American Indian or Alaska Native
  - Asian
  - Native Hawaiian or Other Pacific Islander
  - Black/African American
  - Latine/o/a
  - Refugee
  - LGBTQ+
  - Veteran
  - Female Business Owner
  - Greater than 50 miles (or 30 minutes) to the nearest distribution point (farmers market or market opportunity)
  - Qualify for benefits based on income (low socioeconomic status)
  - Person with disabilities
  - New farmer/rancher (USDA definition is under 10 years)
  - Business is located in one of the following high-vulnerability counties (as determined by CDC's Social Vulnerability Index: Champaign, Coles, Cook, Douglas, Fayette, Franklin, Jackson, Jefferson, Kane, Kankakee, Knox, Lake, Lawrence, Macon, Marion, Massac, Morgan, Peoria, Perry, Pulaski, Rock Island, Saline, St. Clair, Stephenson, Union, Vermilion, Warren, Wayne, Winnebago

*Provide additional details regarding your experience in addressing food insecurity, providing culturally responsive foods to underserved communities, and your relationship with the lead agency length of time you have been collaborating.*

*Sincerely,*

*Name of business owner/farmer*

*Signature*

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# IL-EATS - Appendix I - Advance Payment Request (Optional)

Applicants have the option to select the Advance Payment Method or the Working Capital Advance as outlined in the NOFO, or will be automatically defaulted to the Reimbursement Method.

The [Advance Payment Request Cash Budget Template](#) must be completed if applicant chooses the Advance Payment Method or the Working Capital Advance Payment Method.

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# IL-EATS - Appendix J - Fair Market Value List

## IL-EATS (funded by LFPA) Pricing Data

### Fresh and Dried Fruits

Item	Unit	Minimum Price	Maximum Price
Apples	Per lb	\$2.50	\$3.75
Apple Cider	Per Gallon	\$5.75	\$8.63
Cantaloupe	Per lb	\$1.50	\$2.25
Watermelon	Per lb	\$1.00	\$1.50
Pears	Per lb	\$1.13	\$1.70
Asian Pears	Per lb	TBD	TBD
Peaches	Per lb	\$1.60	\$2.40
Figs (currants)	Per lb	\$5.50	\$8.25
Strawberries	Per lb	\$6.00	\$9.00
Blackberries	Per lb	\$6.46	\$9.69
Blueberries	Per lb	\$3.75	\$5.63
Raspberries	Per lb	\$8.30	\$12.45

### Beans

Item	Unit	Minimum Price	Maximum Price
Beans	Per lb (dry)	\$4.00	\$6.00
Beans	Per lb (fresh)	\$3.50	\$5.25

### Vegetables and Herbs (Fresh)

Item	Unit	Minimum Price	Maximum Price
Green Beans	Per lb	\$2.60	\$3.90
Peas (green)	Per lb	\$3.40	\$5.10
Beets	Per lb	\$2.50	\$3.75
Broccoli	Per lb	\$3.50	\$5.25
Brussels Sprouts	Per lb	\$5.00	\$7.50
Cauliflower	Per lb	\$4.00	\$6.00
Carrots	Per lb	\$2.50	\$3.75
Cucumber	Per lb	\$2.50	\$3.75
Eggplant (white)	Per lb	\$3.00	\$4.50
Eggplant (purple)	Per lb	\$3.00	\$4.50
Fennel	Per lb	\$3.00	\$4.50

Item	Unit	Minimum Price	Maximum Price
Garlic	Per lb	\$8.00	\$12.00
Herbs - Cilantro	Per lb	\$1.88	\$2.82
Herbs - Dill	Per lb	\$2.50	\$3.75
Kohlrabi	Per lb	\$2.50	\$3.75
Cabbage	Per lb	\$2.00	\$3.00
Chard	Per lb	\$4.00	\$6.00
Collards	Per lb	\$4.00	\$6.00
Kale	Per lb	\$4.00	\$6.00
Lettuce, Head	Per lb	\$8.00	\$12.00
Lettuce, Blend	Per lb	\$8.00	\$12.00
Microgreens	Per lb	\$3.50	\$5.25
Spinach	Per lb	\$8.00	\$12.00
Specialty Greens	Per lb	\$4.00	\$6.00
Leeks	Per lb	\$3.00	\$4.50

### Vegetables and Herbs (Fresh)

Item	Unit	Minimum Price	Maximum Price
Mushrooms, White	Per lb	\$4.60	\$6.90
Mushrooms, Shitake	Per lb	\$7.60	\$11.40
Mushrooms, Portobello	Per lb	\$7.60	\$11.40
Okra	Per lb	\$4.50	\$6.75
Onions, Green Shallots	Per lb	\$2.50	\$3.75
Onions, Storage	Per lb	\$2.50	\$3.75
Peppers, Bell	Per lb	\$3.00	\$4.50
Peppers, Bell (colored)	Per lb	\$3.00	\$4.50
Peppers, Hot (various)	Per lb	\$5.00	\$7.50
Potatoes, Red	Per lb	\$2.50	\$3.75
Potatoes, Russet	Per lb	\$2.50	\$3.75
Potatoes, Yellow	Per lb	\$2.50	\$3.75
Potatoes, Yukon	Per lb	\$2.50	\$3.75
Potatoes, Fingerling	Per lb	\$3.50	\$5.25
Potatoes, Sweet (for processing)	Per lb	\$2.50	\$3.75
Radish, Red, Globe	Per lb	\$2.50	\$3.75
Radish, Other	Per lb	\$2.50	\$3.75
Squash, Butternut	Per lb	\$1.50	\$2.25
Squash, Zucchini	Per lb	\$2.00	\$3.00
Squash, Yellow	Per lb	\$2.00	\$3.00
Sunchoke	Per lb	\$2.50	\$3.75
Sweet Corn	Per lb	\$6.00	\$9.00

Item	Unit	Minimum Price	Maximum Price
Sweet Corn	Dozen	\$6.25	\$9.38
Tomatoes, Slicers	Per lb	\$3.50	\$5.25
Tomatoes, Roma	Per lb	\$3.50	\$5.25
Tomatoes, Heirloom	Per lb	\$4.00	\$6.00
Tomatoes, Cherry	Per lb	\$5.00	\$7.50
Tomatoes, Grape	Per lb	\$4.50	\$6.75
Turnips	Per lb	\$2.50	\$3.75

## Vegetables (Frozen)

Item	Unit	Minimum Price	Maximum Price
Beets, Frozen	Per lb	\$6.25	\$9.38
Carrots + Peas, Frozen	Per lb	\$6.25	\$9.38
Corn, Frozen	Per lb	\$6.25	\$9.38
Green Beans, Frozen	Per lb	\$6.25	\$9.38
Edamame, Frozen	Per lb	\$6.25	\$9.38
Squash, Frozen	Per lb	\$6.25	\$9.38
Potatoes, Frozen	Per lb	\$6.25	\$9.38
Soup Mix, Frozen	Per lb	\$6.25	\$9.38

## Grains and Pasta

Item	Unit	Minimum Price	Maximum Price
Rice	Per lb	\$2.28	\$3.42
Pasta (various)	Per oz	\$0.38	\$0.57

## Butter, Milk, Cheese, and Yogurt

Item	Unit	Minimum Price	Maximum Price
Butter, salted, 1lb	Per lb	\$5.60	\$8.40
Butter, unsalted 1lb	Per lb	\$5.60	\$8.40
Cottage Cheese	24oz	\$4.25	\$6.38
Cottage Cheese	5lb tub	\$12.20	\$18.30
Cheese	Slices	\$4.70	\$7.05
Cheese	Block	\$9.30	\$13.95
Cheese Curds	12oz bag	\$5.75	\$8.62
Cheese Curds	10lb bag	\$47.50	\$71.25
Milk, Whole	Gallon	\$6.30	\$9.45
Milk, Low-fat	Gallon	\$6.05	\$9.08
Milk, Non-fat	Gallon	\$5.80	\$8.70
Sour Cream	16oz tub	\$5.50	\$8.25
Sour Cream	5lb tub	\$9.00	\$13.50
Yogurt	Bulk	\$1.50	\$2.25

Item	Unit	Minimum Price	Maximum Price
Yogurt	24oz tub	\$4.00	\$6.00
Yogurt	3lb tub	\$4.65	\$6.98
Yogurt	6oz cups	\$1.13	\$1.69
Yogurt	4oz cups	\$0.60	\$0.90
Yogurt	frozen mix	\$14.00	\$21.00
Yogurt	5oz frozen cups	\$1.50	\$2.25

## Fish and Shellfish

Item	Unit	Minimum Price	Maximum Price
Prawns (Shrimp)	Per lb	TBD	TBD
Tilapia	Per lb	\$3.49	\$5.24

## Tofu

Item	Unit	Minimum Price	Maximum Price
Tofu	Per lb	\$3.00	\$4.50

## Poultry

Item	Unit	Minimum Price	Maximum Price
Chicken, Whole	Per lb	\$4.00	\$6.00
Chicken, Cuts	Per lb	\$5.00	\$7.50
Chicken Breasts	Per lb	\$10.50	\$15.75
Chicken, Offal	Per lb	TBD	TBD
Duck, Whole, Cuts	Per lb	\$7.70	\$11.55
Turkey, Whole	Per lb	\$4.50	\$6.75

## Beef and Bison

Item	Unit	Minimum Price	Maximum Price
Beef, Ground	Per lb	\$7.20	\$10.80
Beef, Patties	Per lb	\$7.50	\$11.25
Beef Roast, Arm	Per lb	\$8.70	\$13.05
Beef Roast, Chuck	Per lb	\$8.70	\$13.05
Beef Roast, Rump	Per lb	\$8.70	\$13.05
Beef Steak, Round	Per lb	\$9.00	\$13.50
Beef Stew Meat	Per lb	\$7.20	\$10.80
Beef Tongue	Per lb	\$8.00	\$12.00
Bison, Ground	Per lb	\$13.50	\$20.25
Bison, Steaks, Roasts	Per lb	\$15.00	\$22.50

## Pork

Item	Unit	Minimum Price	Maximum Price
Pork, Ground	Per lb	\$7.50	\$11.25
Pork Sausage	Per lb	\$8.50	\$12.75
Ham Roasts	Per lb	\$7.00	\$10.50
Ham Steaks	Per lb	\$8.50	\$12.75
Pork Roast	Per lb	\$8.50	\$12.75
Pork Chops	Per lb	\$10.00	\$15.00
Pork Brats	Per lb	\$9.00	\$13.50
Pork, Offal	Per lb	\$1.50	\$2.25

## Lamb

Item	Unit	Minimum Price	Maximum Price
Lamb, Ground	Per lb	\$11.00	\$16.50
Lamb, Stew Meat	Per lb	\$11.00	\$16.50
Lamb, Shanks	Per lb	\$11.00	\$16.50

## Eggs

Item	Unit	Minimum Price	Maximum Price
Shell, Large	Dozen	\$4.75	\$7.13
Shell, Medium	Dozen	\$4.25	\$6.38
Liquid	40lb case	\$81.00	\$121.50

## Flour

Item	Unit	Minimum Price	Maximum Price
Buckwheat	Per lb	\$0.80	\$1.20
Cornbread mix	Per bag	\$3.00	\$4.50
Various	Per lb	\$2.50	\$3.75

## Honey and Maple Syrup

Item	Unit	Minimum Price	Maximum Price
Honey	Per oz	\$0.65	\$0.98
Honey	Per lb	\$9.00	\$13.50
Maple Syrup	Per oz	\$0.95	\$1.43

## Value Added Products - TBD

**Note:** These prices are estimated from wholesale values. This list is not inclusive of all products allowable for the project. Please see allowable food list for the complete list. **Farmers should be paid the minimum value.** Prices above the minimum, up to the maximum, are allowable for conditions such as growing practices, packaging, handling, value add, etc. If there is a question about a price or a product not on the list, please submit a request to the program administrator. This is a working document and will be updated as a minimum, bi-annually.



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# Questions and Answers Illinois – Equitable Access Towards Sustainable Systems (EATS) funded by LFPA (24-444-80-3189-01)

1. Question: What is the minimum and maximum award?
  - Answer: Applicants can apply for awards from \$150,000 to \$2.5 million.
2. Question: How many awards will be given out? How will awards be distributed?
  - Answer: For award distribution, Illinois is divided into seven regions. Each region can receive a pre-determined number of awards based on population density for those needing food.
3. Question: Do growers or producers have to be a specific size or produce a certain amount of poundage to participate in LFPA?
  - Answer: Regardless of how much poundage they produce, growers and producers of all sizes are encouraged to participate. We encourage you to partner with lead agencies and community partners with similar capacities or capacities that can handle cold storage and distribution for your amount of product.
4. Question: Is there a list of culturally requested food?
  - Answer: Yes, see Appendix A - Criteria and Definitions for the list of culturally requested foods by region.
5. Question: Farmers that qualify are described as not having the same opportunity as others. Can you provide examples on who meets the criteria?
  - Answer: Yes, see Appendix A - Criteria and Definitions for the list of criteria that meets Illinois' definition of an underserved/socially disadvantaged farmer or rancher.
6. Question: Can I participate if I don't qualify as socially disadvantaged?
  - Answer: Currently, we are focused on sourcing from socially disadvantaged growers and producers. We encourage you to consider participating in the Local Foods for Schools Cooperative Agreement Program or the Farm to Food Bank Program.
7. Question: What are my options for transporting food?
  - Answer: How food is transported depends on the capacity of the partners within your region. We encourage lead agencies to collaborate with community partners to leverage resources. Some funding is available to rent infrastructure needed to transport or store products and to cover the cost of associated services/personnel.
8. Question: What quality of fresh produce are acceptable?
  - Answer: Produce purchased with LFPA funds is intended to be fresh, high-quality products produced following minimum food safety standards. It is not meant to be food rescue quality or seconds. Please refer to Appendix A - Criteria and Definitions for the list of allowable foods.
9. Question: Can a lead agency also be a farmer or community-based organization (CBO)?
  - Answer: Yes
10. Question: Can food hubs be a CBO and/or funding lead agency?
  - Answer: Yes
11. Question: Do farmers need to be from Illinois?

- Answer: Yes, all food products purchased with Illinois LFPA funds must be grown and produced in Illinois. Participating lead agencies and community partners must distribute that food to underserved communities in Illinois.
12. Question: Does the lead agency and community partners need to be from Illinois?
- Answer: All food products purchased with Illinois LFPA funds must be grown and produced in Illinois. Participating lead agencies and community partners must distribute that food to underserved communities in Illinois.
13. Question: Can the lead agency contract with others to oversee additional aspects of the project.
- Answer: Yes
14. Question: Do I need FSMA Certifications, if so where can I get it?
- Answer: FSMA certification is not required. Completion of the LFPA food safety course for safe produce handling OR completion of other approved food safety certificates (i.e., FSMA, GAP, etc.) are required.
15. Question: Does the food purchased from farmers have to be provided to the communities for FREE or can it be subsidized? For example, can a Farmer of Color whose customers meet the definition of underserved community provide a deep discount to their existing customers for the duration of the grant OR do they have to provide the food for free?
- Answer: It must be provided for free.
16. Question: Could farmers provide a portion of food in a CSA box as free, provided through this program?
- Answer: The food must be provided to the communities for free
17. Question: Can the lead organization purchase products from underserved farmers and then do some basic processing/value-added that could be distributed to communities in need in the off season, like winter of 2024?
- Answer: Yes, but the products would need to be distributed before end of project period.
18. Question: Can lead agencies or farms hire or subcontract someone to navigate GATA requirements?
- Answer: Yes
19. Question: Depending on the size of the grant award, larger awards will result in the need for Fiscal Administrative Review/audit. Would the cost of an audit be considered an allowable administrative expense.
- Answer: Yes
20. Question: Are applicants required to provide letters of support from farmers?
- Answer: Yes. Up to a maximum of 5 letters of support should be included with the application. See Appendix D - Application Checklist for application package requirements.
21. Question: Do I need liability insurance?
- Answer: Some lead agencies may have umbrella coverage for the products they distribute. This is on a case-by-case basis and is not guaranteed. We encourage each grower and producer to purchase liability insurance that fits their needs.