**Section 103.150 Agency plan**

a) The agency shall submit an agency continuation application prior to the beginning of the fiscal year. The purpose of the continuation application is to provide documentation of service and service contracting in order to permit continuation of grant payment into the new fiscal year. A complete agency plan shall be submitted after the beginning of the fiscal year.

b) All agencies are required to submit their data on forms prescribed by the Department.

c) Hereafter, in this Section and other Sections of this Part, " agency plan" shall refer to the currently approved program service and funding plan.

d) The agency plan when fully executed as part of the grant agreement, serves as the formal statement of mutual expectations between the Department and the agency regarding contracted levels of service, costs and funding levels. The agency plan is a combination service plan and budget. It identifies what services will be provided, to what target group and the geographical area to be served. In addition, it identifies how the services will be financed, and through what budget items and funding sources. It becomes formalized documentation of the agreement between the Department and the agency through mutual execution of the grant agreement.

e) An agency not funded by the Department or whose funding has been canceled pursuant to Section 103.190(e) shall submit verification of status as a not-for-profit organization, a complete agency plan on forms prescribed by the Department and shall execute a signed grant agreement prior to commencement of funding.

(Source: Amended at 17 Ill. Reg. 10282, effective July 1, 1993)