

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

1.	Awarding Agency Name:	Illinois Community College Board (ICCB)
2.	Agency Contact:	Whitney Thompson
3.	Announcement Type:	Initial announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	2214-1240
6.	Funding Opportunity Title:	FY2020 Integrated Education and Training Grant
7.	CSFA Number:	684-00-2214
8.	CSFA Popular Name:	Integrated Education and Training (IET) Grant
9.	CFDA Number(s):	884.002/ 84.048
10.	Grant Period	October 1, 2019- June 30, 2020
11.	Anticipated Number of Awards:	10-20
12.	Estimated Total Program Funding:	\$100,000-\$400,000
13.	Award Range	\$10,000-\$20,000
14.	Source of Funding:	Federal pass-through
15.	Cost Sharing/Matching Requirement:	No
16.	Indirect Costs Allowed	Yes
	Restrictions on Indirect Costs	Yes, up to 5% of the total grant award Adherence to EDGAR 2CFR200
17.	Posted Date:	August 5, 2019
18.	Closing Date for Applications:	September 6, 2019
19.	Technical Assistance:	Technical assistance will be provided throughout the grant period to grant recipients.

Notice of Funding Opportunity: FY2019 CTE Leadership Grant Package

A. Program Scope

This grant is designed to support the development, improvement, and scale of integrated education and training (IET) programs. The Illinois Community College Board (ICCB) is dedicated to the expansion and improvement of career pathways through programming such as IET. IET is defined as a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement [Workforce Innovation and Opportunity Act, Sec. 203(11)]. In Illinois, this is often referred to as the Integrated Career & Academic Preparation System (ICAPS).

The objectives of this grant adhere to Section 124 of the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) as well as Sections 203 and 231 of the Workforce Innovation and Opportunity Act under Title II, Adult Education and Family Literacy.

Performance Outcomes:

Specific and measurable performance outcomes and grant deliverables will be outlined by the grantee in the proposal and shall meet the specific objective deliverables as detailed on pages 1-2 of the Grant Guidelines and Application. Other deliverables include:

- Statewide Collaboration: Participate in periodic conference calls, webinars, or site visits as requested.
- Sharing of Lessons Learned: Provide information about your project via webinar or at statewide events as requested, which may include presenting final project outcomes at an Academy or at the 2020 Forum for Excellence (September 2020).
- Programmatic and Financial Reporting as detailed in Section F of this NOFO.

B. Funding Information

Grant Period:

This grant is provided through Illinois Community College Board (ICCB) federal Perkins Leadership funds and federal Adult Education and Family Literacy Leadership funds. The grant period is from October 1, 2019- June 30, 2020.

Funding Availability:

Grants will be funded at a minimum amount of \$10,000 and a maximum amount of \$20,000 per project, and 10-20 projects are expected to be funded. Recipients are not eligible to renew or extend existing grant-funded projects, but may supplement or scale current initiatives. Applicants may not submit more than one grant proposal. In order to be eligible to receive funding, recipients must complete a grant proposal per the guidelines, which can be found on the ICCB website at <https://www.iccb.org/cte/projects-initiatives/icaps/>.

Funding is contingent upon appropriation of and authorization to the ICCB to expend federal Perkins Leadership and federal Adult Education and Family Literacy funding.

Funding Deadlines:

- Grant funds must be obligated by June 30, 2020.
- Good/products must be ordered by June 30, 2020/received by August 31, 2020.
- Services must be rendered by June 30, 2020.
- Grant funds must be requested by August 01, 2020.
- Grant funds must be expended by August 31, 2020.

Supplanting:

These grant funds should supplement, not supplant, non-federal funds expended for CTE and Adult Education activities.

Cost Sharing or Matching:

Not applicable.

Allowable and Unallowable Expenditures:

Grant recipients must adhere to the Education Department General Administrative Regulations (EDGAR) Part 2 C.F.R. 200, the Grant Accountability Transparency Act (GATA). For additional guidance on allowable and unallowable expenditures, please contact your ICCB CTE or Adult Education liaison or regional support.

EDUCATION DEPARTMENT GENERAL ADMINISTRATIVE REGULATIONS (EDGAR) ALLOWABLE EXPENDITURE CATEGORY GUIDELINES	
Compensation— Personnel 2 CFR 200.430	Compensation for personnel services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries.
Compensation— Fringe Benefits 2 CFR 200.431	Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. Except as provided elsewhere in these principles, the costs of fringe benefits are allowable provided that the benefits are reasonable and are required by law, non-Federal entity-employee agreement, or an established policy of the non-Federal entity.
Travel Costs 2 CFR 200.474	Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-Federal entity. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip.

Equipment 2 CFR 200.33	<p>Equipment is defined as an article of tangible personal property that has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. An applicant organization may classify equipment at a lower dollar value but cannot classify it higher than \$5,000. Please also see 2 CFR §200.439 Capital Expenditures.</p>
Supplies 2 CFR 200.94	<p>All tangible personal property [other than those described in §200.33 Equipment]. Generally, supplies include any materials that are expendable or consumed during the course of the grant.</p>
Contractual Services 2 CFR 200.318	<p>All products or services which are procured by contract. “Contract” means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.</p>
Training and Education 2 CFR 200.472	<p>The cost of training and education provided for employee development.</p>
Indirect Cost/General Administration	<p>An indirect cost rate of up to 5% of the total grant is allowable. This is in adherence to EDGAR 2 CFR 200.</p> <p>Indirect costs: those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted without effort disproportionate to the results achieved. Indirect costs must be classified within two broad categories: “Facilities” and “Administration.” “Facilities” is defined as depreciation on buildings, equipment and capital improvement, interest on debt associated with certain buildings, equipment and capital improvements, and operations and maintenance expenses. “Administration” is defined as general administration and general expenses such as the director's office, accounting, personnel and all other types of expenditures.</p>
Other Expenditures	<p>Must first be approved in writing by appropriate ICCB staff. Please include a short description of any costs listed under this Budget Category.</p>

C. Eligibility Information

Eligible Applicants:

Eligible grant recipients for Model 1 include Illinois postsecondary institutions (public community colleges) that receive basic formula funding under the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) AND that received Adult Education funding in FY2020. Eligible grant recipients for Model 2 include adult education providers that received Adult Education funding in FY2020. Submissions that are late or are in any way incomplete will not be considered for funding.

Grant recipients must 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.*).

An entity may apply for a grant but will not be eligible for a grant award until the entity has pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, www.grants.illinois.gov. During pre-qualification, Dun and Bradstreet verifications are performed including a check of Debarred and Suspended status and good standing with the Secretary of State (see below). The pre-qualification process also includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire. If applicable, the entity will be notified that it is ineligible for award as a result of the Dun and Bradstreet verification. The entity will be informed of corrective action needed to become eligible for a grant award.

Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM):

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 before submitting its application. If you are not registered in SAM, this link provides a connection for SAM registration: <https://governmentcontractregistration.com/sam-registration.asp>;
- provide a valid DUNS number 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. It also must state that the State awarding agency may not make a Federal pass-through or State award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the State awarding agency is ready to make a Federal pass-through or State award, the State awarding agency may determine that the applicant is not qualified to receive a Federal pass-through or State award and use that determination as a basis for making a Federal pass-through or State award to another applicant.

D. Application and Submission Information

Application:

Grant application materials can be found on the ICCB website

<https://www.iccb.org/cte/projects-initiatives/icaps/>.

Submission:

- **Applications are due by 5 p.m. on September 6, 2019.** All application documents should be signed and dated, where appropriate.
- All questions, applications, and required reports should be submitted electronically to cte@iccb.state.il.us. Paper copies are not permitted. Applicants will receive confirmation of receipt.
- All applicants, funded or not funded, will be notified by September 30, 2019.

E. Application Review Information

Criteria:

Applicants must demonstrate that they meet all requirements under this NOFO as described throughout. Applications that fail to meet the criteria as identified in Section C, "Eligibility Information" may not be scored and considered for funding. Submissions that are late or are in any way incomplete will not be considered for funding. Likewise, any submissions which contain unallowable expenditures will not be considered. The following criteria will be used to evaluate applications:

Capacity (20%)

- The applicant meets all criteria for an implementation team. Additional points will be awarded for applicants who demonstrate internal and external partnerships beyond the required 5 representatives.
- The applicant has documented that it has the institutional capacity to effectively implement and sustain the project.
- Considerations will be taken into account for grant recipients who have previously received grant funding from the ICCB in which grant deliverables were not met or where significant funds were left unexpended.

Need and Impact (20%)

- The college should identify both programmatic and financial need for the grant.
- Labor market need is thoroughly demonstrated.
- Supporting data and documentation should be provided to support said need (district-level data on eligible population to be served, labor market information, etc).
- Expected outcomes are well-defined, measureable, reasonable, and relate to the identified activities and objectives.

Quality of Programming and Work-Plan (40%)

- Activities are thoroughly described, supported by evidence and/or data, include specific tasks and timelines, and relate to the identified objectives.
- The applicant demonstrates that the programming will meet all required components and elements of a quality IET.
- The submitted budget is accurate and reasonable.

Sustainability (20%)

- There is a clear vision for scalability and replicability in the future, where appropriate.

- A sustainability plan is detailed and feasible, including specific mention of the utilization of monetary resources.

Review and Selection Process:

A team of agency staff will use the criteria listed in this section of the NOFO to review the applications, and will award points accordingly. Decisions to award grants and the funding levels will be determined per application based upon compliance with the requirements of this NOFO and the grant proposal. The ICCB holds the authority to fund or not fund applications based on the above criteria and applicants may not appeal the ICCB’s final funding decision based on their evaluation score. Applicants may, however, appeal the evaluation/selection process. This appeals process can be found within the [Merit Based Review Policy](#) on pages three and four.

Merit Based Review, 2 CFR 200.204. For competitive grants unless prohibited by Federal statute, the Federal awarding agency must design and execute a merit review process for applications. This process must be described or incorporated by reference in the applicable funding opportunity (see Appendix I to this part, Full text of the Funding Opportunity.) See also Section 200.203 Notices of funding opportunities. An appeals process must be described and incorporated with the merit based review process.

F. Award Administration Information

State Award Notices:

Successful applicants will be notified in writing by the ICCB (note that this notification is not an authorization to begin performance). Subsequently, a Notice of State Award (NOSA) will be distributed by the ICCB prior to the issuance of a grant agreement. The NOSA will specify terms and conditions added to the award based on the results of the fiscal and administrative internal control questionnaire and the programmatic risk assessment. All components as relayed above will be provided electronically to the email address provided by the recipient in the grant proposal. All applicants, funded or not funded, will be notified by September 30, 2019.

Administrative and National Policy Requirements:

Refer to Section B, “Funding Information”, Indirect Costs for details on indirect rate requirements and limitations.

Required Programmatic and Financial Reporting:

Recipients are required to submit quarterly programmatic and expenditure reports to cte@iccb.state.il.us. The reporting schedule is detailed below. Reporting templates and other instructions will be made available to grant recipients at a later date.

FY2020 Reporting Schedule		
Quarter	Period	Date Due
1	October 01, 2019 - December 31, 2019	January 30, 2020
2	January 01, 2020 - March 31, 2020	April 30, 2020

3	April 01, 2020 - June 30, 2020	July 30, 2020
Final Report/Summary Brief		July 30, 2020

G. State Awarding Agency Contact(s)

Questions:

Please direct all questions to cte@iccb.state.il.us.

Programmatic contact:

Whitney Thompson / (217)558-0318 / whitney.thompson@illinois.gov

Compliance contact:

Jane Black / (217)785-0088 / jane.black@illinois.gov

H. Other Information

Technical Assistance:

Technical assistance during the grant period will be provided by the ICCB staff and its affiliates: Illinois Center for Specialized Professional Support (ICSPPS) at Illinois State University, Southern Illinois Professional Development Center (SIPDC) at Southern Illinois University Edwardsville. Please direct all questions to cte@iccb.state.il.us.

Resources:

The following resources are available to applicants and may assist in the development and implementation of this grant.

[Career Pathways Dictionary](#) -This document includes the overarching Illinois State definition for Career Pathways. It also defines terms essential to career pathway program and system elements.

[ICAPS Website](#)- This website provides useful resources, including planning templates, webinars, and iLearn Units, to assist applicants in developing and evaluating IET programming.

[LINCS's IET Checklist](#) – Similar to other resources, this resource provides a checklist for all required components of an IET.

[Strengthening Career and Technical Education for the 21st Century Act \(Perkins V\)](#)- The ICCB CTE's Perkins V Reauthorization webpage will provide applicants with several resources about Perkins V.

[Special Populations Students](#)- Many students targeted and impacted by this programming may be considered “special populations” as defined by the Strengthening Career and Technical Education for the 21st Century Act (Perkins V). This web link will connect to support strategy documents that detail how to assist special population students in overcoming barriers to success.

[Workforce Innovation and Opportunity Act](#)- WIOA is landmark legislation that is designed to strengthen and improve our nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers. It is also the authorizing Act for Adult Education and Family Literacy.