

After School Programs - Non-School Districts Grant

Application Instructions

Revised April 2026



Table of Contents

General Navigation	Page 1
Overview	Pages 2-5
General Information	Pages 6-15
Program Background and History	
Program Description	
Funding Information	
Reporting Requirements	
Review Criteria	
Applicant Information	Page 16
Program Specific	Pages 17-22
Program Narrative Part 1	
Program Narrative Part 2	
Goals, Objectives and Activities Part 1	
Goals Objectives and Activities Part 2	
Program Sustainability	
Schools To Be Served 1-10	
Schools To Be served 11-20	
Budget Pages	Pages 23-28
Indirect Cost Calculation	
Cost Sharing	
Budget Detail	
Budget	
Payment Schedule	
PRA-ISBE Specific	Page 29
GATA Pages	Page 30
Assurance Pages	Page 31
Program Assurances	
State Assurances	
GATA Assurances	
Assurances	
Submit	Pages 32-33
Application History	Page 34
Page Lock Control	Page 35
Application Print	Page 37

General Navigation

- To complete a page, tab or click into the text area to fill in the requested information. Use the tab key rather than the enter key to navigate through fields on this page.
- Use the mouse to check a check box.
- Dates must be entered in MM/DD/YYYY format.
- Validations have been added to the phone number, fax number, and ZIP code to ensure they are numeric and the appropriate number of characters. You will receive an error message if your entry is not valid.
- Save the data on a page before clicking the tab for another page. Be sure to save before the session timeout clock (top right and lower left of screen) reaches zero.
- Do NOT use the browser (Internet Explorer or Navigator) forward and back buttons to change pages. Use the page tabs to change pages.
- After completing all required information, scroll to the bottom of the page and click on the Add Additional Entries button to add more information as appropriate.
- Click the **Save Page** button before proceeding to other pages in the application.
- Auto populated sections will be yellow. No data entry is necessary for these sections.

Be sure to save each page before proceeding to other pages or programs in the application. Failure to save each page as it is completed will result in data loss.

Overview

Program: After School Programs – Non-School Districts - Request for Proposal (RFP)

Purpose: This state-funded grant program, which is aligned to 23 Ill. Admin. Code 268, funds academically focused after-school and out-of-school opportunities in a safe and healthy environment to provide activities and support that are expected to improve student academic achievement as well as overall student success. Each grantee must propose to serve a population of students that is at least 90% low-income.

CSFA Number: 586-84-2069

CSFA Title: State Programs: After School Programs - Non-School Districts

Program Type: State Competitive Grant

Eligible Applicants: Entities that are not school districts or Local Education Agencies (LEAs) are eligible to apply. These entities include, but are not limited to, Regional Offices of Education (ROEs); Intermediate Service Centers (ISCs); community-based organizations, including faith-based organizations; or Indian tribes or tribal organizations (as defined in the federal Indian Self-Determination and Education Assistance Act). Each grantee must propose to serve a population of students that is at least 90% low-income. This requirement is satisfied by meeting at least one of the following criteria:

The applicant proposes to serve only schools with a population of students that is at least 90% low-income. All school sites the applicant proposes to serve must meet this minimum threshold. A population of low-income students is determined by a school's Free and Reduced-Price Meal Eligibility Data. Please review the [School-level data on the ISBE Child Nutrition Data Analytics and Mapping Tools webpage](#).

The applicant may propose to serve one or more schools with a population of low-income students that is less than 90%, but in this case must provide an assurance that the population of students it will serve from the school (or schools) will be at least 90% low-income and must explain how student eligibility will be determined without violating state or federal student privacy laws. Students who meet the income requirements of the School Breakfast and Lunch Program Act [105 ILCS 125] or any other public benefit program based on income and homeless children and youth as defined in Section 11434a of the federal McKinney-Vento Homeless Assistance Act [42 U.S.C. 11434a] shall be classified as low-income for the purpose of determining program eligibility. At no time shall a school or district disclose names of students eligible for free or reduced-priced meals.

An application will not be scored for funding if the following are not identified on the RFP's School Site To Be Served Page, which includes the school site's RCDTS code, street address, city, state, and ZIP code. A school's Free and Reduced-Price Meal Eligibility Data must be included.

There is no minimum number of students served requirement for this competition. The program aims to serve school-age youth in after-school programming and out-of-school time opportunities. Programs must be conducted in a safe and healthy school or site-based setting. Virtual and/or online programming will not be funded and should not be included in an applicant's proposal or budget.

Overview

Application Ineligibility:

- The application fails to identify the school site to be served, school site's RCDTS code, street address, city, state and ZIP code, and the school's Free and Reduced-Price Meal Eligibility data on the Sites to be Served page within the application.
- The application proposes to serve one or more of the schools with a population of low-income students that is less than 90% and the application fails to provide the required assurance that it will serve a population of students that is at least 90% low-income.
- The application is submitted after the deadline.

GATA Note: The State of Illinois Grant Accountability and Transparency Act (GATA) requires applicants to complete prequalification requirements before applying for any grant. Applicants must be prequalified prior to the application deadline for their application to be accepted. Grant applications must be submitted by the application deadline indicated in this RFP. Applicants are advised to complete the prequalification requirements well in advance of the RFP deadline.

Successful grant applicants will be required to complete a Fiscal and Administrative Risk Assessment in the form of an Internal Controls Questionnaire (ICQ) available through the GATA Grantee Portal, an Organizational Risk Assessment through the ISBE Web Application Security (IWAS) system, and their Programmatic Risk Assessment that is found within the electronic Grants Management System budget. Grant awards will not be executed until the ICQ, Organizational Risk Assessment, and Programmatic Risk Assessment are completed.

For awarded grantees, additional GATA pages will be required after you receive your preliminary approval.

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:

(i) Be registered in SAM before submitting its application. See [SAM.Gov](https://sam.gov)

(ii) Continue to maintain an active SAM registration with current information at all times during which it has an active state award or an application or plan under consideration by a federal or state awarding agency. ISBE may not consider an application for a state award to an applicant until the applicant has complied with all applicable SAM requirements.

2 CFR Guidance: [Code of Federal Regulations / Title 2: Federal Financial Assistance.](#)

GATA Requirements: [Grant Accountability and Transparency Act \(GATA\) website](#); [GATA Legislation](#); [GATA Rules](#)

Merit-Based Review and Selection Process for Competitive Grants: ISBE is required to design and execute a merit-based review and selection process for applications. This process is incorporated by reference in all applicable funding opportunities. Applicants are advised to refer to the ISBE [Merit-Based Review Policy](#).

Overview

Grant Award/Cost Sharing or Matching: The amount of state funding will not exceed \$8 million. Successful applicants will receive a one-time award. There is no matching requirement for this grant. See the Funding Information section for more information.

Grant Period: The grant period will begin no sooner than July 1, and will extend from the execution date of the grant until June 30. This is a one-year award and there is no availability of continued funding under this award. Any applicant seeking additional funding beyond the grant period as indicated in this NOFO/RFP, should monitor the ISBE Funding Opportunities webpage for available funding.

Submission Date and Time: Proposals must be submitted electronically by the provided deadline. Late proposals will not be accepted.

Electronic Submission: Proposals will be submitted electronically through IWAS. Each application must be submitted by logging into IWAS and completing an eGMS application. Instructions are located on each page of the grant application. Completed proposals must include completed pages in the application and all required supporting documents uploaded into the grant. If you have questions related to access to IWAS, please contact the Help Desk at (217) 558-3600 Option 3 or help@isbe.net

Grant Award Notice: It is anticipated that successful applicants will receive a Notice of Award via email approximately 90 days after the application deadline. The award letter is NOT an authorization to begin performance or expenditures. After the merit-based appeal timeframe has ended, awardees will receive additional information from the program area that includes the next steps for finalizing the grant. Monies spent prior to programmatic approval are done so at the applicant's own risk. Awarded grantees will be required to complete additional GATA pages after preliminary approval has been received.

Changes to RFP: ISBE will post any changes made to the RFP on the [ISBE Funding Opportunities webpage](#). Applicants are advised to check the site before submitting a proposal.

Agency Contact: For more information on this RFP, contact a member of ISBE's After School Programs team at email below. All questions asked concerning this RFP will be responded to in a Frequently Asked Questions (FAQ) document so all respondents can see all questions and the responses to the questions.
afterschool@isbe.net --- [After School Programs](#)

Legislation: After-School Grant Programs Administrative Rules ([23 Ill. Admin. Code Part 268](#))
FY 2026 State Budget ([Public Act 104-0003](#))

Overview

Funding Note: Payment under this grant is subject to passage of a sufficient appropriation by the General Assembly for the program. Obligations of the State Board of Education will cease immediately without further obligation should the agency fail to receive sufficient funds (i.e., state, federal or other) for this program.

Fiscal Information: [Part 100 - Requirements for Accounting, Budgeting, Financial Reporting, and Auditing State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures](#)

Performance Reports:

- Programmatic reporting must be completed at the minimum of annually via the IWAS system. ISBE may impose additional reporting requirements, as determined by a grantee's risk assessment. Information about how to complete a report can be found on the [ISBE Grant Periodic Reporting webpage](#).
- Expenditure reports must be completed at a minimum of quarterly within 20 days following the end of the quarter via the IWAS system.
- A Microsoft form showing quarterly measurements must be submitted within 30 days of the end of each quarter. Additional information, including the form to be utilized, will be provided to grantees prior to the start of the first quarter.
- Grantees will submit a comprehensive final year-end report that demonstrates the project deliverables, the number of participants and activities, and the impact of the program within 60 days after the grant end date.

Expenditure Reports: Expenditure reports should be completed at a minimum of quarterly via the IWAS system. A final cumulative expenditure report for all expenditures will be due no later than 90 days after the grant end date.

General Information

Program Background and History

Public Act 103-0589 appropriates funds from the General Revenue Fund to provide After School Programs grants to school districts and community organizations for after-school programming and other programming outside of the normal school day. ISBE allocates funds for formula grants to school districts; the remaining funds are awarded to eligible non-school district entities through a competitive grant process. ISBE reserves the right to determine the number and amount of awards for the competitive non-school districts grant based upon the amount of funding appropriated for this program, demand, and other factors as determined by ISBE. Grantees may not be awarded the full amount of requested funding.

Program Description

Program Purpose: This state-funded grant program, which is aligned to 23 Ill. Admin. Code 268, funds academically focused after- school and out-of-school opportunities in a safe and healthy environment to provide activities and support that are expected to improve student academic achievement as well as overall student success. Each grantee must propose to serve a population of students that is at least 90% low-income.

Program Description: The After School Programs – Non-School Districts grant, in accordance with 23 Ill. Admin. Code 268, enables eligible entities to establish after-school programs that provide opportunities to support and improve academic achievement and promote positive behaviors. Providing enrichment activities in a safe and healthy environment can strengthen public, private, and philanthropic partnerships so that quality support services are more durable for students facing the greatest challenges. Such grants support working families and favorably impact the quality of communities.

Program Deliverables

1. Programmatic reporting must be completed at the minimum of annually via the IWAS system. ISBE may impose additional reporting requirements, as determined by a grantee's risk assessment. Information about how to complete a report can be found on ISBE's Grant Periodic Reporting webpage.
2. Expenditure reports must be submitted at the minimum of quarterly within 20 days of the end of each quarter via the IWAS system.
3. A Microsoft form showing quarterly measurements must be submitted within 30 days of the end of each quarter. Additional information will be provided to grantees prior to the start of the first quarter, including the form to be utilized.
4. Grantees will submit a comprehensive final year-end report that demonstrates the project deliverables, the number of participants and activities, and the impact of the program within 60 days after the grant end date.

General Information

Program Objectives

The purpose of the grant is to provide opportunities outside of the school day to:

- Improve academic outcomes for students.
- Provide opportunities for enrichment activities in a safe and healthy environment.
- Provide opportunities to strengthen public, private, and philanthropic partnerships so that quality support services are more durable for students facing the greatest challenges.

Program Targets

1. Fifty percent of students who are offered new or expanded programs show improved academic outcomes on the Microsoft form submitted by the grantee within 30 days of the end of each quarter.
2. Fifty percent of students who are offered opportunities for enrichment activities in a safe and healthy environment show increased academic engagement on the Microsoft form submitted by the grantee within 30 days of the end of each quarter.

Performance Measures

1. One hundred percent of students are offered new or expanded programs that improve academic outcomes for students.
2. One hundred percent of students are offered opportunities for enrichment activities in a safe and healthy environment.

Performance Standards (minimum requirements):

1. Sixty percent of students are offered new or expanded programs that improve academic outcomes for students.
2. Sixty percent of students are offered opportunities for enrichment activities in a safe and healthy environment.

General Information

Funding Information

Introduction: All After School Programs – Non-School Districts grant funds and all related services must be disbursed and handled in accordance with 23 Ill. Admin. Code 268. Each grantee must propose to serve a population of students that is at least 90% low-income.

1. This requirement is satisfied if the applicant proposes to serve only schools with a population of students that is 90% or greater low-income. All school sites the applicant proposes to serve must meet this minimum threshold. A population of low-income students is determined by a school's Free and Reduced-Price Meal Eligibility Data. Please review the [School-level data on the ISBE Child Nutrition Data Analytics and Mapping Tools webpage](#).
2. Alternatively, the applicant may propose to serve one or more schools with a population of low-income students that is less than 90%, but in this case must provide an assurance that the population of students it will serve from the school (or schools) will be at least 90% low-income and must explain how student eligibility will be determined without violating state or federal student privacy laws. Students who meet the income requirements of the School Breakfast and Lunch Program Act [105 ILCS 125] or any other public benefit program based on income and homeless children and youth as defined in Section 11434a of the federal McKinney-Vento Homeless Assistance Act [42 U.S.C. 11434a] shall be classified as low-income for the purpose of determining program eligibility. At no time shall a school or district disclose names of students eligible for free or reduced-priced meals.

If the applicant proposes to serve a school with a student population that is 90% or greater low-income, the entire school/student population is eligible to be served under this funding opportunity.

Cost Sharing or Matching: Cost sharing or matching is not required for the purposes of this grant. See the Grant Award/Matching section on the Overview page for more information.

Indirect Cost Rate: The federal Uniform Guidance at 2 CFR 200 requires that grantees be provided the opportunity to seek indirect cost reimbursements based on negotiated indirect cost reimbursement rates. Rates are determined and applied as follows:

LEAs

LEA indirect cost rates are developed in accordance with a delegation of authority agreement between ISBE and the U.S. Department of Education (ED). The plan includes both a restricted and unrestricted rate for each individual LEA. Both the restricted and unrestricted LEA rates are published annually on the [ISBE Indirect Cost Rate Plan webpage](#). In the past, only the restricted rate was allowed when budgeting indirect cost reimbursements. LEAs have the ability to seek indirect cost reimbursement at the published unrestricted rate for any program other than those identified as restricted by ED.

Newly organized LEAs, Regional Offices of Education, Intermediate Service Centers, area vocational centers, charter schools, university laboratory schools, and governmental entities formed by a joint agreement among LEAs utilize either the statewide average of LEA unrestricted or restricted indirect rates as appropriate, depending on program.

General Information

LEAs that jointly administer federal program(s) utilize either the approved unrestricted or restricted indirect cost rates for the administrative district of the joint program as appropriate, depending on program.

Non-LEAs

Programs eligible for an unrestricted indirect cost rate--institutions of higher education, not-for-profit entities, community/faith-based organizations, and other non-LEA subgrantees--shall utilize rates negotiated through the Governor's Office of Management and Budget (GOMB) centralized process where they will have the option to:

- Select the de minimis rate as set forth in 2 CFR 200.414(f),
- Submit documentation supporting a rate determined through negotiation with their federal cognizant agency, or
- Negotiate a rate.

Non-LEA grantees may initiate the unrestricted indirect cost rate negotiation process through the GATA grantee portal at: <https://grants.illinois.gov/portal/>.

Federal programs requiring the use of a restricted indirect cost rate, institutions of higher education, not-for-profit entities, community/faith-based organizations, and other non-LEA subgrantees shall utilize:

- A federally negotiated restricted indirect cost rate or
- If the non-LEA's federal negotiated indirect cost rate agreement does not have a negotiated restricted rate, the maximum rate allowed will be the lesser of 8% of the Modified Total Direct Cost or your calculated indirect cost rate.

Costs associated with Fiscal Support Services (2520), Internal Support Services (2570), Staff Support Services (2640), Data Processing Services (2660), and Direction of Business Support Services (2510) charged to the Educational Fund are properly budgeted as indirect costs.

Funding Restrictions

The After School Programs – Non-School Districts grant is a state unrestricted indirect cost program. The budget shall specify that no more than 5 percent of the total grant award shall be used for administrative and general expenses (General Administration 2300).

All expenditures must be reasonable and necessary to carry out the program's purpose, goals, and objectives, and all funds must be spent in accordance with the [State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures](#) handbook. The obligation of funds may not begin until after the official notification of a grant award.

Only one application per entity will be accepted. An entity will be determined by its Federal Employer Identification Number (FEIN). If more than one otherwise eligible application is received with the same FEIN, the applicants from all applicable proposals will be asked to identify, under agreement, which application will be read. If the applicants are unable to come to agreement, only the first application received by ISBE will be scored.

General Information

Use of Funds

Grant funds may be used only for the following:

- To improve academic outcomes for students;
- To provide opportunities for enrichment activities in a safe and healthy environment; and
- To provide opportunities to strengthen public, private, and philanthropic partnerships so that quality support services are more durable for students facing the greatest challenges.

Non-Allowable Uses of Funds

Grant funds are not allowed to be used for the following:

- Food, including daily snacks and/or meals for students.
- Purchase of equipment, such as computers, laptops, DVD players, printers, scanners, fax machines, telephones, cell phones, televisions, digital cameras, or similar items, regardless of cost unless prior approval has been given by ISBE.
- Furniture, including indoor and outdoor.
- Field trips that are purely recreational in nature, (Field trips without academic support will be considered entertainment and cannot be funded.)
- Capital improvements, such as facility construction, remodeling, or renovation.
- Administrative cost that exceeds 5% of the total award.
- Any request not deemed allowable, allocable, reasonable, and necessary to meet objectives of the grant.

General Information

Allowable Use of Funds:

- **Administration Costs:** General administration costs (i.e., Function 2300), which are direct costs associated with the overall administration of the After School Programs – Non-School Districts grant, may be proposed. These costs, however, must be limited to not more than 5% of the total funding request. Applicants are advised to refer to the State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures handbook for budget information.
- **Indirect Costs:** This program uses an unrestricted indirect cost rate. Indirect costs are subject to the indirect costs rate established by ISBE. For more information on the guidance for indirect costs, review the State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures handbook.
- **Instructional Staff Costs:** Funds may be requested to cover expenses for instructional staff who work directly with students.
- **Food Costs:** Funds should not be used for snacks and meals for students, except in the case of culinary-type activities for program participants. The U.S. Department of Agriculture sponsors the Afterschool Snack Service as part of the National School Lunch Program. The program offers cash reimbursement to help schools serve snacks to children in after-school activities aimed at promoting the health and well-being of children and youth in our communities. More information can be found under the Afterschool Snacks and Meals dropdown on the ISBE After School Programs webpage.
- **Technology Costs:** Funds to purchase technology, such as computers, laptops, printers, scanners, televisions, digital cameras, tablets, or similar items, are restricted to the purchase of equipment for student or family use in After School Programs – Non-School Districts grant activities only, and must be (1) reasonable, (2) allocable, (3) allowable, and (4) directly related to academics and student achievement. Prior approval from ISBE is required for the purchase of all technology.
- **Subcontracting Costs:** Funds may be used to enter into subcontracting agreements for the provision of After School Programs – Non-School Districts grant activities that are beyond the capacity of the grantee. Funds for services provided by subcontractors typically include direct instruction to students (Function 1000, Object 300); staff professional development (Function 2210, Object 300); and services by a governmental entity (Function 4000, Object 300). Subcontracted services may include evaluation services. The State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures handbook provides further information about budget coding. No subcontracting is allowed without prior written approval of the state superintendent or their designee.
- **Transportation Costs:** Applicants may use program funds to cover reasonable transportation costs for program participants. Requests for transportation costs must be clearly and appropriately related to After School Programs – Non-School Districts grant activities.
- **Program Evaluation Costs:** Applicants may use funds to conduct their local evaluation. Funds proposed for evaluation purposes must be reasonable when compared to other proposed costs. Grant funds should be used primarily to provide services to students, so the cost of the evaluation should not exceed 10 percent of the overall budget. Grantees may subcontract for local program evaluation services (Function 2620, Object 300).
- Other requests as deemed allowable, allocable, reasonable, and necessary to meet objectives of the grant.

General Information

Reporting Requirements

Minimum reporting includes:

- Programmatic reporting must be completed at the minimum of annually via the IWAS system. ISBE may impose additional reporting requirements, as determined by a grantee's risk assessment. Information about how to complete a report can be found on the ISBE Grant Periodic Reporting webpage.
- Expenditure reports must be completed at a minimum of quarterly within 20 days following the end of the quarter via the IWAS system.
- A Microsoft form showing quarterly measurements must be submitted within 30 days of the end of each quarter. Additional information, including the form to be utilized, will be provided to grantees prior to the start of the first quarter.
- Grantees will submit a comprehensive final year-end report that demonstrates the project deliverables, the number of participants and activities, and the impact of the program within 60 days after the grant end date.

Review Criteria

Application Review and Selection Process:

The selection of the grantees will be based upon the overall quality of the application. The scoring is based upon the following criteria:

1. **Need:** This section identifies stakeholders, facts, and evidence that demonstrate the proposal supports the grant program purpose.
2. **Quality:** This section is defined as the totality of features and characteristics of a service, project, or product that indicate its ability to satisfy the requirements of the grant program.
3. **Capacity and Scope of Plan:** This section shows the ability of an entity to execute the grant project according to the project requirements and to sustain programming over time.

In the event of a tie, the applicant with the higher number of low-income children to be identified and served as indicated on the Sites To Be Served pages will be prioritized for funding. A proposal must score a minimum of 80 points to be considered for funding.

Evaluation Criteria

The overall evaluation criteria are built into the rubric listed below. The attachment number in the parentheses following the criteria lists the portion of the proposal that will be used to determine if the criteria has been met. The points for each criterion section as well as the individual criteria also are included in the rubric. All proposals will be read, reviewed, and scored by readers who have been selected for their expertise and experience in grants management. A proposal must receive a minimum of 60 points to be considered for priority points and a total of 80 points to be considered for funding. The maximum proposal score is 100 points.

Eligible proposals may have a total of up to 30 competitive priority points assigned, meaning that after the assignment of competitive priority points proposals may receive a maximum score of 130 points. Please refer to the Merit-Based Review Policy for more information. Following the notification of grant awards, an applicant may request copies of reviewer scores and comments by contacting After School Programs staff at afterschool@isbe.net.

General Information

Selection criteria and point values are as follows:					
Not Provided	Very Limited	Somewhat Limited	Moderate	Strong	Very Strong
Proposal requirements are absent.	Proposal provides very few details to meet the project outcomes.	Proposal is under and lacks enough evidence to meet project outcomes.	Proposal provides moderate detail and conveys potential to meet project outcomes.	Proposal provides good detail and strong evidence to meet project outcomes.	Proposal exceeds expectations and provides a solid plan to meet project outcomes.

Section 1: Need (30 points)- This section would meet the Need definition as defined under Review Criteria.

a. A needs assessment has been conducted and summarized within the proposal. There is evidence of an intent to serve a population of students that is 90% or greater low- income. This can be determined by a school’s Free and Reduced-Price Meal Eligibility Data. Please review the [School-level data on the ISBE Child Nutrition Data Analytics and Mapping Tools webpage](#). All school sites the applicant proposes to serve must meet this minimum threshold. Alternatively, the applicant may propose to serve one or more schools with a population of low-income students that is less than 90%, but in this case must provide an assurance that the population of students it will serve from the school (or schools) will be at least 90% low-income and must explain how student eligibility will be determined without violating state or federal student privacy laws. Students who meet the income requirements of the School Breakfast and Lunch Program Act [105 ILCS 125] or any other public benefit program based on income and homeless children and youth as defined in Section 11434a of the federal McKinney-Vento Homeless Assistance Act [42 U.S.C. 11434a] shall be classified as low-income for the purpose of determining program eligibility. At no time shall a school or district disclose names of students eligible for free or reduced-priced meals. (Program Narrative Part 1, Question 1) **5 points**

b. The proposal provides a clear description of gaps and weakness in services, infrastructures and/or opportunities found between the current status of the program and anticipated improvements to programming, activities, and/or resources. (Program Narrative Part 1, Question 2) **5 points**

The proposal demonstrates that other sources of funding are limited to such an extent that the applicant is unable to conduct or expand programing without funding from this grant. (Program Narrative Part 2, Question 3) **5 points**

d. The proposal outlines multiple sources and measures of data utilized to inform the need for funding to support programming or opportunities. (Program Narrative Part 2, Question 4) **5 points**

5

e. The proposal identifies stakeholders, facts, and evidence that demonstrate that the proposal supports the grant program purpose. (Program Narrative Part 2, Question 5) **5 points**

f. The proposal clearly describes the project need as it relates to one or more of the grant goals. (Program Narrative Part 2, Question 6) **5 points**

General Information

Section 2: Quality of the Plan (40 points) - This section would meet the Quality definition as defined under Review Criteria.

- a. The proposal demonstrates that the program to be implemented is based on sound research with quantifiable goals and objectives for the eligible entity. (Goals, Objectives and Activities Part 1, Question 7) **5 points**
- b. The proposal describes how the project, activities, and/or resources will support improved outcomes and opportunities for youth. The proposal can be reasonably accomplished based on projected timelines and resources. (Goals, Objectives and Activities Part 1, Question 8) **5 points**
- c. The proposal provides a plan for interfacing with other systems within the school, district, or community (e.g., climate and culture, curriculum and instruction, sports and extracurricular activities, academic supports, community-based organizations, and enrichment). (Goals, Objectives and Activities Part 1, Question 8) **5 points**
- d. The proposal acknowledges the central role of qualified staff who will oversee the program. The proposal can be reasonably accomplished based on staff capacity and experience. The proposal has identified key personnel, roles/responsibilities, and duties. (Goals, Objectives and Activities Part 2, Question 9) **5 points**
- e. The applicant identifies specific performance metrics against which the quality of their work can be evaluated or describes a process for development of such metrics, and sufficiently incorporates all the state and local objectives as specified in the Program Objectives section, indicators, and measures. (Goals, Objectives and Activities Part 2, Question 10) **5 points**
- f. Evaluation methods include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data. The evaluation plan sufficiently incorporates all the state and local objectives as specified in the Program Objectives section, indicators, and measures. (Goals, Objectives and Activities Part 2, Question 10) **5 points**
- g. The program evaluation process includes sufficient controls to ensure that the evaluation is administered as proposed. (Goals, Objectives and Activities Part 2, Question 10) **5 points**
- h. The proposal describes how the applicant has worked with and supported other educational partners (schools, districts, regions, etc.) in developing programs for students. (Goals, Objectives and Activities Part 2, Question 11) **5 points**

General Information

Section 3: Capacity and Sustainability (30 Points) - This section would meet the Capacity and Scope of Plan definition as defined under Review Criteria.

- a. The proposal is cost effective. The proposed budget is reasonable based on the scope of the planning work to be conducted and the number of individuals to be involved. (Program Sustainability, Question 12) **5 points**
- b. The applicant demonstrates organizational capacity to deliver intended components of the proposed project. (Program Sustainability, Question 13) **5 points**
- c. The proposal demonstrates sufficient capacity in carrying out similar grant activities or programs. (Program Sustainability, Question 13) **5 points**
- d. The proposal is sustainable as it identifies a plan for allocating resources as well as securing additional resources from local organizations, businesses, and governmental agencies that will be useful to the grantee in sustaining an after-school program. (Program Sustainability, Question 14) **5 points**
- e. The proposal describes effective practices in governance and leadership structures. (Program Sustainability, Question 15) **5 points**
- f. The proposal describes effective structures and practices in organizational stability and financial management. (Program Sustainability, Question 15) **5 points**

Section 4: Priority Consideration (30 Points) - Proposals must receive 60 points to be eligible for priority points.

- a. ISBE will award an additional 10 points to entities proposing to serve students in districts furthest away from adequacy, as identified by districts with a final percentage of adequacy at 65% or less. **10 points**
- b. **Comprehensive, Targeted, or Intensive Schools:** These are programs that propose to serve schools that are identified as Comprehensive, Targeted, or Intensive. **5 points**
- c. **Tier 1 or Tier 2 School Districts:** These are programs that propose to serve schools from Tier 1 or Tier 2 districts. **5 points**
- d. **Illinois Free and Reduced Lunch Program:** These are programs that propose to serve schools in which 90% or more of the school's population receive free or reduced-price lunch. **5 points**
- e. **Geographic Locale Area:** These are programs that propose to serve schools that are not located in an area categorized by the National Center for Education Statistics (NCES) as "City - Large." NCES defines "City - Large" as territory inside an urbanized area and inside a principal city with a population of 250,000 or more. **5 points**

Application Information

Program Contact Person

- Complete the requested information for the program contact for this application.
- Required fields are marked with an asterisk.

Grant Period

- The grant period for the After School Programs – Non-School District grant is from the date of receipt of a substantially approvable budget through June 30 or August 31. Funds may not be obligated until the Illinois State Board of Education receives a substantially approvable application. Project activities must be completed, and expenses must be incurred by the end date chosen.

Applicant Comments

- Use this box to record any explanations, responses, or other information you want to communicate to the ISBE staff who will review this application. This text area is limited to 1,500 characters and may be used throughout the application and amendment process.

Click **Save Page** at the bottom of the page before proceeding to the next section of the application.

Program Specific

Program Narrative Part 1

This section should provide a summary of the needs assessment conducted for this program. **NOTE: Special formatting characters (such as bullets, charts, graphs) will generate an error message and restrict submission.**

1. Describe and summarize the needs assessment that the applicant conducted to inform this application, including:

- An intent to serve a population of students that is 90% or greater low-income. This can be determined by a school's Free and Reduced-Price Meal Eligibility Data. Please review the [School-level data on the ISBE Child Nutrition Data Analytics and Mapping Tools webpage](#) . All school sites the applicant proposes to serve must meet this minimum threshold. Alternatively, the applicant may propose to serve one or more schools with a population of low-income students that is less than 90%, but in this case must provide an assurance that the population of students it will serve from the school (or schools) will be at least 90% low-income and must explain how student eligibility will be determined without violating state or federal student privacy laws. Students who meet the income requirements of the School Breakfast and Lunch Program Act or any other public benefit program based on income and homeless children and youth as defined in Section 11434a of the federal McKinney-Vento Homeless Assistance Act [42 U.S.C. 11434a] shall be classified as low-income for the purpose of determining program eligibility. At no time shall a school or district disclose names of students eligible for free or reduced-priced meals.
- When the needs assessment was conducted, the stakeholders that participated, and how the inclusion of stakeholders was determined.
- How the needs assessment report was completed and released to stakeholders.
- What sources were used to collect data (e.g., surveys, interviews, focus groups, observations, etc.).
- What data analysis techniques were used to analyze data (e.g., gap analysis; descriptive statistics; strengths, weaknesses, opportunities, and threats analysis, etc.).

2. Provide a clear description of gaps and weakness in services, infrastructures and/or opportunities found between the current status of the program and anticipated improvements to programming, activities, and/or resources, including:

- Identified needs and why the community feels the need exists
- Description of the correlation between the stakeholders, facts, and evidence that demonstrate the proposal supports the grant program purpose
- Whether a gap analysis was conducted on the data collected, including an identification of the strengths and weaknesses of the youth developmental needs, parent and family engagement needs, and available community services and what the gap analysis revealed.
- The number of students that are impacted.
- How students are impacted and what causes led to the need.

Click **Save Page** at the bottom of the page before proceeding to the next section of the application.

Program Specific

Program Narrative Part 2

This section should provide a summary of the needs assessment conducted for this program. **NOTE: Special formatting characters (such as bullets, charts, graphs) will generate an error message and restrict submission.**

3. Describe with evidence the extent to which other sources of funding are limited to such an extent that the applicant is unable to conduct or expand programming without funding from this grant.
4. Provide sources and measures of data utilized to inform the need for funding to support programming or opportunities.
5. Identify the stakeholders, facts, and evidence that demonstrate that the proposal supports the grant program purpose.
6. Describe the project need as it relates to one or more of the grant goals.

Click **Save Page** at the bottom of the page before proceeding to the next section of the application.

Program Specific

Goals, Objectives and Activities Part 1

This section should provide a description of the goals, objectives, and activities for the program. Describe in detail the objectives proposed for each goal to be achieved. One, two or all three of the goals may be included in the application. Provide specific activities explaining how each objective will be accomplished. Identify the timeline for deliverables. Last, give a description of how the objectives will be evaluated in terms of how the entity will be accountable for the completion of each objective. Goals and objectives must be aligned with budgetary expenditures. **NOTE: Special formatting characters (such as bullets, charts, graphs) will generate an error message and restrict submission.**

7. Provide a description of the goals, objectives, and activities for the program, including:
 - What goals and objectives were created based upon the identification of needs and gaps.
 - The anticipated improvements in services, infrastructure, and opportunities.
 - How the goals and objectives align with the needs and expectations of the community.
 - How the program goals and objectives align with the Program Purpose and Program Objectives, both of which are found within this RFP.
 - How that the program to be implemented is based on sound research with quantifiable goals and objectives for the eligible entity.
 - How the project, activities, and/or resources will support improved outcomes and opportunities for youth. The proposal can be reasonably accomplished based on projected timelines and resources.

8. Describe how program goals and objectives will be accomplished, including:
 - Description of project activities, including a description of how the activity relates to the objective.
 - A timeline of when activities will occur and the number of students that will be served.
 - How the approaches being used to complete the program is considered to be a best practice for after-school programs.
 - What strategies will be used to meet the goals and objectives of the program
 - What resources will be needed to provide the activities.
 - Why program activities were chosen and how they align with best practices.
 - The plan for interfacing with other systems within the school, district, or community (e.g., climate and culture, curriculum and instruction, sports and extracurricular activities, academic supports, community-based organizations, and enrichment).

Click **Save Page** at the bottom of the page before proceeding to the next section of the application.

Program Specific

Goals, Objectives, and Activities Part 2

This section should provide a description of the goals, objectives, and activities for the program. Describe in detail the objectives proposed for each goal to be achieved. One, two or all three of the goals may be included in the application. Provide specific activities explaining how each objective will be accomplished. Identify the timeline for deliverables. Last, give a description of how the objectives will be evaluated in terms of how the entity will be accountable for the completion of each objective. Goals and objectives must be aligned with budgetary expenditures. **NOTE: Special formatting characters (such as bullets, charts, graphs) will generate an error message and restrict submission.**

9. Describe the central role of qualified staff who will oversee the program, including:

- A list with the names and roles of all staff involved in the program
- A description of the qualifications of those involved with the program. Include any prior experience staff may have in working with after-school programs
- Evidence that the proposal can be reasonably accomplished based on staff capacity and experience

10. Describe how the overall program and individual program activities will be evaluated. Provide general details regarding the anticipated process, measures, or data elements to be used in determining project success or the degree to which objectives have been met, including:

- What specific performance metrics will be used to evaluate the quality of the work, and/or what process will be used to develop such metrics, sufficiently incorporating all state and local objectives as specified in the Program Objectives section, indicators, and measures
- How evaluation methods include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data.
- What tools will be used to judge the effectiveness of the program and program activities.
- How often the evaluations will occur.
- How course corrections will be made (if needed).
- How the program's success will be documented.

11. Describe how the applicant has worked with and supported other educational partners (schools, districts, regions, etc.) in developing programs for students.

Click **Save Page** at the bottom of the page before proceeding to the next section of the application.

Program Specific

Program Sustainability

This section should include information regarding the sustainability and capacity for this program. **NOTE: Special formatting characters (such as bullets, charts, graphs) will generate an error message and restrict submission.**

12. Describe how the proposal is cost effective, including how the proposed budget is reasonable based on the scope of the planning work to be conducted and the number of individuals to be involved.

13. Provide evidence of the applicant's previous or concurrent experience and/or capacity in carrying out successful grant activities and in delivering intended components of the proposed project.

14. Describe the applicant's sustainability plan, including:

- A plan for allocating resources as well as securing additional resources from local organizations, businesses, and governmental agencies that will be useful to the grantee in sustaining an after-school program.
- How resources will continue to be secured to sustain programming after grant funding ends.

15. Describe the applicant's governance and leadership structures, demonstrating effective practices therein and in organizational stability and financial management.

Click **Save Page** at the bottom of the page before proceeding to the next section of the application.

Program Specific

Schools to be Served 1-10

Enter the information requested for all proposed sites. All applicants must complete this section for all proposed sites. Use the [School-level data on the ISBE Child Nutrition Data Analytics and Mapping Tools webpage](#) to determine the school's Free and Reduced-Price Meal Eligibility Data percentage. All fields are required in this section.

Region County District Type Schools (RCCTS) Code: Applicants are responsible for acquiring an RCCTS code for every school site they are providing after-school student services to. Please use the [Region County District Type Schools Lookup webpage](#) to find the specific code.

Comprehensive, Targeted, or Intensive School: Applicants are responsible for identifying the summative designation of the school sites listed. Please use the [Illinois Report Card](#) to find a school's Summative Designation.

Additional Entries: To add additional entries, click **Add Additional Entries** at the bottom of the page. If the applicant is serving more than 10 school sites, please continue to the next tab titled **Schools to be Served 11-20** after saving the information that was entered.

Click **Save Page** at the bottom of the page before proceeding to the next section of the application.

Budget Pages

Indirect Cost Calculation

This page will not be fully active for programs that have an UNRESTRICTED indirect cost rate (share information with the Budget Detail page) until indirect cost rates are available and loaded for the fiscal year. Please complete item C below. The additional information presented below is for your planning purposes. Watch for an IWAS message indicating that rates are loaded to amend and budget for indirect costs.

The indirect cost rate for this program is: UNRESTRICTED

A. Rates to Be Used for Calculating Indirect Costs

1. LEAs - Rates calculated from the Annual Financial Report (AFR).
2. ROEs, ISCs, EFEs, state-authorized charter schools, university lab schools, and special education joint agreements (hereafter, LEA-like) - Receive the annual statewide average rate.
3. Institutions of higher education - Selected by the entity; options are 0%, 15% de minimis, or negotiated rate.
4. For-profit and not-for-profit community organizations - Selected by the entity; options are 0%, 15% de minimis, or negotiated rate.

B. Base for Calculating Indirect Costs

1. The Modified Total Direct Cost (MTDC) will be used as the direct cost base for:
 - a. LEAs
 - b. ROEs, ISCs, EFEs, state-authorized charter schools, university lab schools, and special education joint agreements
 - c. Institutions of higher education taking the de minimis rate of 15%
 - d. For-profit and not-for-profit community organizations taking the de minimis rate of 15%
2. Institutions of higher education or for-profit and not-for profit community organizations that have a federal/GOMB negotiated rate may apply their indirect cost rate to a direct cost base other than MTDC, if approved.

C. Identify the type of organization applying below. For types (a) through (d), the rate displays on the Budget Detail page and automatically calculates the maximum allowable amount. For types (c) and (d), additional questions will appear and must be completed before completing the Budget Detail page.

- (a) LEAs - from AFR calculations
- (b) ROEs, ISCs, EFEs, state-authorized charter schools, university lab schools, and special education joint agreements - annual statewide average rate
- (c) Institutions of higher education
 - a rate of 0% (waive),
 - a de minimis rate of 15%, or
 - a federal/GOMB negotiated rate.
- (d) For-profit and not-for-profit community organizations using:
 - a rate of 0% (waive),
 - a de minimis rate of 15%, or
 - a federal/GOMB negotiated rate.

Budget Pages

For-profit and not-for-profit community organizations must complete Section D below.

D. Indirect Cost Calculation

1. The type of rate for this entity's calculation of indirect costs is prepopulated here and cannot be changed.
2. Enter the amount of indirect costs to be claimed here. Enter 0 if Waive is displayed in #1 above.

NOTE: This amount prepopulates on the Budget Detail page and must not have commas, dollar signs, or cents. To change the indirect cost amount on the Budget Detail page, change the amount entered above and re-save this page.

3. If using a negotiated rate, enter the Indirect Cost Rate Base to which the Indirect Cost Rate will be applied into the text field below (e.g., Modified Total Direct Cost, Salaries and Benefits, etc.). Provide any additional information that will assist ISBE staff to verify the maximum indirect cost amount allowable.

Example: My organization has a negotiated rate. The indirect cost rate base to which the indirect cost rate will be applied is salaries and benefits only. My unrestricted rate is 17.3%. My total salaries and benefits are 100,000, so my indirect costs claimed are 17,300. I have entered 17300 in No.2 above, and this amount displays on the Budget Detail page.

Contact the Grant Accountability and Transparency Unit at OMB.GATA@illinois.gov for assistance with indirect cost.

Budget Pages

Cost Sharing

Cost sharing is the portion of project costs not paid by federal or state grant funds or contributions, unless authorized by federal or state statute. This term includes matching, which refers to required levels of cost sharing that must be provided ([2 CFR 200.306](#)).

Grantees funded in programs with a cost sharing requirement must

- 1) Click **Yes**,
- 2) Complete the cost sharing information,
- 3) Click **Calculate Totals**, and
- 4) Click **Save Page**.

Grantees in programs that do not have a cost sharing requirement should

- 1) Click **No**, then
- 2) Click **Save Page**.

Budget Detail

At the bottom left of the screen is the Total Allotment for the grant you have chosen. This amount should be referenced when completing the budget and is a read-only cell.

[Description of Function Codes and Object Codes](#) provides descriptions of all function and object codes recognized within the Illinois Program Accounting Manual.

Function Codes and Object Codes are the first two columns on the left. Each column contains function and object codes allowable for a specific grant. To access the available codes, click on the dropdown arrow and select the appropriate code for the expenditure.

Tab or click into the Expenditure Description and Itemization textbox. Enter the appropriate level of detailed information for each function/object code selected. Providing an adequate description will facilitate the approval process.

Budget Pages

Examples of appropriate level of detail are:

Function Code	Objective Code	Expenditure Description and Itemization
1000	100	8 Certified Teachers- \$40 per hour x 6 hours per week = \$240 per week x 4 weeks = \$960 x 8 teachers = \$7,680
1000	200	8 Certified Teachers- TRS- \$7,680 x 58%= \$44.54; THIS- \$4,800 x .67% = \$32.16; Medicare \$7,680 x 1.45% = \$111.36. Total= \$207.36
1000	300	Trauma-informed professional development training to staff during grant period. \$500 per session x 1 session= \$500
1000	400	Supplies and materials for after-school. Assist students in reaching, math, social-emotional support, and readiness to learn during after -school programming. Examples of items could include supplemental math manipulatives, flash card and early numeracy sets, wipe-off math writing boards, Lego STEM education set, dry-erase boards, markers, pencils, notebooks, literacy consumables, and additional books for students. No item to exceed \$500.
1000	500	Interactive smart board, also known as an electronic whiteboard, is a classroom tool that allows images from a computer screen to be displayed onto a classroom board using a digital projector. The teacher or a student can "interact" with the images directly on the screen using a tool or even a finger. Two interactive boards will be purchased to use at the after-school program. Unit price >\$499. Unit price \$1,750.00 each x 2 = \$3,500.
2210	400	Materials for staff development activities. Examples include printer ink, copier toner, copy paper. No item to exceed \$500.
2300	100	Program Director- John Roberts- Oversees daily office operations, record keeping, and coordinates team meetings. \$45 per hour x 5 hours per week = \$225 x 12 weeks = \$2,700. Note: Administrative expenses may not exceed 5% of the total allocation.
3000	300	Activities such as ballet folkloric, sneaker design, mariachi, hat design will be offered. Instructors teach 4 times a week. Example: Intermediate Mariachi class- 3 instructors- \$425 per session (sessions twice a week), Advanced Mariachi class - 3 instructors - \$425 per session (twice a week), Folkloric Dance class - 1 instructor - \$250 per session (twice a week), Sneaker Design class - 1 instructor- \$250 per session (twice a week). There are a total of approximately 15 weeks this program runs for, and each session is 2 hours.

Place all costs for staff development in Function 2210- Improvement of Instruction. **Please refer to pages 10-11 in the General Information section of this guide for a list of allowable and non-allowable uses of funds.**

Budget Pages

Technical Assistance:

Technical assistance on the After School Programs – Non-School District programming items not covered by the instructions and procedures may be obtained by contacting the after-school inbox at afterschool@isbe.net.

To augment offerings to students, grantees should consider reviewing and exploring opportunities for participation in the [National School Lunch and Snack Program](#) and/or the Child and Adult Care Food At Risk Program. The National School Lunch Program, which is administered by the Illinois State Board of Education, offers cash reimbursements to help schools serve snacks to children in afterschool activities aimed at promoting the health and wellbeing of children and youth in our communities.

- [Afterschool snacks](#)
- [Fact Sheet](#)
- [FAQs](#)

The At-Risk Afterschool Meals component of the [Child-Adult Care Food Program](#) offers federal funding to Afterschool Programs that serve a meal or snack to children in low- income areas.

- [At-Risk Afterschool Meals Handbook](#)

Tab or Click into the text field for grant funds. Enter the total amount requested for each function/object code. Expenditure amounts should be in whole dollar amounts only; do not use decimal points or commas.

At the end of each line is a Delete Row check box. If you have entered a line of detail and need to remove it, click on the check box in the far right column. Then click on the **Save Page** button.

If you need additional lines of budget detail, click on the **Create Additional Entries** button located at the bottom of the page. Each time you click this button it will add five additional rows of budget detail cells.

Once you have completed the detailed budget information, click on the **Calculate Totals** button at the bottom of the page. (Clicking on Calculate Totals does not save the information). Please verify that all data you have entered is correct and that you have utilized the appropriate funds for each line of expenditure.

The last section of the screen displays allotment information -- **Total Allotment, Grand Total** of the budget and **Allotment Remaining**. These are calculated fields and can only be changed when detail information is changed and saved

Budget Pages

Budget

This is a “read-only” page that displays a summary of all the detail entered on the Budget Detail page. To change these numbers return to the Budget Detail tab, make changes, and save the page.

Payment Schedule

In accordance with federal regulations, payments should be requested to meet **the actual monthly cash needs** of the project. All payment requests should be based on the projected date of expenditure.

To enter payment requests, click into the first full month of anticipated expenditure and enter the dollar amount requested. Use the tab key to enter amounts in the remaining cells through the last full month of the project. Payments should not be requested before the project begins or after the project ends. **Amounts should be entered in whole dollars only and should not contain decimal points or commas.**

Note: Salaries and fringe benefits are expended in equal intervals; they should be projected in this manner. When teachers are paid on a 12-month salary basis and the project period is for nine months, the three months’ salaries and related fringe benefits paid after the project ends should be included in the last project payment. Equipment, supplies, contracted services, and in-service activities should have the payment requested in the month for which the expenditure is anticipated.

Monthly payment requests are expected if Salaries/Benefits are being requested. Lump sum, semi-annual, or quarterly payments are not appropriate unless a unique expenditure obligation warrants such disbursement. Complete the payment schedule to reflect actual cash needs in order to avoid cash on hand and frozen payments.

When the payment schedule is complete, move to the bottom of the page and click on the **Calculate Total** button. Review the calculation and verify that payments have been calculated correctly based on the allotment available. The **Amount Remaining** field should be zero indicating that the Payment Schedule request equals the Budget.

PRA-ISBE Specific

Fields on this section may be prepopulated with data. Review any prepopulated data, revise as needed, and save the page.

Quality of Management Systems:

1.1 How many years of experience does the project leader have managing the scope of services required under this program?

History of Performance

2.1 How many years of experience does your organization have with grants of comparable scope and/or capacity?

2.2 Will a sub-grantee/sub-recipient/sub-award be utilized to manage, administer or complete a project?

2.3 What responsibilities does the sub-grantee/sub-recipient/sub-award perform?

2.4 What percentage of grant funds does the organization pass on to sub-grantees/sub-recipients/sub-awards?

Reports and Findings from Audits Performed

3.1 Has the organization been cited for corrective action for this program or comparable programs within the last two fiscal years?

3.2 Have all corrective actions for this program or comparable programs been implemented in the specified timeframe within the last two fiscal years?

3.3 Are there any corrective actions for this program or comparable programs that remain open within the last two fiscal years?

3.4 Have there been findings regarding conflict of interest for this program or comparable programs within the last two fiscal years?

Applicant's Ability to Effectively Implement Statutory, Regulatory or Other Requirements

4.1 To what extent is your organization able to comply with all statutory requirements of this program?

4.2 Has the organization been out of compliance with any statutory, regulatory, or other requirements of this program – or comparable programs -- within the last two fiscal years?

Agency-Specific Questions

Has the organization been compliant with the following?

5.1 Compliance with matching, level of effort, earmarking requirements related to program delivery.

5.2 Compliance with program income requirements related to program delivery.

5.3 Compliance with Davis-Bacon or McNamara-O'Hara Service Contract Act.

See [Davis-Bacon Act](#)

[McNamara-O'Hara Service Contract Act](#).

5.4 Compliance with equipment and real property management requirements related to program delivery.

5.5 Compliance with real property acquisition related to program delivery.

GATA Pages

Notice of State Award

NOSA Grant Information

- Fields on this section are prepopulated with data. Review prepopulated data, check the assurance box at the bottom of the page, and save the page.

ICQ Conditions

- Review conditions, check assurance box, and save the page.

Program Risk Conditions

- Review conditions, check assurance box, and save the page.

Prequalification Status

- Grantee Prequalification must be complete prior to submission of this grant.
- Fields on this section are prepopulated with data. Review prepopulated data, check the assurance box, and save the page.
- If a checkbox and **Save Page** button do not appear at the bottom of this page, compare your entities status with the prepopulated sections on this page to the following:
 1. Grant Accountability and Transparency ACT (GATA) Grantee Prequalification must be **Yes**.
 2. System for Award Management (SAM) Registration date must be current.
 3. Internal Control Questionnaire (ICQ) Status must be **Approved**.
 4. Program Risk Assessment (PRA) and Organizational Risk Assessment (ORA) must be **Approved**.

If you have successfully registered, but have not received an ICQ, please email your entity's (RCDT) code, entity name, your name, email address, and phone number to the GATA inbox at GATA@isbe.net.

Uniform Grant Agreement

UGA Overview

- The Uniform Grant Agreement (UGA) is divided into three parts along with exhibits. This section provides an overview of this information. This tab does not require saving the page.

UGA Parts One, Two, and Three

- Fields on this section are prepopulated with data. Review prepopulated data, select how the grantee is doing business as, check signature box, check assurance box, and save the page.

Exhibits

- Review Uniform Grant Agreement exhibits, check reviewed box, and save the page.

UGA Summary

- The boxes on this section will be automatically filled in as each of the separate Uniform Grant Agreement sections are read and completed. Check the box that indicates the checked boxes on this section accurately reflect that the Uniform Grant Agreement was completed and save the page.

Assurance Pages

Assurances can only be completed by the district superintendent or a person with board-certified delegated authority. The assurance must be completed prior to submitting the application.

Program Assurances

- Review section, check the box, and save page.

State Assurances

- Review section, check the box, and save page.

GATA Assurances

- Review section, check the box, and save page.

Assurances

- The boxes on this section will be automatically filled in as each of the separate certifications/assurances are read and completed. At the bottom of the Assurances page, if you are the district superintendent, click on the first button to automatically insert your name for agreement. If you have board-certified delegated authority for the superintendent, click on the second button and type your name in the text box next to the second button to agree to all assurances and save page.

Submit

Consistency Check Button

- Once you have completed your entire application you must run a Consistency Check. **CAUTION: This check may take a few minutes to run.** Your application cannot be submitted until this has been successfully run. You must click on the **Consistency Check** button to start the process. Once the check has been completed, a message will be displayed indicating that it completed successfully (no errors were found) or providing a list of errors encountered. After you have corrected any errors, you must run the check again until no errors are detected. If no errors are found, the appropriate button will be displayed so that you can submit the application to the next level. You may need to scroll down the page to see the button(s).

Lock Application Button/Unlock Application Button

- Anyone with data entry authority within the district has the ability to freeze the entire application so that no more changes can be made to it prior to submitting or amending an application. In order to lock the application, click on the **Lock Application** button. This might be appropriate if, for example, there had been some concern about multiple people updating an application when in fact that was undesired at the district level. Therefore, locking the application would mean no one can make changes to it. Only the person who locked the application or a person with administrative access (e.g., entity administrator) can unlock it by clicking the **Unlock Application** button.

Approval Groups

A list of approval groups appears at the bottom of the Submit page.

- **Assurances were agreed to on** (mm/dd/yyyy) date will be displayed after the Entity Administrator has agreed to all assurances and saved them.
- **Consistency Check was run on** (mm/dd/yyyy) date will be displayed after the Consistency Check has been run successfully. If the Consistency Check **DID** encounter errors, the error message will prompt you as to what needs to be corrected. After you have corrected any errors, you must run the check again until no errors are detected. If the Consistency Check **DID NOT encounter any errors**, the application will then be locked until it is ready to submit it to the business manager or entity administrator (refer to **Lock Application/Unlock Application** buttons).
- **District Data Entry submitted the application on** (mm/dd/yyyy). One button will appear after the Consistency Check has been run successfully. When the Data Entry person is ready to forward the application to the business manager or the entity administrator, they will click the **Submit for Review** button. The application will then be forwarded to the next appropriate level of approval and the date that it is submitted will then appear.
- **Business Manager approved the application on** (mm/dd/yyyy). This approval level is only valid if the entity administrator has established the level in the IWAS system for approval. Once the data entry person has submitted for review, it will be forwarded to the business manager to approve and they will need to click on the **Approve** or **Disapprove** button. If the application has been “Approved,” it will then be forwarded to the Entity Administrator. If the application is “Disapproved,” it will be returned to the data entry person for changes and they will then have to resubmit after changes have been completed.

Submit

- **Entity Administrator submitted the application on** (mm/dd/yyyy). Only the entity administrator can submit the application to ISBE. Click on either the **Submit to ISBE** or the **Disapprove** button. Once the application has been submitted to ISBE, the application will be locked and no changes can be made. If the application is “Disapproved,” it will be returned to the data entry person for changes and they will then have to resubmit after changes have been completed.
- **ISBE Program Administrator approved the application on** (mm/dd/yyyy). After the application has been submitted, the ISBE program administrator will “Approve” or “Disapprove.” If the application has been “Approved,” it will then be forwarded to the ISBE Fiscal Administrator. If the application is “Disapproved,” it will be returned to the data entry person for changes and they will then have to resubmit after changes have been completed.
- **ISBE Fiscal Administrator approved the application on** (mm/dd/yyyy). After the application has been “Approved” by the ISBE program administrator, the ISBE fiscal administrator will “Approve” or “Disapprove.” When the application has been approved by all appropriate ISBE staff, IWAS will generate an email informing the district superintendent that the application was approved and the date of approval. If the application is “Disapproved,” it will be returned to the data entry person for changes and they will then have to resubmit after changes have been completed.

Application History

The Application History page is a read-only page that lists all of the steps that occur in the submission and approval of an application or amendment. In the initial stage of entering the application information, this page will display a statement that the application has not been submitted.

The **Status Change** column lists the status of the application from most recent to oldest. Some typical status entries are:

- Submitted for Review
- Submitted to ISBE
- Returned for Changes
- Preliminary Approval
- Final Approval

The **UserId** column displays the ID of the person who was responsible for the change in status(e.g., the ISBE reviewer who approved the application).

The **Action Date** column displays the date of the change in status.

This page is useful in tracking the application throughout the submission and approval process. Entity administrators may use this page at any point in time to determine the approval status of their application.

Page Lock Control

Goal of Page Locking Process

The goal of the page locking process is to expedite the review of applications and amendments by identifying which pages have been changed by a grant applicant. Reviewers will only need to review those pages that have been unlocked since the previous review.

What Happens When a Page Is Locked?

When a page is locked during the application review process, the save button is no longer available to the applicant, and a message indicates the page has been locked by the agency review. The applicant must go to the Page Lock Control tab, unlock any pages needing revision, and then save the Page Lock Control page. This will cause save buttons to appear on all of the pages the applicant has unlocked.

When Will Applicants Need to Unlock Pages?

When an applicant creates a new application each year, all of the pages will be unlocked because all of the pages will need to be completed. If that initial application is returned for changes by an ISBE reviewer, some or all of the pages may be locked. The applicant should read the comments on the review checklist and unlock only those pages that need to be changed.

When an amendment is created, all pages will be locked. The applicant should use the Page Lock Control tab to unlock only those pages that need to be revised.

Because pages will be locked on all amendments as well as original applications that have been returned for changes, applicants should **make it a habit to make sure a save button is available before completing or revising a page**. Unlocking pages that will not be modified circumvents the purpose of page locking and slows the review process.

Expand All and List of Application Pages

Click the **Expand All** checkbox to see the list of application pages (first column under the Expand All checkbox) that may be locked or unlocked. Any application page with data that users enter or revise will appear in the list. Some application pages will not appear on the list. The Overview page and the Budget Summary page are read-only pages and do not contain data; they will not appear in the list. Other pages, such as the Submit page and the Page Lock Control page, will never be locked because users need access to functions on these pages throughout the application process. These pages will not appear in the list.

The list of application pages will have two or more indented levels. The first item on the list is the name of the grant program. The first indent under the grant program is the list of pages that appear on the main tab strip. The second indent contains pages that appear in a subtab strip. For example, Assurance Pages is on the main tab strip and is in the group indented at the first level. The various assurance pages (Program Assurances, State Assurances, etc.) are indented under Assurance Pages.

Page Status Column

For *applicants*, this column displays the current status of the various pages in the application/amendment. For *ISBE reviewers*, this column reflects the status of the page when the applicant submitted it.

Page Lock Control

Terms included in this column are:

Open	Page is unlocked and can be modified and saved by the applicant.
Locked	The page is locked and cannot be modified by the applicant until it is unlocked. There will not be a save button on the page, and a message will appear indicating the page has been locked by the agency review.
Final	The page has been locked and should not be unlocked by the applicant. Only ISBE staff can unlock a page designated "final."
Unlock Section	Opens a section for modification. A section can be an entire program or all of the subtabs under a main tab. Unlocking pages that will not be changed circumvents the purpose of page locking and slows the review process.

Open Page for Editing Column (Applicant column only)

The applicant should check the appropriate box in this column to unlock a page that requires modification. The Page Lock Control page must be saved after check boxes have been selected.

Review Status of Page Columns (ISBE columns only)

ISBE reviewers will use these columns to unlock pages that require modification or to mark pages final locked. After selecting the appropriate radio buttons, the reviewer must save the page.

OK	This is the default radio button unless the page was final locked in a previous round. OK indicates that modifications are not required for this page.
Needs Updates	Select this radio button to unlock a page for the applicant and to indicate that modifications are needed for this page. The reviewer will use the review checklist to explain the required modification.
Mark Final	Pages marked final cannot be unlocked by the applicant. Final is only appropriate for pages like assurances that should not be changed after completion. Only ISBE staff can unlock a page marked final.

Unlocking a Page Marked Final

When an applicant determines that a page marked Final must be modified, the applicant must contact ISBE helpdesk and explain why the page requires modification. Only ISBE staff can unlock a final locked page. ISBE staff unlocks the page by checking the **Open Page for editing** checkbox on the Page Lock Control page and saves the Page Lock Control page.

Application Print

The grant application supports a printing option. You may selectively print pages on the Application Print tab by selecting one or more pages of the grant application to print.

To print individual pages, select the checkbox next to the page or pages that you wish to print.

Next, press the **Request Print** button to generate printing of the pages. The pages will be generated in a PDF format and will be available on the Application Print page anywhere from several hours to a day after the request, depending on the current demand for PDFs.