




Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001

www.isbe.net

DATE: March 15, 2017
TO: Public Universities and Community Colleges of Illinois
FROM: Tony Smith, Ph.D. 
State Superintendent of Education

SUBJECT: NOTICE OF FUNDING OPPORTUNITY (NOFO)/REQUEST FOR PROPOSALS (RFP):

Illinois Career and Technical Education Innovative Curriculum Resources Project (ICRP) - FY 2017

CSFA Number: 586-69-0878

CSFA Title: Career and Technical Education - ICRP - Perkins - Federal

General Information

Eligible Applicants: Illinois public universities and community colleges with Career and Technical Education (CTE) programs in Business, Marketing and Computer Education, Family and Consumer Sciences, Health Science Technology, or Technology and Engineering Education. Eligible applicants must have the expertise to implement the provisions of this RFP to apply.

NOTE: The State of Illinois Grant Accountability and Transparency Act (GATA) requires applicants to complete pre-award requirements before being awarded a FY17 grant. This includes completion of the Grantee Registration, Grantee Pre-qualification and Fiscal and Administrative Risk Assessment (ICQ) available at the Illinois GATA Web Portal at <http://www.illinois.gov/sites/GATA/Grantee/Pages/default.aspx> and completion of a Programmatic Risk Assessment through the ISBE Web Application Security (IWAS) system.

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:

(i) Be registered in the System for Award Management (SAM) before submitting its application. If you are not registered in SAM, you can do so at www.sam.gov;

(ii) Provide a valid Dun and Bradstreet Universal Numbering System (DUNS) number in its application; and

(iii) 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. The Illinois State Board of Education (ISBE) 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. If an applicant has not fully complied with the requirements by the time that ISBE is ready to make a federal pass-through or state award, ISBE may determine that the applicant is not qualified and use that determination as a basis for making a federal pass-through or state award to another applicant.

Purpose of RFP: ISBE seeks to establish an Illinois CTE Innovative Curriculum Resources Project (ICRP) to facilitate and coordinate career and technical education programs in public secondary schools in Illinois. The Illinois CTE ICRP grant will focus on providing current, relevant, and innovative professional development, technical assistance, and resources to secondary CTE teachers and programs. Additionally, resources will be developed for career and guidance counselors to assist students with career exploration and preparation, as well as development of individual career plans for CTE students. Specifically, ICRP is intended to cultivate Business, Marketing and Computer Education, Family and Consumer Sciences, Health Science Technology, Technology and Engineering Education, and Career Guidance programs.

Grant Award: One grant award will be awarded in FY 2017 in an amount not to exceed \$635,000. It is the intention of ISBE to fund this project for an additional four years (through FY 2021). The annual grant awards in successive years of the grant period are expected to be \$635,000.

Allocations are preliminary, and payment under this grant is subject to change by passage of a sufficient appropriation by the Illinois General Assembly and sufficient appropriation by the U.S. Congress for federal programs. Obligations of the State Board of Education will cease immediately without further obligation should the agency fail to receive sufficient state funds for this program.

Grant Period: The initial grant period will begin no sooner than May 1, 2017, and will extend from the execution date of the grant until August 31, 2017. The successful applicant may reapply via continuing application for up to four additional fiscal years (i.e., FY 2018, FY 2019, FY 2020, and FY 2021) with subsequent grant periods extending from July 1 of each year through June 30 of the following year. Funding in the subsequent years will be contingent upon a sufficient appropriation for the program and satisfactory progress in the preceding grant period.

Allocations are preliminary, and payment under this grant is subject to passage of a sufficient appropriation by the Illinois General Assembly and sufficient appropriation by the U.S. Congress for federal programs. Obligations of the State Board of Education will cease immediately without further obligation should the agency fail to receive sufficient federal funds for this program.

Application Deadline: Applications must be received no later than **3:30 p.m. on May 1, 2017.**

Submission Instructions: Applications may be submitted by mail or in person. The original and three copies must be received by the due date in order for the proposal to be considered. No electronic submissions, including facsimiles, will be accepted. Late or substantively incomplete proposals will not be eligible for consideration.

To submit by mail, send the original and three copies to the Illinois State Board of Education, Attention: Kristy Harvell, College and Career Readiness, 100 North First Street, C-215, Springfield, IL 62777-0001 to ensure receipt no later than May 1, 2017.

To submit in person, proposals also may be hand-delivered to the following locations:

<u>Springfield Office</u>	<u>Chicago Office</u>
Guard Station	Reception Area
1st Floor - South	Suite 14-300
100 North First Street	100 West Randolph Street

Changes to the RFP: ISBE will post any changes to this RFP at <https://www.isbe.net/Pages/Request-for-Proposals.aspx>. Applicants are advised to check the site before submitting a proposal.

Contact Person: For more information on this RFP, contact Brian Houser at bhouser@isbe.net.

This grant is subject to the provisions of:

- 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- Grant Accountability and Transparency Act (GATA), 30 ILCS 708/1 *et seq.* <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=3559&ChapterID=7>
- Administrative Rule for GATA, 44 Ill. Admin. Code Part 7000 <ftp://www.ilga.gov/JCAR/AdminCode/044/04407000sections.html>

Background

The Carl D. Perkins Career and Technical Education Improvement Act of 2006 [20 U.S.C. 2301 et. seq.], referred to as the Perkins Act, was established for the purpose of developing more fully the academic and career and technical skills of secondary education students who elect to enroll in career and technical education programs. Section 124 of the Perkins Act specifically authorizes ISBE to conduct state leadership activities with allocated federal funds to provide support for career and technical education programs that improve the academic and career and technical skills of students through the integration of academics with career and technical education, professional development, and technical assistance.

Further, the Vocational Education Act [105 ILCS 435/1] establishes ISBE as the agency responsible for career and technical education and requires that it cooperate with the federal government in the administration of the provisions of the federal career and technical education law (i.e., the Perkins Act).

With these Perkins funds, ISBE seeks a qualified entity to provide relevant and innovative professional development, technical assistance, and resources to secondary CTE teachers and programs, specifically Business, Marketing and Computer Education, Family and Consumer Sciences, Health Science Technology, and Technology Engineering Education programs. Additionally, resources will be developed for career and guidance counselors to assist students with career exploration and preparation, as well as assist CTE programs with individual career planning for their students. Currently, Illinois has approximately 6,000 teachers in the five CTE program areas who educate more than 381,000 students in grades 9-12.

Program Specifications

It is anticipated that the successful applicant will employ or contract with professional staff to implement activities and initiatives to accomplish the objectives stated below.

ICRP Objectives

1. Statewide coordination of CTE programs and career awareness and development initiatives
 - Provide online activities and lessons plans relating to career exploration, career decision-making, and career guidance.
 - Assist in bridging the gap between employers and the educational field by researching strategies to improve communication and collaborative efforts within and between Education for Employment and workforce boards.
2. Statewide provision of new curriculum materials for CTE programs, including the following activities
 - Conduct a review of existing curriculum materials and assist in the development of new curriculum and assessments that align to the Illinois Learning Standards Incorporating English Language Arts, Mathematics, and Science (The Next Generation Science Standards). The

Illinois Learning Standards can be found at <https://www.isbe.net/Pages/Learning-Standards.aspx> and the Next Generation Science Standards at <https://www.isbe.net/Pages/Science-Learning-Standards.aspx>.

- Disseminate curriculum materials, as applicable, to programs, administrators, counselors, and teachers in grades 9- 12 and pre-service teachers;
 - Provide in-service training at the request of the Education for Employment system directors and local school districts on site using currently available technology to deliver training as cost effectively as possible and to assist educators with planning, developing, and implementing the curriculum materials;
 - Create Suggested Course Outlines for CTE curriculum areas;
 - Create assessments, CTE project manuals, and other innovative resources to complement and enhance the CTE curriculum; and
 - Develop career guidance resources to aid in the establishment of career pathways.
3. Illinois CTE website for Illinois CTE educators
- Maintain website on a monthly basis. Website can be accessed at <http://www.ilcte.org/>;
 - Provide up-to-date resources for CTE teachers through a CTE listserv; and
 - Promote professional development opportunities available with the project and collaborative partners.

ISBE specifically seeks proposals from eligible entities that offer innovative services, activities, and delivery methods that will accomplish the overall objectives of the ICRP in the most meaningful and cost effective manner. The proposal with the greatest potential for cultivating CTE programs, in accordance with the parameters established in this RFP, will be selected for award. Applicants are advised to prepare proposals accordingly. The activities listed below exemplify the types of services to provide via the ICRP grant. The selected grantee will likewise be expected to conduct similar types of activities. The information in this section of the RFP, however, is provided for planning purposes only, and proposals are not limited to the services listed. Attachment 5 is provided to propose activities that support the identified ICRP objectives.

- Attend and facilitate meetings related to CTE programs (e.g., staff, advisory, project, professional meetings);
- Train educators on current professional development and technology-related topics;
- Develop and update curriculum, assessments, and classroom resources for CTE programs that serve grades 9-12;
- Coordinate and implement ISBE initiatives, such as developing and updating curriculum materials to align to the Illinois Learning Standards Incorporating English Language Arts, Mathematics, and Science (The Next Generation Science Standards);
- Inform select audiences about careers in CTE programs;
- Develop professional relationships at the local level with school board members, administrators, counselors, teachers, and employers;

- Collect evaluation data on the ICRP activities; and
- Maintain the Illinois CTE website.

Staff Structure: Applicants must propose sufficient levels of staffing to accomplish the proposed activities. Proposed staff and/or positions must be commensurately qualified to the respective job responsibilities and duties. Proposals must include information for each position indicating specific qualifications, including education, experience, and competency requirements and delineating respective job responsibilities and/or duties.

- Project director shall have experience in the delivery of CTE in secondary programs, as well as demonstrated educational leadership.
- Project coordinator shall have demonstrated technology, data collection, and communication skills.
- Full-time and/or part-time staff shall be hired for the CTE content areas.

(Provide this information on Attachment 4)

Financial Reports

The grantee will be required to submit no less than quarterly expenditure reports and a project completion expenditure report in the format specified by ISBE. The project completion report showing all expenditures and obligations shall be submitted no later than 20 calendar days after the project ending date.

Performance Reports

The grantee will be required to submit no less than mid-year and comprehensive year-end performance and data reports regarding progress toward implementation of the program plan and achievement of the program objectives. Additional reporting may be requested by ISBE. The reports shall be in the format specified by ISBE and shall be submitted within 30 calendar days after the mid-year and the comprehensive year-end performance reports are completed. Performance reports must include a comparison of actual accomplishments to the objectives of the program and provide evidence of how established goals were met and indicate reasons why established goals were not met. The work described in the performance reports should connect to the ISBE Strategic Plan goals, where appropriate. Grantee must also relate financial data to performance accomplishments of the award. The utilization of an external evaluator for project activities shall be evident in required submission of mid-year and final reports to ISBE.

Fiscal Information

The grant award for FY 2017 will be \$635,000. Additional funding is expected to be available for four consecutive years (i.e., FY 2018, FY 2019, FY 2020, and FY 2021), contingent upon a sufficient appropriation for the program and satisfactory progress in the preceding grant period.

Federal funds made available under this grant may be used for expenditures that are reasonable and necessary for the administration of the project. Applicants must propose a FY 2017 budget on the forms provided (Attachments 6 and 7).

Allowable expenditures: The following expenditures *may* be included in the proposed budget.

1. Salary and benefits for approved full- and part-time personnel necessary for grant activities. At a minimum, a project director and coordinator shall be supported to deliver grant activities. Salaries must not exceed the standard amounts normally paid by the applicant;
2. Stipends for educators/administrators to attend professional development activities under this grant;
3. Cost of substitutes for teachers to attend professional development activities;
4. Stipends for participants to attend professional development activities under this grant;
5. Travel expenses for personnel to carry out grant activities. Expenses must be paid in accordance with local policies and be cost effective. Travel expenses, including transportation costs and, where overnight stay is required, lodging and per diem, are subject to the state rates according to the Governor's Travel Control Board as outlined in the Reimbursement Schedule of the [Travel Guide for State of Illinois Employees](#) and any annual changes therein;
6. In-service education related to the grant objectives for personnel assigned/funded by this grant;
7. Office space rental, if necessary, limited to no more than 6 percent of the total annual grant;
8. Training supplies and materials necessary for approved activities;
9. Communication expenses (e.g., phone, internet);
10. Office supplies;
11. Consultants hired on a daily basis, as approved by ISBE, to supplement the grant activities. These would be contracted for service (e.g., a recognized expert to deliver professional development, keynote, etc.). Consultants must go through the ISBE grant administrator for approval prior to any services rendered. Rates must be reasonable and customary. Documentation of consultant services and their effectiveness must be included in the grantee's biannual reports;
12. Food-related expenditures associated with achieving the intent of the grant, as necessary and reasonable (e.g., working lunch); and
13. Equipment necessary to carry out activities of the grant, such as computers and projectors, if needed and appropriate.

Non-allowable expenditures: The following expenditures *may not* be included in the proposed budget.

1. Out-of-state travel, unless previously approved by ISBE 30 days prior to travel;
2. Incentives of non-educational value (e.g., store card, promotional materials);
3. Capital improvements;
4. Administrative costs beyond indirect costs; and
5. Dues to organizations, federations, or societies.

Indirect Costs

If indirect costs are claimed, applicant must provide a copy of the applicant's Federal Negotiated Indirect Cost Rate Agreement, if any. Note that Institutions of Higher Education are limited to a maximum indirect cost rate of 8 percent pursuant to an exception to GATA and the federal Uniform Guidance approved by the Office of the Governor on May 23, 2016. Further, if administrative costs are claimed, those costs cannot also be recovered as indirect costs.

Applicants who would like assistance in accurately completing a proposed budget are encouraged to familiarize themselves with the ISBE [State and Federal Grant Administration Policy and Fiscal Requirements and Procedures](#) handbook found on the ISBE website.

Proposal Format

Each proposal must be submitted in the format outlined below. Please use the following as a checklist in assembling your completed proposal.

1. **Uniform Application for State Grant Assistance (Attachment 1):** Please include the entity name, address, telephone and fax number, email, name and telephone number of the contact person; Federal Employer Identification number; DUNS number; SAM Cage Code; and all other listed information. This completed form constitutes the cover page of the application. No other cover page may precede it.
2. **Proposal Abstract (Attachment 2):** Please provide a brief summary of the overall project, including objectives and proposed activities to be carried out.
3. **Proposal Narrative (Attachments 3):** Please address the required *Proposal Narrative* components in this section. Applicants are encouraged to refer to the *Criteria for Review and Approval of Proposals* section located on page 11 of this document before completing the *Proposal Narrative*.
4. **Staff Structure (Attachment 4):** Please provide the proposed organization of the staff and where staff will be located for the project. Identify how project personnel and, if applicable, consultants will be identified, utilized, and evaluated.
5. **Objectives and Activities (Attachment 5):** Describe all activities proposed for each objective, including the procedure to implement, timeline and deliverables, evaluation, and impact.
6. **Budget Summary (Attachment 6):** Submit budget information on the form provided and ensure the form is signed by the official authorized to submit the proposal.
7. **Budget Breakdown (Attachment 7):** Use this form to itemize and explain each expenditure amount. Anticipated expenditures must be described and align with the specific line items set forth on the Budget Summary and Payment Schedule and Proposal Narrative.
8. **Amendment Budget Summary (Attachments 8):** This form is available for amendments after the original budget has been approved.
9. **Certifications and Assurances (Attachments 9-14):** Each applicant is required to submit the attached certification forms.

These must be signed by the official who is legally authorized to submit the proposal and to bind the applicant to its contents.

- Program Specific Terms of the Grant (Attachment 9)
- Certifications and Assurances and Standard Terms of the Grant (Attachment 10)
- Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier covered Transactions (Attachment 11)
- Certificate Regarding Lobbying (Attachment 12)
- Disclosure of Lobbying Activities (Attachments 12 A-C)
- General Education Provisions Act (Attachment 13)
- Federal Funding Accountability and Transparency Act (Attachment 14)

Proposal Narrative Requirements

1. Describe the capacity and experience of the applicant to design, develop, and implement the grant activities identified to meet the purpose of the RFP (Attachment 2).
2. List all individuals (including contractors) who would potentially be employed and/or contracted with by providing the information below (Attachment 4).
 - A. Project title and name (if known);
 - B. Rate of pay;
 - C. Percentage of time (full-time equivalency [FTE]) on project for salaried staff. (Staff may not exceed 100 percent FTE.)
 - D. Qualifications or expertise applicable to project purpose (e.g., experience in the CTE classroom, secondary education, data analysis and presentation, conference planning, professional development, working with high school initiatives, or other relative experiences, as applicable to project activities); and
 - E. Project responsibilities and/or duties.
3. Describe the key objectives to accomplish each of the activities identified in the *Program Specifications* section on page 4 (Attachment 5 – Objectives 1-3). Supporting documents to demonstrate experience relative to each activity may be attached to the proposal submission.
4. For each of the activities identified in the *Program Specifications* section, describe in detail the information listed below (Attachment 5 – Objectives 1-3). Supporting documents to demonstrate experience relative to each objective may be attached to the proposal submission.
 - A. Project Activity with Staff Responsible;
 - B. Procedure/Work Plan;
 - C. Timeline and Project Deliverable;
 - D. Evaluation;
 - E. Impact.

Criteria for Review

Proposals will be evaluated through a competitive review process in accordance with the applicable criteria set forth below and conducted by an expert panel of reviewers. The total number of possible points is 100. Final determination of funding will be made by the State Superintendent based upon the recommendations resulting from the review process.

1. **Grantee Capability (30 points):** The applicant demonstrates the capacity and experience to fully design, develop, and implement a project of this magnitude and scope for statewide delivery.
2. **Quality of the Project Strategy and Implementation/Work Plan (30 points):** The proposed plan demonstrates evidence of thorough planning, communication strategies to inform CTE teachers, and innovation to deliver the project deliverables identified in the program specifications, reflecting timely coordination of efforts to facilitate activities intended to maximize participation and to accomplish the program objectives.
3. **Grantee Need (25 points):** The applicant provides evidence that the proposal supports the grant program purpose.
4. **Budget and Cost-Effectiveness (15 points):** The proposal represents a cost-effective use of state resources, as evidenced by the amounts requested to support activities.

Merit-Based Review and Selection Process for Competitive Grants

All competitive grant applications submitted will be reviewed for eligibility requirements and for completion of all documents.

All grant applications will be reviewed by an evaluation committee. The evaluation committee will consist of a minimum of three members. An evaluation committee member may not be a grant applicant. An evaluation committee member may not have any conflicts of interest or apparent conflicts of interest. Confidentiality Agreement and Conflict of Interest Disclosure will be signed by all committee members. Evaluation committee members will be assigned a code for confidentiality purposes.

The grant applications will be scored based on the criteria for review listed above in the RFP using a rubric. If there is a change in the rubric, all applicants will be informed by the publication of the change on the ISBE website.

Each evaluation committee member will score independently from the whole committee. The scores of the committee members will be averaged. Any significant or substantial variance between evaluator scores will be reviewed and documented, including the revision of any individual score. A summary score sheet will show the comparative scores and the resulting finalist(s). Grant applications will be ranked from high score to low score.

Before any grant can be awarded the grantee must complete the prequalification and programmatic risk assessment. Merit-based award finalists will be sent a Notice of State Award Finalist form to identify outstanding requirements that must be completed prior to the receipt of a grant award.

An award shall be made based on the evaluation criteria set forth in the grant application and successful completion of finalist requirements.

A Notice of State Award (NOSA) will be issued to the merit-based finalists that have successfully completed all grant award requirements. Based on the NOSA, the merit-based finalists will be positioned to make an informed decision to accept the grant award. The NOSA shall include:

- a. The terms and conditions of the award.
- b. Specific conditions assigned to the grantee based on the fiscal and administrative, and programmatic risk assessments.

The grant award(s) will be published on Grants.Illinois.gov website. A written Notice of Denial will be sent to the applicants not receiving an award.

Following the notification of grant awards, an applicant may request copies of reviewer comments by contacting Kristy Harvell at kharvell@isbe.net. All requests must be submitted in writing.

Appeal Process

Competitive grant appeals are limited to the evaluation process. Evaluation scores may not themselves be protested. Only the evaluation process is subject to appeal.

Submission of Appeal

- a. An appeal must be submitted in writing and mailed as indicated below.
- b. An appeal must be received within 14 calendar days after the date that the grant award notice has been published.
- c. The written appeal shall include at a minimum the following:
 - i. The name and address of the appealing party
 - ii. Identification of the grant
 - iii. A statement of reasons for the appeal

The appealing party must supply any additional information requested by ISBE within the time period set in the request.

Resolution

- a. ISBE will resolve the appeal by means of a written determination.
- b. The determination shall include, but not be limited to:
 - i. Review of the appeal
 - ii. Appeal determination
 - iii. Rationale for the determination

Mail a hard copy of the appeal to:

Appeals Review Officer
c/o State Superintendent of Education
Illinois State Board of Education
100 North First Street S-405
Springfield, IL 62777-0001