STATE CONTRACTING

Michael Carr
Interim Associate Director
Sponsored Projects (Research Contracts)
Office of Research Services
OUTLINE OF PRESENTATION

• Overview
• IDHS
• IDPH
• Other State Agencies
• FY19 F&A Rate Guidance
• Questions/Discussion
OVERVIEW

• Traditionally, state contracts/agreements are approved and need to be executed by the end of the fiscal year (June 29, 2018)

• In the past, ORS has received up to 30 contracts in the week before FY end
  • Try to mitigate the last minute agreements going forward if possible

• IDHS changed their login system on January 1, 2018
  • Created issues around obtaining agreements and entering GATA budgets

Great opportunity to discuss the systems and processes for departments and ORS!!!
IDHS CSA TRACKING SYSTEM

DHS > for Providers > Contracts >

CSA Tracking System

IDHS Grantee-Providers use the CSA Tracking System to enter and submit GATA Budgets, view and print Uniform Grant Agreements/EEC Contracts and enter IDHS Year-end Financial Reporting Actuals (Year-end CFR Actual Information). You must update the information in CSA any time there is a change in the required information. All changes shall be made no later than the effective date of the change's occurrence.

Link to the New CSA Tracking System Provider web portal
External Иllinois.gov ID Password Reset
How to Register for the CSA Tracking System
CSA Tracking System Troubleshooting
CSA Tracking System Contact Information
Accessibility of OCA Web pages

Related Links
FY17 IDHS Contracting Information
IDHS GATA Budgets
Becoming a Provider
CSA Tracking System
Centralized Repository Vault (CRV)
Financial Reporting
FY12 USA Attachments and Program Manuals
FY18 USA Attachments and Program Manuals
FY19 USA Attachments and Program Manuals
CSA TRACKING SYSTEM

CSA Tracking - Provider Access

FFATA Data Collection Form (if needed by agency)

Under FFATA, all sub-recipients who receive $30,000 or more must provide information for federal reporting.

If your agency qualifies for above criteria, please fill out the FFATA Information form accurately and completely.

The FFATA Data Collection Form is available under the Provider Info section of this site.

Budget(s) needing your attention

FY2013

*** System generated. Please update Form Type for this budget ***
STEPS FOR FY ’20 IDHS PROGRAMS

• Register for an External Illinois.gov ID and password
  • Link to create an Illinois.gov Account – Register as General Public (even though we are State of Illinois employees)
    • You will need a State of Illinois Driver’s License to complete this step
    • You will receive an Invitation Key Code for use on the CSA registration site

• Register for the CSA Tracking System
  • CSA Tracking System registration site
  • UIC information goes under “Grantee” requests
  • Your personal user information goes under “Provider” requests
### GATA Budgets

<table>
<thead>
<tr>
<th>FY</th>
<th>CSFA Number</th>
<th>NOFO #</th>
<th>Budget Type</th>
<th>CSFA Short Description</th>
<th>Status Description</th>
<th>Status Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>444-26-1543</td>
<td>N/A</td>
<td>Uniform Grant Budget</td>
<td>IL Prevent Opioid/Prescription</td>
<td>Grantee Submit For Program Review</td>
<td>05/23/2018 02:53:09 PM</td>
<td>view</td>
</tr>
<tr>
<td>2019</td>
<td>444-22-1196</td>
<td>18-444-22-1196-02</td>
<td>Uniform Grant Budget</td>
<td>OT Assessments</td>
<td>Budget Linked to Contract</td>
<td>05/21/2018 07:11:33 AM</td>
<td>view</td>
</tr>
<tr>
<td>2018</td>
<td>444-22-1196</td>
<td>N/A</td>
<td>Uniform Grant Budget</td>
<td>OT Assessments 797</td>
<td>Budget Linked to Contract</td>
<td>05/16/2018 07:11:33 AM</td>
<td>view</td>
</tr>
<tr>
<td>2018</td>
<td>444-22-1195</td>
<td>N/A</td>
<td>Fixed Rate Grant Budget</td>
<td>Neuropsych Assessments</td>
<td>Budget Linked to Contract</td>
<td>05/11/2018 01:17:34 PM</td>
<td>view</td>
</tr>
<tr>
<td>2018</td>
<td>444-26-0728</td>
<td>18-444-26-0728-01</td>
<td>Fixed Rate Grant Budget</td>
<td>HIVCT</td>
<td>Program signoff</td>
<td>12/01/2017 02:41:14 PM</td>
<td>view</td>
</tr>
<tr>
<td>2018</td>
<td>444-26-1543</td>
<td>N/A</td>
<td>Uniform Grant Budget</td>
<td>Print Rx Drug OD Related</td>
<td>Program signoff</td>
<td>06/20/2017 04:08:36 PM</td>
<td>view</td>
</tr>
<tr>
<td>2018</td>
<td>444-22-1193</td>
<td>N/A</td>
<td>Uniform Grant Budget</td>
<td>Mortality Review (794)</td>
<td>Program signoff</td>
<td>06/30/2017 09:23:05 AM</td>
<td>view</td>
</tr>
<tr>
<td>2018</td>
<td>444-22-1197</td>
<td>N/A</td>
<td>Uniform Grant Budget</td>
<td>Consent Decree Training InstIt</td>
<td>Program signoff</td>
<td>06/29/2017 03:27:55 PM</td>
<td>view</td>
</tr>
</tbody>
</table>

**Under FFATA, all sub-recipients who receive $30,000 or more must provide information for federal reporting.**

If your agency qualifies for above criteria, please fill out the FFATA Information form accurately and completely.

The FFATA Data Collection Form is available under the Provider Info section of this site.
### CSA TRACKING SYSTEM

#### GATA BUDGETS

**Section A: State of Illinois Funds**

**WARNING:** Total in Line. 18 may be adjusted for rounding.

**REVENUES**

State of Illinois Grant Requested

**Budget Expenditures Categories**

1. Personnel (200.430)
2. Fringe Benefits (200.431)
3. Travel (200.474)
4. Equipment (200.439)
5. Supplies (200.94)
6. Contractual Services/Subawards (200.318 and 200.92)
7. Consultant (200.459)
8. Construction
9. Occupancy - Rent and Utilities (200.465)
10. Research and Development (R & D) (200.87)
11. Telecommunications
12. Training and Education (200.472)
13. Direct Administrative Costs (200.413)
14. Other or Miscellaneous Costs
15. Grant Exclusive Line Item(s)
16. Total Direct Costs (add lines 1-15) (200.413)
17. Indirect Cost (200.414)
### Status History

<table>
<thead>
<tr>
<th>Status Description</th>
<th>Status Date</th>
<th>Status Comments</th>
<th>Status By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grantee Submit For Program Review</td>
<td>05/23/2018 02:53:09 PM</td>
<td>GATA Budget submitted to program review.</td>
<td>MICHAEL CARR</td>
</tr>
<tr>
<td>Grantee Signatures Approved</td>
<td>05/23/2018 02:52:53 PM</td>
<td>Executive signatures approved.</td>
<td>MICHAEL CARR</td>
</tr>
<tr>
<td>Grantee Submit for Signature</td>
<td>05/23/2018 02:52:35 PM</td>
<td>GATA Budget submitted for executive signatures.</td>
<td>MICHAEL CARR</td>
</tr>
<tr>
<td>Work In Progress</td>
<td>05/23/2018 02:44:09 PM</td>
<td>GATA budget work in progress.</td>
<td>MICHAEL CARR</td>
</tr>
</tbody>
</table>

### Status Comments

Please enter a comment for status changes; if no comment is entered, a default comment will be provided.

Submit to Executives  Submit to IDHS  Retract Submit from IDHS
# CSA TRACKING SYSTEM

## CONTRACTS

### Provider Contract List

Select the Contract Number Link below to view/print the contract. The contracts are PDF documents. Your browser must be able to open this type of file. When you select the link a new window will open with your browser's PDF viewer.

<table>
<thead>
<tr>
<th>Provider Name Program</th>
<th>Agreement#</th>
<th>Contract#</th>
<th>FY</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOI 797-0T ASSESSMENTS</td>
<td>45CX803374</td>
<td>45CX803374</td>
<td>2019</td>
<td>59,080.00</td>
</tr>
</tbody>
</table>
# CSA TRACKING SYSTEM

## CONTRACTS

### Provider Contract List

Select the Contract Number Link below to view/print the contract. The contracts are pdf documents. Your browser must be able to open this type of file. When you select the link a new window will open with your browser's pdf viewer.

<table>
<thead>
<tr>
<th>Provider Name Program</th>
<th>Agreement#</th>
<th>Contract#</th>
<th>FY</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOI 797-OT ASSESSMENTS</td>
<td>45CXB03374</td>
<td>45CXB03374</td>
<td>2019</td>
<td>59,080.00</td>
</tr>
</tbody>
</table>
Agreement No. 45CXB03374       FY. 2019

INTER - GOVERNMENTAL AGREEMENT

BETWEEN

THE STATE OF ILLINOIS, DEPARTMENT OF HUMAN SERVICES

AND

THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

The Illinois Department of Human Services (Grantor or DHS), with its principal office at 100 South Grand Avenue East, Springfield, IL 62762, and THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN (Grantee), with its principal office at UIC - Grants and Contracts 28395 Network Place Chicago, IL 60673-1283 and payment address (if different than principal office) at________________________, hereby enter into this Inter-governmental Grant Agreement ("Agreement"), pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq. Grantor and Grantee are collectively referred to herein as "Parties" or

PART ONE – THE UNIFORM TERMS

RECITALS
## CSA TRACKING SYSTEM
### CONTRACTS

**Provider Contract List**

<table>
<thead>
<tr>
<th>Provider Name</th>
<th>Agreement#</th>
<th>Contract#</th>
<th>FY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOI</strong>&lt;br&gt;ADMINISTRATIVE</td>
<td>45CWBO3921</td>
<td>45CWBO3921</td>
<td>2018</td>
</tr>
<tr>
<td><strong>THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOI</strong>&lt;br&gt;796-NEUROPSYCH ASSESSMENTS</td>
<td>45CWBO3373</td>
<td>45CWBO3373</td>
<td>2018</td>
</tr>
<tr>
<td><strong>THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOI</strong>&lt;br&gt;796-NEUROPSYCH ASSESSMENTS</td>
<td>45CWBO3373 - Formal Amendment</td>
<td>45CWBO3373</td>
<td>2018</td>
</tr>
<tr>
<td><strong>THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOI</strong>&lt;br&gt;796-NEUROPSYCH ASSESSMENTS</td>
<td>45CWBO3373 - Formal Amendment</td>
<td>45CWBO3373</td>
<td>2018</td>
</tr>
<tr>
<td><strong>THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOI</strong>&lt;br&gt;797-OT ASSESSMENTS</td>
<td>45CWBO3374</td>
<td>45CWBO3374</td>
<td>2018</td>
</tr>
</tbody>
</table>
For all requests to download an agreement, PLEASE INCLUDE THE RESOURCE ID

Register for an Illinois.gov email address
  • External, not state employee

Register for the CSA Tracking System

One Resource ID starting next year
  • ORS will provide you with that Resource ID once finalized

Input budgets in the CSA system going forward
  • Submit to executives triggers our review of the budget with the PAF
Welcome to EGrAMS!

EGrAMS is an Electronic Grants Administration & Management System utilized by the Illinois Department of Public Health (IDPH) for end-to-end grants management. This tool allows applicants, grantees, and grantors to conduct business in a web-based setting, enabling greater awareness, accountability, and analysis throughout the life cycle of grants.
## IDPH (EGRAMS) APPLICATION REVIEW

### Grant Application Preview

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
<th>Submit Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DHIVT-19</td>
<td>Direct HIV/HCV Testing 2019</td>
<td>6/6/2018 6:00:00 PM</td>
</tr>
<tr>
<td>DHIVT-19</td>
<td>Direct HIV/HCV Testing 2019</td>
<td>Assign Applications for Review Pending</td>
</tr>
<tr>
<td>RWPBET-18</td>
<td>Ryan White Part B Education and Training 2018</td>
<td>4/30/2018 6:00:00 PM</td>
</tr>
<tr>
<td>RWPBET-18</td>
<td>Ryan White Part B Education and Training 2018</td>
<td>Contract Signed / Signed by</td>
</tr>
<tr>
<td>CSCCC-18</td>
<td>Comprehensive Sickle Cell Clinical Care 2018</td>
<td>11/22/2017 5:00:00 PM</td>
</tr>
<tr>
<td>CSCCC-18</td>
<td>Comprehensive Sickle Cell Clinical Care 2018</td>
<td>Contract Signed / Signed by</td>
</tr>
<tr>
<td>APC-18</td>
<td>Illinois Administrative Perinatal Center Grant 2018</td>
<td>10/10/2017 5:00:00 PM</td>
</tr>
<tr>
<td>APC-18</td>
<td>Illinois Administrative Perinatal Center Grant 2018</td>
<td>Proposal Revision / Work in Progress</td>
</tr>
<tr>
<td>CAI-18</td>
<td>Childhood Asthma Initiative 2018</td>
<td>9/11/2017 6:00:00 PM</td>
</tr>
<tr>
<td>CAI-18</td>
<td>Childhood Asthma Initiative 2018</td>
<td>Contract Signed / Signed by</td>
</tr>
<tr>
<td>FPP-18</td>
<td>Illinois Title X Family Planning Program 2018</td>
<td>6/29/2017 6:00:00 PM</td>
</tr>
<tr>
<td>FPP-18</td>
<td>Illinois Title X Family Planning Program 2018</td>
<td>Contract Signed / Signed by</td>
</tr>
</tbody>
</table>
### Applicant Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Legal (Applicant) Name</td>
<td>The Board of Trustees of the University of Illinois - Chicago</td>
</tr>
<tr>
<td>b. Does Business as</td>
<td></td>
</tr>
<tr>
<td>c. Address</td>
<td>809 S. Marshfield Avenue</td>
</tr>
<tr>
<td>d. Address 2</td>
<td>MB 502, M/C 551</td>
</tr>
<tr>
<td>e. City</td>
<td>Chicago</td>
</tr>
<tr>
<td>f. Federal ID Number</td>
<td>37-6000511</td>
</tr>
<tr>
<td>g. Agency’s fiscal year (beginning month and day)</td>
<td>Jul - 1</td>
</tr>
<tr>
<td>h. Agency type</td>
<td>○ Governmental</td>
</tr>
<tr>
<td>i. Web site (if applicable)</td>
<td><a href="http://www.uic.edu">www.uic.edu</a></td>
</tr>
</tbody>
</table>
IDPH (EGRAMS) APPLICATION STATUS
## IDPH (EGRAMS) Grant Programs

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAI-17</td>
<td>Childhood Asthma Initiative 2017</td>
</tr>
<tr>
<td>CAI-18</td>
<td>Childhood Asthma Initiative 2018</td>
</tr>
<tr>
<td>CSCCC-15</td>
<td>Comprehensive Sickle Cell Clinical Care 2015</td>
</tr>
<tr>
<td>CSCCC-17</td>
<td>Comprehensive Sickle Cell Clinical Care 2017</td>
</tr>
<tr>
<td>CSCCC-18</td>
<td>Comprehensive Sickle Cell Clinical Care 2016</td>
</tr>
<tr>
<td>DHIVT-18</td>
<td>Direct HIV/HCV Testing 2018</td>
</tr>
<tr>
<td><strong>DHIVT-19</strong></td>
<td>Direct HIV/HCV Testing 2019</td>
</tr>
<tr>
<td>EHB-14</td>
<td>Environmental Health Beach Grant 2014</td>
</tr>
<tr>
<td>EHB-15</td>
<td>Environmental Health Beach Program 2015</td>
</tr>
</tbody>
</table>
**IDPH (EGRAMS) APPLICATION STATUS**

**General Information**
- **Grant Program**: HOPWA-14 → HOPWA HIV CARE Connect Regions - 2014
- **Agency**: 37-0000511 → The Board of Trustees of the University of Illinois
- **Project**: HOPWA-14 → HOPWA HIV CARE Connect Regions - 2014

**Agency Application Status**
- **Requested Amount**: 202,094.00
- **Recommended Amount**: 202,094.00
- **Submit Date**: 2/10/2014 3:06 PM
- **Application Ref #:** 130412
- **Stage**: CTRTS (Contract Signed)
- **Status**: Signed by Grantee
- **Project Amount**: 202,094.00
- **Approved Amount**: 202,094.00
- **Last Status Date**: 6/12/2014 2:58 PM

**Comment Line**: 

45780068B
IDPH (EGRAMS) AGREEMENT

INTER-GOVERNMENTAL GRANT AGREEMENT

BETWEEN
THE STATE OF ILLINOIS, DEPARTMENT OF PUBLIC HEALTH
AND
The Board of Trustees of the University of Illinois - Chicago
The Illinois Department of Public Health (Grantor), with its principal office at 535 W Jefferson, 1st Floor, Springfield, IL 62761, and The Board of Trustees of the University of Illinois - Chicago (Grantee), with its principal office at 859 S. Marshall Avenue, MB 562, MVC 551, Chicago, IL 60612-7225 and payment address (if different than principal office) at 859 S. Marshall Avenue, MB 562, MVC 551, Chicago, IL 60612-7225, hereby enter into this Intergovernmental Grant Agreement (Agreement), pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq. Grantor and Grantee are collectively referred to herein as “Parties” or individually as a “Party.”

PART ONE – THE UNIFORM TERMS

RECITALS

WHEREAS, It is the intent of the Parties to perform consistent with all Exhibits and attachments hereof and in accordance with the terms, conditions and provisions hereof.

NOW, THEREFORE, in accordance with the foregoing and in consideration of the foregoing and the mutual agreements contained herein, the Parties hereto agree as follows:

ARTICLE 1
AWARD AND GRANTEE-SPECIFIC INFORMATION AND CERTIFICATION

1.1. DUNS Number, SAM Registration, Nature of Entity: Under penalties of perjury, Grantee certifies that 095907217 is Grantee’s correct DUNS number, that 37-9006511 is Grantee’s correct FEIN or Social Security Number, and that Grantee has an active State registration and SAM registration (if federal funds). Grantee is doing business as a Governmental.
IDPH (EGRAMS) KEY NOTES

• Project should be listed under our FEIN and Name
  • 37-6000511 The Board of Trustees of the University of Illinois – Chicago

• Multiple entities in the EGRAMS system makes locating agreements more difficult

• When requesting ORS to download an agreement, please include:
  • Grant Program
  • Agency Number

• Our office will sign hardcopies and electronically in EGRAMS
  • If electronic signature needed, please email mcarr7@uic.edu or the negotiator
OTHER STATE AGENCIES

• We generally do not interact/download agreements from other state agencies
  • ISBE notifications about Web-Based Illinois Nutrition System (WINS)

• If an agency requests for us to download an agreement, please email mcarr7@uic.edu. ORS will work with the agency to obtain access.

• When you receive an agreement from a state agency, please submit to our office using ORSWeb – reference your UIC IP# in the submission.
GUIDANCE ON FY ‘19 STATE OF ILLINOIS F&A RATES - INTRODUCTION

• Illinois GOMB did not reach an agreement on a statewide methodology for calculation of state universities indirect cost rates.

• In lieu of a standardized statewide policy, GATU provided rate setting guidance.
  • Utilized our federally negotiated rates
  • Adjusted to account for all state funding received by the institution (based on audited financial statements)
1. For all proposals submitted, pending, or awarded prior to July 1, 2018, the indirect cost rate shall either be the rate proposed or the awarded rate for the previous fiscal year.

2. The following schedule represents the FY 19 State of Illinois Rates for the University of Illinois at Chicago. These rates reflect the maximum not-to-exceed threshold for our indirect costs assessments on State of Illinois projects. The project classification, determined by the Activity Type and Location, will define the appropriate rate.

<table>
<thead>
<tr>
<th>ACTIVITY TYPE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ON-CAMPUS</td>
</tr>
<tr>
<td>Research</td>
<td>39.98% MTDC</td>
</tr>
<tr>
<td>Instruction</td>
<td>27.10% MTDC</td>
</tr>
<tr>
<td>Other Sponsored Activity</td>
<td>24.03% MTDC</td>
</tr>
</tbody>
</table>
3. The University of Illinois at Chicago may mutually agree to a reduced indirect cost rate on a case-by-case basis.

4. Required cost sharing utilizing the reduction of the indirect costs will be calculated on the basis of the State of Illinois Rates. For example, if we agree to a 20% Modified Total Direct Cost On-campus rate for a Research project, the contributed cost share of the unrecovered indirect costs is calculated at 19.98% Modified Total Direct Costs (39.98% minus 20%).

5. If a project is subject to a state or federal legislated cap on indirect costs, the legislated cap will be honored.
QUESTIONS?

Contact information:

ORS
Michael Carr      mcarr7@uic.edu              312-996-7751
Peggy Diskin     mmcand1@uic.edu              312-996-6150
Beth Zinda       bskend3@uic.edu              312-355-0802

GCO
Karen McCormack  krmcccor@uic.edu              312-996-0624
Mee Mee Lee-Choi meemlee@uic.edu              312-996-5961