

Notice of Funding Opportunity (NOFO) for the IDHS Transgender and Gender Diverse (TGD) Wellness and Equity Program

Contract Period: February 1, 2025-June 30, 2025, with up to one-year renewal¹

Application Due: Friday, December 6, 2024, by 5pm CST to nofo@phimc.org

Key Dates

Full Notice of Funding Opportunity Release Date	Monday, November 4, 2024, 10:00a CST
Bidder's Conference (Zoom)	Friday, November 15, 2024 at 1:00 to 2:00pm CST Zoom conference link https://us06web.zoom.us/j/82032177859
Deadline to Submit All Questions	Monday, December 2, 2024, 5:00pm CST
Proposal Due	Friday, December 6, 2024, 5:00pm CST
Review Period	December 9, 2024- January 30, 2025
Award Announcements	Friday, January 31, 2025
Contract Start Date	Saturday, February 1, 2025
Contract Period	February 1, 2025- June 30, 2025

This Notice of Funding Opportunity (NOFO) is issued by Public Health Institute of Metropolitan Chicago (PHIMC), as lead agency on behalf of Illinois Department of Human Services (IDHS). PHIMC may, at its sole discretion, extend the application deadline and/or reissue the NOFO if insufficient qualified responses are received.



Information and documents necessary for submission will be posted on the PHIMC website and updated regularly at <https://phimc.org/initiatives/tgd-wellness-and-equity-program/>

¹ One-year renewal is contingent on funding from IDHS and is subject to appropriation. The renewal funding period will be from July 1, 2025- June 30, 2026.

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1. SUMMARY

Public Health Institute of Metropolitan Chicago (PHIMC) seeks proposals from eligible organizations to increase their capacity to provide culturally and/or medically competent gender affirming psychosocial, psychological, and behavioral support to transgender, gender diverse, intersex, lesbian, gay, bisexual, and queer (TGD/LGBTQ+) populations across Illinois.

PHIMC issues this Notice of Funding Opportunity (NOFO) as Lead Agency on behalf of Illinois Department of Human Services (IDHS). PHIMC advances health justice and strengthens public health through innovation and partnerships that align people, strategies, and resources. PHIMC envisions systems that impact how we live, work, and play as compassionate, affirming, and racially equitable, supporting health and well-being for all people.

2. BACKGROUND

The need to enhance supports for the TGD/LGBTQ+ community is dire and urgent. Across Illinois, many individuals who are transgender, gender diverse, non-binary, or part of the LGBTQ+ community are suffering due to environmental stress factors such as discrimination, stigma, violence, and harassment, along with the lack of access to fundamental resources such as gender affirming care. Although research continues to demonstrate how gender affirming care, including medical and behavioral health, is both medically necessary and oftentimes lifesaving, access to this type of care is difficult, if not impossible, for much of the TGD population. Additionally, isolation caused by the pandemic, as well as the increasing amounts of national anti-LGBTQ+ sentiments and legislation have exacerbated these conditions for the community. The TGD/LGBTQ+ population deserves to be treated with respect and dignity, as well as given equitable access to the resources needed in order to thrive.

The Transgender and Gender Diverse (TGD) Wellness and Equity Program is an initiative focused on increasing the capacity of organizations to provide culturally and/or medically competent gender affirming care including psychosocial, psychological, behavioral, and medical interventions to enable individuals that identify as transgender, gender diverse, intersex, lesbian, gay, bisexual, and queer to thrive. The goal of this new initiative is to work towards a comprehensive solution to expand access to gender affirming care for the TGD/LGBTQ+ community in Illinois.

3. PROGRAM PURPOSE

This NOFO is targeting psychosocial, psychological, and behavioral health support in IDHS Region 2², which will add to the services currently offered through the existing TGD Wellness and Equity Program. Organizations who provide services in IDHS Region 2 are encouraged to apply. To learn more about the program and its participants please visit: <https://phimc.org/initiatives/tgd-wellness-and-equity-program>. The overall purpose of the TGD Wellness and Equity initiative is to fund organizations across Illinois to increase their capacity to provide culturally and/or medically competent gender affirming care. Through the TGD initiative, the following goals will be accomplished:

- Equip organizations and staff that are currently serving the TGD/LGBTQ+ community to better provide culturally and/or medically competent gender affirming care in a safe and welcoming environment.
- Increase behavioral health support by increasing organizational capacity to hire qualified behavioral health professionals to provide culturally and/or medically competent mental health

² Refer to Figure 1 for a visual depiction of IDHS Regions.

support and services to the TGD/LGBTQ+ community.

- Increase the capacity, including but not limited to staffing levels, of organizations to provide culturally and/or medically competent care for more TGD/LGBTQ+ individuals, including but not limited to counseling, resources to assist with gender expression, and voice therapy.
- Expand capacity for organizations currently providing gender affirming care to address the social determinants of health, historical and contemporary trauma, and its unique impact on Black, Indigenous, and other People of Color in the TGD/LGBTQ+ community.

Subgrantees will implement this work through a combination of the following activities:

- Expansion of existing or implementation of new culturally and/or medically competent, gender affirming, psychosocial, psychological, or behavioral health supports to TGD/LGBTQ+ people.
- Implementation of [Protecting Our Patients \(POP\) Affirming Care initiative](#) and identification of internal Champions.
- Participation in PHIMC-sponsored learning collaborative.
- Participation in implementing a statewide communications plan including at least one social media post per week across two platforms specific to the TGD Wellness and Equity Program.
- Attendance at regular meetings and the sharing of updates specific to the TGD Wellness and Health Equity initiative.
- Timely and accurate submission of invoices.
- Proper data collection and reporting, including number and types of services provided.

4. FUNDING ALLOCATION

TGD awards issued under this NOFO will focus on increasing the capacity of organizations to provide culturally and/or medically competent, gender affirming psychosocial, psychological, and behavioral supports and achieving the following initiative goals:

- Increase behavioral health support by increasing organizational capacity to hire qualified behavioral health professionals to provide culturally and/or medically competent mental health support and services to the TGD/LGBTQ+ community.
- Increase the capacity, including but not limited to staffing levels, of organizations to provide culturally and/or medically competent care for more TGD/LGBTQ+ individuals, including but not limited to counseling, resources to assist with gender expression, and voice therapy.

A minimum of two organizations providing services in IDHS Region 2 will be funded. Organizations are encouraged to apply for funding to increase staffing levels of qualified behavioral health professionals and/or to provide psychosocial, psychological, or behavioral health services that align with the needs within IDHS region 2 or a smaller community within IDHS Region 2. It is PHIMC’s intent to fund these program activities through June 30, 2025, with non-competitive, continued funding through June 30, 2026³. In addition to completing proposed activities associated with expanding capacity to provide gender affirming behavioral health support, organizations applying for funding will also be required to participate in the following:

- **POP Affirming Care training:** POP is a train-the-trainer model that teaches staff at all levels of an organization how to use reflective practices to eliminate stigma, homophobia, and transphobia. POP directly aligns with strategies in the recently passed legislation which requires healthcare

³ One-year renewal is contingent on funding from IDHS and is subject to appropriation. The renewal funding period will be from July 1, 2025- June 30, 2026.

providers to complete cultural competency training as part of continuing medical education. PHIMC will work directly with funded organizations to identify Champions, who will attend a two-day training in Springfield, IL to learn how to deliver POP Affirming Care trainings and facilitate discussions surrounding reflective practice and provision of gender affirming care for the TGD/LGBTQ+ community. Champions will then implement the training internally to their respective organizations, which consists of four 90-minute modules and evaluations.

- **Learning Collaborative:** All funded applicants will participate in a Learning Collaborative with each other to further their knowledge on gender affirming care, provide space to discuss challenges and successes, and create a community of affirming organizations. The Learning Collaborative is expected to meet virtually five times over the funded period at 90 minutes per meeting.
- **Communications and Outreach:** Implementation of the TGD Wellness and Equity Program Communication plan includes weekly posts on two social media platforms. Those organizations who do not currently have social media accounts will be required to establish a presence on social media and post in alignment with the communications plan.
- **Technical Assistance:** PHIMC will provide technical assistance to all funded applicants for the duration of the grant that will include monthly and quarterly meetings with the purpose of sharing program guidance, requirements, and updates and discussing progress on the TGD Initiative.
- **Reporting:** All funded applicants will submit written quarterly reports to PHIMC utilizing the PHIMC identified format. The reporting includes type and frequency of services provided, number and demographics of targeted populations, partner organizations, and narrative of project activities.

5. FUNDING STRUCTURE

IDHS has designated five regions⁴ in the state of Illinois. PHIMC has set regional allocations to ensure that funding is distributed proportionally and equitably throughout the state based on key factors that include population size, equity factors such as race, socioeconomic status, and social determinants of health. This NOFO expands the services provided through the existing TGD Wellness and Equity Program, and specifically aims to increase services in IDHS Region 2.

Based on the shortened contract time period, a total of approximately \$250,000 is available for the implementation of the TGD Initiative in IDHS Region 2 for the time period of February 1, 2025, to June 30, 2025. A total of \$310,000 is available in IDHS Region 2 for the time period of July 1, 2025, to June 30, 2026⁵. A minimum of two organizations in IDHS Region 2 will be funded. Applicants may request a maximum amount of funding based on the fiscal year.

Maximum Amount of Funding Request per Applicant

Region	February 1, 2025, to June 30, 2025	July 1, 2025, to June 30, 2026 ⁶
IDHS Region 2	\$125,000	\$155,000

⁴ Refer to Figure 1 for a visual depiction of IDHS Regions.

⁵ One-year renewal is contingent on funding from IDHS and is subject to appropriation. The renewal funding period will be from July 1, 2025- June 30, 2026.

⁶ One-year renewal is contingent on funding from IDHS and is subject to appropriation. The renewal funding period will be from July 1, 2025- June 30, 2026.

Grantees may be awarded through this NOFO for a contract period of February 1, 2025, to June 30, 2025. Funds **must** be used during the contract period. Disbursement of funds is based on reimbursement on a monthly basis and requires the submission of fiscal invoices and back up documentation to PHIMC on the forms provided at the time of the award. Successful applicants will receive notification of funding by January 31, 2025.

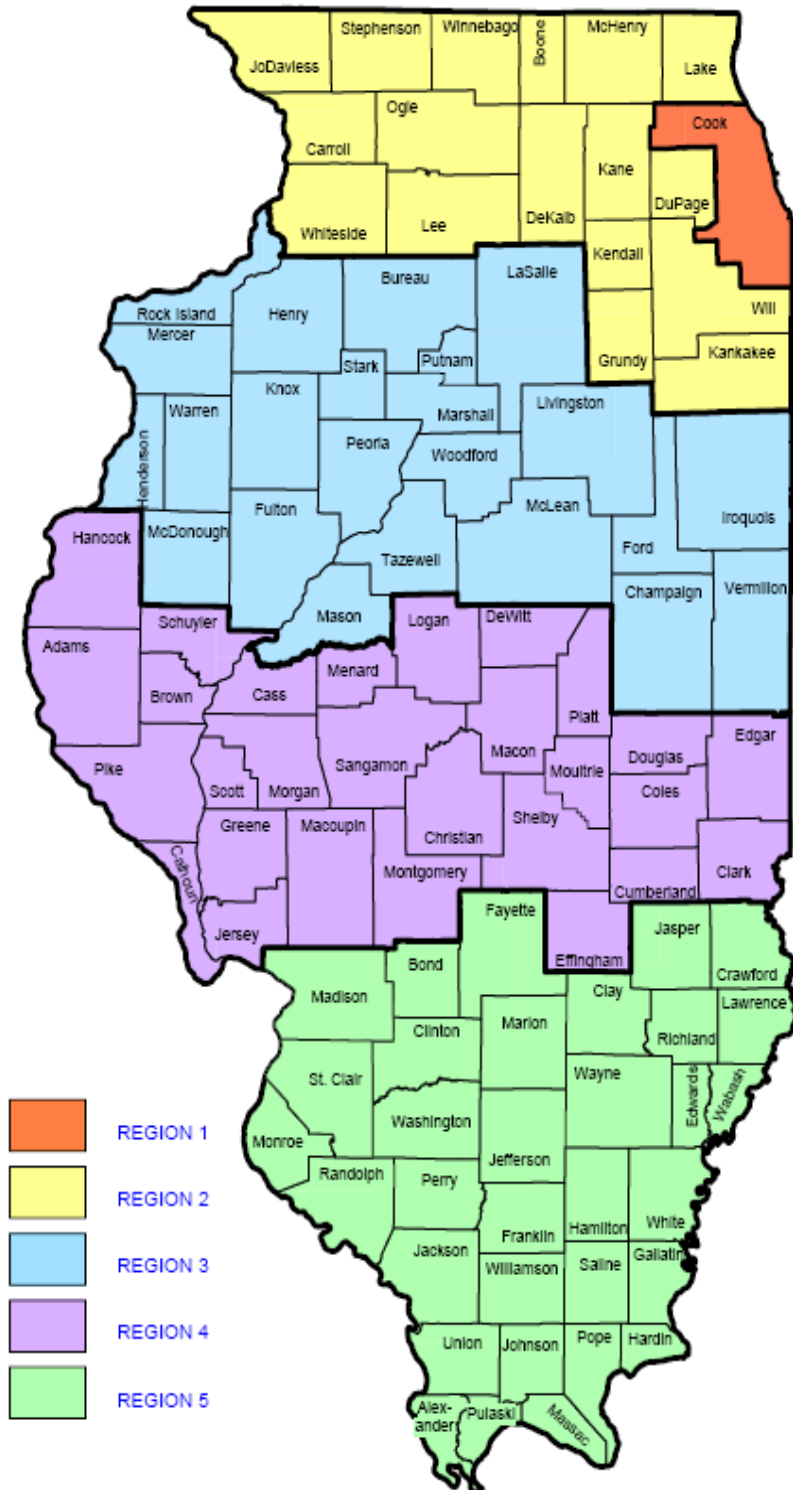
All applicants must use grant funds according to the guidelines, conditions, and parameters set forth in this funding notice and in compliance with federal statutes, regulations and the terms and conditions of any applicable federal awards. Please refer to [2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, PART 200 Subpart E - Cost Principles](#) to determine the appropriateness of costs. The applicant should be familiar with OMB Circular A-122 Cost Principles in its entirety when determining allowable/unallowable cost and direct/indirect cost. Further information regarding allowable and unallowable expenses and funding thresholds is as follows:

- Allowable expenses under the TGD initiative are those that are necessary and reasonable based on the activity(ies) contained in the proposal, are justified in the Budget Narrative, and are allowable under Subpart E of 2 CFR 200. It is expected that administrative costs, both direct and indirect, will represent a small portion of the overall program budget. Any budget deemed to include inappropriate or excessive administrative costs will not be approved. Program budgets and narratives must detail how all proposed expenditures are necessary for program implementation.
- Unallowable costs: Please refer to [2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, PART 200 Subpart E - Cost Principles](#) to determine the appropriateness of costs. In addition, and specific to this grant, the following costs will be unallowable without specific prior written approval from IDHS:
 - Entertainment costs, except where specific costs that might otherwise be considered entertainment, have a programmatic purpose and are authorized in the approved budget (2 CFR 200.438).
 - Capital expenditures for general purpose equipment, including any vehicle regardless of cost, buildings, and land (2 CFR 200.439).
 - Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life (2 CFR 200.439).
 - Food, and other goods or services for personal use of the grantee's employees, contractors, or consultants of the grantee unless authorized as per diem under the State of Illinois Governor's Travel Control Board (2 CFR 200.445).
 - Deposits for items, services, or space.
 - Purchasing of gift cards or cash incentives.
 - Clothing for employees or clients.
 - No more than 10% of the budget may be used for outreach materials.
- Simplified Acquisition Threshold: Subgrantees under this funding announcement may receive an award in excess of the Simplified Acquisition Threshold, currently \$250,000 (Use [2 CFR 200 Section 200.88](#) as a reference). Therefore, the subgrantee must be aware of the following regarding the Simplified Acquisition Threshold as it will be applicable to any qualifying sub award:

- That PHIMC, prior to making a sub award with a total amount of funds greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through [SAM.gov](https://sam.gov) (see 41 U.S.C. 2313);
- That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM.gov and comment on any information about itself that the awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.gov; and
- That PHIMC will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under awards when completing the review of risk posed by applicants as described in [§200.205](#) awarding agency review of risk posed by applicants.

Organizations applying for funds to deliver services within IDHS Region 2 may serve patients or clients who live outside of the region in certain circumstances such as patients/clients traveling from a different Illinois IDHS region to receive services from the funded organizations. Funding is intended to serve residents of Illinois.

ILLINOIS DEPARTMENT OF HUMAN SERVICES- Transgender Gender Diverse Wellness and Equity Program (TGD) Jurisdictions (Figure 1)



6. APPLICANT ELIGIBILITY REQUIREMENTS

- Only organizations based within Illinois and serving Illinois residents are eligible to compete for these funds.
- Organizations applying for funding must provide services within IDHS Region 2.
- Applicants must be public or private, non-profit community-based organizations subject to 26 U.S.C. 501 (c) 3, or similar non-profit organizations in good standing with the State of Illinois. Failure to provide the requested information as outlined herein to demonstrate these criteria are met will result in the application being removed from funding consideration.
- Applicant must certify that they have not been debarred/suspended from doing business with Federal/State and local governmental agencies.
- Applicant should have experience with and understanding of how to address issues appropriately and effectively for the TGD/LGBTQ+ population with a focus on culturally and/or medically competent gender affirming care for TGD individuals, using a racial equity lens.
- Applicant should have a history of effectively addressing the unique psychosocial, psychological, behavioral, health, and/or medical needs of the TGD/LGBTQ+ population.
- Applicant organizations may be local health departments, community-based organizations, universities, school districts, individual schools, federally qualified health centers, and other non-profit organizations, including volunteer or religious organizations, that effectively engage TGD/LGBTQ+ populations in Illinois.
- Organizations who are currently receiving TGD/LGBTQ+ Wellness and Equity funding are ineligible to apply for additional funding in the same region they are currently funded. They are eligible to apply for funding in a different Region, provided they meet the criteria.
- Applicants must have started the process to register and pre-qualify in accordance with the Grants Accountability and Transparency Act (GATA). Organizations can register and pre-qualify in the [Illinois GATA Grantee Portal](#) at any point prior to applying for funding. If awarded funding, registration and qualification must be completed and approved prior to the PHIMC executing contracts. For assistance in completing the GATA prequalification process, please see the following resources: [IDHS: IDHS GATA Prequalification Assistance \(state.il.us\)](#), [IDHS: How to Get GATA Pre-Qualified \(state.il.us\)](#), and [IDHS: Grant Application Pre-Qualification and Pre-Award Requirements Video \(state.il.us\)](#). *Please include as Attachment 6 a copy of the completed GATA Internal Control Questionnaire.*

Applicants who do not meet these eligibility requirements may not have their applications evaluated for funding under this opportunity.

7. SELECTION CRITERIA

A panel will evaluate each application with a standardized scoring rubric. While each application component has its own scoring criteria, broadly speaking, strong applications will demonstrate the following:

- Intent to increase staffing levels of qualified behavioral health professionals and/or to provide culturally and/or medically competent, gender affirming psychosocial, psychological, and behavioral supports.
- A clear rationale and supporting evidence that the proposed project falls within the allowable services outlined in section 3-Program Purpose.

- Extensive understanding and experience working with the TGD/LGBTQ+ community.
- Sufficient financial resources to operate on a reimbursement basis.
- A feasible, aligned, and enduring project proposal that sufficiently answers all the questions thoroughly and is feasible within a five-month grant cycle ending on June 30, 2025, with possible one year renewal⁷.
- Evidence of an organizational commitment to health and racial equity and culturally sensitive service delivery, such as training and/or policies, and a client-centered approach to care for the TGD/LGBTQ+ community.
- Evidence that program design and implementation is tailored to meet patient needs; direct patient engagement in the program development and/or quality improvement is preferred.

The following criteria will be considered across the applications:

- Geographic distribution
- Number of individuals served
- Diversity of service settings
- Commitment to supporting and serving TGD/LGBTQ+ populations

8. KEY ACTIVITIES AND TIMELINE

Bidder's Conference:

The bidder's conference will provide an overview of this NOFO, describe the proposal review process, and answer questions from potential applicants. Organizations planning to submit a proposal are strongly encouraged to participate in the bidder's conference. A recording of the bidder's conference will be available on PHIMC's website. The bidder's conference will be held on **Friday, November 15, 2024, at 1:00 - 2:00pm, CST** via webinar.

[Click here for the Zoom Bidder's Conference.](#)

Application Submission:

All applications and required documents must be submitted electronically to nofo@phimc.org by **5:00pm CST on Friday, December 6, 2024**. Late or incomplete applications will **not** be accepted. The applicant is solely responsible for submitting a complete and timely application. Hard copies of the application will not be accepted.

Proposal Evaluation:

Evaluation panels convened by PHIMC will review and evaluate the submitted proposals in accordance with the scoring criteria. The panelists will review, score, and make funding recommendations to PHIMC. The numerical score may not be the sole award criterion. PHIMC reserves the right to consider other factors such as: geographical distribution, demonstrated need, etc. While the recommendation of the review panel will be a key factor in the funding decision, PHIMC 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

⁷ One-year renewal is contingent on funding from IDHS and is subject to appropriation. The renewal funding period will be from July 1, 2025- June 30, 2026.

information. The evaluation period will take place **December 9, 2024- January 30, 2025.**

Questions:

For any questions related to this NOFO, please email nofo@phimc.org. In the subject line, please type “TGD NOFO Question.” The deadline to submit questions via email is **December 2, 2024.** Answers will be posted on PHIMC’s website at <https://phimc.org/initiatives/tgd-wellness-and-equity-program/> by December 4, 2024. PHIMC will not accept any questions via phone or submitted to any other email address other than nofo@phimc.org.

9. SCORING CRITERIA RUBRIC

Category	Available Points
Cover Page	Not scored
Organization Overview	30
Project Proposal, Design, and Implementation	50
Health & Racial Equity	15
Proposal Budget	15
Total Possible Points	110

PHIMC reserves the right to request written or verbal clarification of supporting materials, or to cancel this NOFO process.

10. PROPOSAL NARRATIVE

Please build your proposal in the following format as outlined below according to each section. Please note the additional formatting instructions in Section 12. **FORMATTING AND SUBMISSION.** Proposal attachments may not be used to extend the proposal narrative.

All applicants must provide responses based on the guidance for each section.

- **Cover Page (Not Scored)**
 - To download the TGD Cover Page go to:
 - <https://phimc.org/wp-content/uploads/2024/09/TGD-Application-Cover-Page-Fillable-Form.pdf>
 - <https://phimc.org/wp-content/uploads/2024/10/TGD-Application-Cover-Page-Final.docx>

- **Organization Overview (30 points) - Three Page Limit**

 - Provide a brief overview of the organization’s history and mission.
 - Please describe the key client populations served by your organization by indicating the following:
 - Percentage of clients that identify as part of the TGD/LGBTQ+ Community:
 - Subset of the TGD/LGBTQ+ Community: Percentage of the TGD/LGBTQ+ Community that identify as transgender, non-binary, or gender non-conforming:
 - Subset of the TGD/LGBTQ+ Community: Percentage of the TGD/LGBTQ+ Community that identify as a person of color.
 - Provide details about the demographic structure of the organization's leadership inclusive of the Board of Directors, senior leadership, and management by indicating the following:
 - Percentage of leadership that identify as part of the TGD/LGBTQ+ Community:
 - Subset of the TGD/LGBTQ+ Community: Percentage of the leadership who identify as part of the TGD/LGBTQ+ Community who identify as transgender, non-binary, or gender non-conforming:
 - Subset of the TGD/LGBTQ+ Community: Percentage of the leadership who identify as part of the TGD/LGBTQ+ Community that also identify as a person of color:
 - Describe the geographic service area that will be supported by this funding.
 - Describe experience working with and/or providing key services to the TGD/LGBTQ+ community.

- **Project Proposal, Design, and Implementation (50 points)- Seven Page Limit**

 - Please describe the increase in staffing levels for qualified behavioral health providers and/or specific psychosocial, psychological, or behavioral health services the organization will implement which will lead to increased capacity to provide culturally and/or medically competent gender affirming care.
 - Please specify if this proposal supports the expansion of existing activities or initiates new ones. If it supports existing activities, describe the specific expansion that will be achieved as a result of this funding.
 - Please describe the number of services that will be offered and the number of participants or individuals who will be served. Additionally, please include how your organization will measure satisfaction, retention in services, and client’s perception of improvements as a result of participating in programming.
 - Please indicate how program activities will be implemented within a five-month timeframe, and what activities would look like for the July 2025 to June 2026, one-year renewal.
 - Please describe the organization’s current social media presence and capacity to participate in implementation of a statewide communications plan that includes generating weekly social media posts specific to the TGD Wellness and Equity Program on two different platforms.
 - Please describe how the organization will support implementation and participation in the [POP Affirming Care Training](#) at all levels of the organization. This includes the identification of Champions, internal staff members who lead their peers in understanding their role in reducing stigmas, encouraging peers to be leaders, and

providing gender affirming care.

- Please describe the organization’s capacity to participate in a statewide, PHIMC-sponsored learning collaborative.
- Please describe the staffing plan. *Include as Attachment 1 resumes and relevant certifications for existing staff who will work on the grant in supporting documents.*

- **Health & Racial Equity (15 points) - Two Page Limit**

- How has your organization historically worked towards reducing health and racial inequities for the transgender, gender-diverse, and LGBTQ+ community? Give at least 1-2 clear examples.
- Explain how transgender, gender-diverse, and LGBTQ+ community members are involved in decision-making within your organization. Give at least 1-2 clear examples.

- **Proposal Budget (15 points)**

- Using the PHIMC Budget Form as Attachment 2, describe how you will use the requested funding. Please include a narrative in the budget form describing each proposed expense. To download the PHIMC Budget form, please go here: <https://phimc.org/wp-content/uploads/2024/09/TGD-Wellness-Budget-Template-FY25-FY26.xlsx>
 - Budget categories include:
 - a) Personnel (Salary and Wages) Funds may only support a staff position if that staff position is fundamental to completing the project or task associated with the proposed project.
 - b) Fringe Benefits
 - c) Travel
 - d) Equipment
 - e) Supplies
 - f) Contractual Services and Subawards
 - g) Consultant (Professional Services)
 - h) Occupancy (Rent and Utilities)
 - i) Telecommunications
 - j) Training and Education
 - k) Direct Administrative Costs
 - l) Miscellaneous Costs
 - m) Grant Exclusive Line Items
 - n) Indirect Costs (10% de minimis or Federal or State approved rate)
- Describe how the organization will ensure the full grant amount is expended by June 30, 2025.
- All contracts will be paid on a reimbursement basis. Based on this, answer the following:
 - Is the organization’s cash flow sufficient to begin delivering services immediately upon contract ratification with PHIMC? Please indicate yes or no.
 - Is the organization able to operate on a reimbursement basis throughout the entire contract period? Please note, reimbursement may take up to 90 business days after submission and approval of voucher. Please indicate yes or no and provide an explanation.

- Please indicate the organization’s status in completing the registration and prequalification process in the Illinois GATA Grantee Portal. *Include as Attachment 6 the questions and answers in the completed GATA Controls Questionnaire.*

11. SUPPORTING DOCUMENTS

The following supporting documents must be labeled and emailed with each application following the instructions outlined in Section 12- Formatting and Submission of the NOFO. Please note, supporting documents are proposal attachments not included within the indicated page limit and must be filled out and submitted as part of a complete proposal.

- Attachment 1: Staff Resumes and Relevant Certifications
- Attachment 2: Proposed Budget
- Attachment 3: Most Recent Financial Audit + Findings *If your organization’s annual revenue falls below the audit threshold required by the State of Illinois and you do not have audit, please provide a statement indicating so in place of the Financial Audit + Findings.*
- Attachment 4: Internal Revenue Service 501(c)(3) Tax Exempt Determination Letter
- Attachment 5: Certificate of Good Standing from Illinois Secretary of State dated within six months of grant application submission date. *If you are a government organization or otherwise exempt from this, please provide a statement indicating why the organization is exempt in place of the Certificate of Good Standing.*
- Attachment 6: Completed GATA Internal Control Questionnaire Please include the questions and answers provided in GATA.

12. SUBMISSION GUIDELINES AND INSTRUCTIONS

Proposal Narrative:

- Use at least 1.0 line spacing and 11-point font size, font should be Times New Roman
- Margins of at least 1 inch on all sides
- Application narratives must stay within the specified page limit
- Page numbers must be included on each page
- Begin each application section, i.e. organization overview, project proposal design and implementation, health and racial equity, and narrative questions for proposed budget, on a separate page.
- Include the application section, e.g. Organizational Overview, at the beginning of each section.
- Include the question being answered followed by the response

Submission Guidelines and Instructions:

All complete applications must be submitted by **5:00pm CST on Friday, December 6, 2024**, to nofo@phimc.org. Failure to follow the instructions related to content may result in the proposal being eliminated from consideration. Late submission and failure to include requested documents are the most common reasons that proposals are not reviewed.

File Saving and Naming Conventions:

Documents should be saved as a PDF in the outlined format with the corresponding file naming conventions:

- **Proposal Narrative:** Includes the application TGD Cover Page and narrative with specified page limits for each of the following sections saved as one file: Organizational Overview; Project Proposal, Design, and Implementation; Health and Racial Equity; and Proposal Budget.
 - File naming convention: [organization name]_TGD Narrative Application
 - Example: PHIMC_TGD_Narrative Application

- **Supporting Documents:** All supporting documents should be attached separately in the order that they are listed under Section 11- Supporting Documents. The file name should align with the attachment name. Use the filename instructions outlined below.
 - File Naming Convention (Individual Supporting Documents): [organization name]_Staff Resumes
 - Example: PHIMC_Staff Resumes
 - Example: PHIMC_ Proposed Budget
 - Example: PHIMC_ Financial Audit
 - Example: PHIMC_ Tax Exempt
 - Example: PHIMC_ Certificate Good Standing
 - Example: PHIMC_ GATA ICQ

Email Submission:

PHIMC will only accept applications submitted via email at nofo@phimc.org

- All applications and supporting documentation must be submitted in a SINGLE email as PDFs to nofo@phimc.org with the subject line “[organization name] TGD Grant Application”.
- Submission emails must not exceed 30 MB. Emails that exceed this size will not be accepted by PHIMC’s email server system.
- The PHIMC email server will NOT accept .zip files.

Email File Attachments:

All application documents should be submitted as PDF file attachments to the email.

- The NOFO application and accompanying required supporting documents must be converted to PDF formats. There are many free, downloadable PDF converters. A recommended program is CutePDF Writer (<http://www.cutepdf.com>)
- If scanning documents into PDFs and/or creating PDFs via Word or another software, the resolution should be set to 300dpi or less.

Opening and Editing the TGD Cover Page and Budget Form:

The TGD Cover Page and Budget form are formatted in Microsoft Word and Microsoft Excel. Google Docs and Google Sheets are free and compatible alternatives for those who do not utilize Microsoft products.

Applications that do not meet the eligibility requirements of this NOFO and/or do not follow all instructions in this section will not be evaluated for review.