**Section 990.40 Application Procedures**

The Department shall provide written application instructions to potential applicants upon request.

a) All applications shall include the following:

1) the applicant's name, address, and telephone number, and FAX number, if available;

2) a one-page, non-technical abstract including a description of the significance of the applicant's project;

3) the TIN;

4) the signature of an agency official authorized to certify the application;

5) the dates of the project period;

6) a detailed budget for the funding period, providing sufficient resources to carry out the project. The budget shall be by line item category and shall provide sufficient detail to justify the use of grant funds to support project activities. The applicant shall indicate the total cost of conducting the project(s), the anticipated funding request for the second and third years of the project (if applicable), the source of other funds supporting the project(s), and the amount of support requested from the Department;

7) a signed statement of assurances (as provided in the application packet) indicating compliance with applicable State requirements, such as the Fiscal Control and Internal Auditing Act, bribery certification, contract debarment, unlawful discrimination, Illinois Human Rights Act, Federal Civil Rights Act, Drug Free Workplace Act, Davis-Bacon Act, conflict of interest as specified in the Illinois Purchasing Act, and the protection of the confidentiality of services.

b) In addition to the requirements of subsections (a)(1) through (7) of this Section, all initial applications shall include the following:

1) a prioritized listing of measurable objectives for the funding period;

2) for each objective proposed for the first year of the project, a sequential listing of activities to achieve the objective, the time line for completing each activity, and identification of the individual responsible for coordinating the implementation of each objective; and

3) a description of the evaluation methods to be used to measure progress in achieving objectives and a plan for monitoring the overall project.

c) In addition to the requirements of subsections (a)(1) through (7) of this Section, all continuation applications shall include the following:

1) a progress report which contains a description of the findings to date as specified in subsection (b)(3) of this Section;

2) a description of the applicant's progress in meeting each project objective;

3) project objectives for the new funding period, along with activities and time lines for completion of each activity; and

4) any revisions in the evaluation methods or the monitoring plan along with the rationale for such revisions.