



# Illinois State Board of Education


100 North First Street • Springfield, Illinois 62777-0001  
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James T. Meeks  
Chairman

Tony Smith, Ph.D.  
State Superintendent of Education

October 30, 2018

**TO:** Eligible Applicants

**FROM:** Tony Smith, Ph.D.   
State Superintendent of Education

**SUBJECT:** **NOTICE OF FUNDING OPPORTUNITY (NOFO) / REQUEST FOR PROPOSALS (RFP):**  
Fiscal Year 2019 E-rate State Matching Grant Program

**CSFA Number:** 586-00-1527

**CSFA Title:** District Broadband Expansion

## Eligibility and Application Information

**Eligible Applicants:** Public School Districts

**NOTE:** The State of Illinois Grant Accountability and Transparency Act (GATA) requires applicants to complete pre-qualification requirements before applying for an FY 2019 grant. This includes completion of the Grantee Registration and Pre-qualification process through the Illinois GATA Web Portal at <http://www2.illinois.gov/sites/GATA/Grantee/Pages/default.aspx>. Grant applications must be submitted by the application deadline indicated in this NOFO/RFP.

Grant applicants are required to complete a FY 2019 Fiscal and Administrative Risk Assessment in the form of an Internal Controls Questionnaire (ICQ) available through the GATA Web Portal and a FY 2019 Programmatic Risk Assessment through the ISBE Web Application Security (IWAS) system, **when they become available**. Grant awards will not be executed until the FY 2019 ICQ and Programmatic Risk Assessments are completed.

**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 SAM before submitting its application. If you are not registered in SAM, you may do so at [www.sam.gov](http://www.sam.gov);
- (ii) Provide a valid DUNS number in its application <https://fedgov.dnb.com/webform>; 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. ISBE may not consider an application for a

federal pass-through or state award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements.

**Code of Federal Regulations / Title 2 - Grants and Agreements / Vol. 1 / 2014-01-01192:** Guidance is found at <https://www.gpo.gov/fdsys/pkg/CFR-2013-title2-vol1/pdf/CFR-2013-title2-vol1.pdf>.

**This grant is subject to the provisions of:**

- 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 Rules for GATA, 44 Ill. Admin. Code Part 7000  
<ftp://www.ilga.gov/JCAR/AdminCode/044/04407000sections.html>

**Merit-Based Review and Selection Process for Competitive Grants:** The Illinois State Board of Education (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. The full text of the ISBE merit-based review policy can be found at [https://www.isbe.net/Documents/Merit\\_Based\\_Review\\_Policy.pdf](https://www.isbe.net/Documents/Merit_Based_Review_Policy.pdf). Applicants are advised to refer to the policy document.

**Grant Award/Cost Sharing or Matching:** The E-rate State Matching Grant Fund may have up to a total appropriation of \$16.3 million in FY 2019 to help districts cover the non-discount project costs for E-rate special construction projects. As part of the state match, awardees can request a percentage of their non-discounted E-rate Category 1 (C1) special construction project costs. (Specifics on percentage breakdown are found under Funding Information.) The state will issue grants until the funds are expended.

**Grant Period:** The grant period will begin no sooner than January 28, 2019, and will extend from the execution date of the grant until June 30, 2019. Projects that extend beyond the State of Illinois Fiscal Year 2019 are subject to reappropriation of funding by the state legislature.

**Submission Dates and Times/Other Submission Requirements:** Proposals can be submitted electronically through the ISBE Attachment Manager, mailed, or hand delivered no later than 4pm on Friday, January 25, 2019. Directions for each submission method are found below.

**Electronic Submission:** Completed proposals submitted electronically should be scanned into PDF with all supporting documents and required signatures. The ISBE Attachment Manager is found at <https://sec1.isbe.net/attachmgr/default.aspx>. Choose GRAUKE, ERICH H from the drop down menu in Receiver Information. Submit the application using the button at the bottom of the page.

**Mailed Proposals:** Mail the original and an electronic copy of the proposal on a USB flash drive to Erich Grauke, Principal Consultant, Illinois State Board of Education, 100 North First Street (S-284), Springfield, IL 62777-0001 to ensure the NOFO/RFP response is in the ISBE offices no later than 4pm on Friday, January 25, 2019. It is advised to use certified mail with guaranteed delivery date and a return receipt requested.

**Hand Delivered:** Proposals may be hand-delivered to the following location:

Springfield Office  
Reception Area  
1st Floor  
100 North First Street

Late proposals will not be accepted

**Grant Award Notice:** It is anticipated that successful applicants will receive a Notice of State Award (NOSA) from the state superintendent via email or the U.S. Postal Service approximately 90 days after the application deadline. The NOSA is **NOT** an authorization to begin performance or expenditures. Applicants must sign and return a copy of the NOSA to confirm acceptance of the terms of the award. Once the signed NOSA is received by ISBE, a Uniform Grant Agreement will be prepared and sent to the applicant. Awardees will receive additional information from the programmatic contact approximately one week later via the U.S. Postal Service or email. This information will include important programmatic dates. Monies spent prior to programmatic approval are done so at the applicant's own risk.

**Technical Assistance Session:** A technical assistance session will be held at 10am on Wednesday, November 28, 2018. Registration information is found at <https://www.isbe.net/Pages/Broadband-Information.aspx>. Attendance is not required.

**Changes to NOFO/RFP:** ISBE will post any changes made to the NOFO/RFP prior to January 2, 2019, at <https://www.isbe.net/Pages/Request-for-Proposals.aspx>. Applicants are advised to check the site before submitting a proposal.

**Agency Contact/Contact to Request Application Package:** For more information on this NOFO/RFP, contact [broadband@isbe.net](mailto:broadband@isbe.net). All questions asked concerning this RFP will be responded to in a Frequently Asked Questions (FAQ) document found at <https://www.isbe.net/Pages/Broadband-Information.aspx> so all respondents can see all questions and the responses to the questions. Changes to the FAQ will not be made after January 2, 2019. Applicants are advised to check the site before submitting a proposal.

## Program Description

### **Program Description:**

Public Act 100-0586, Section 145, states "The amount of \$16,300,000, or so much of that amount as may be necessary, is appropriated from the School Infrastructure Fund to the State Board of Education for school

district broadband expansion with the goal that all school districts achieve broadband capability by the beginning of the 2020-2021 school year. The funds shall be distributed to school districts that have been approved for broadband expansion funding under the federal Universal Service Program for Schools and Libraries, with school districts without high speed Internet access receiving priority with respect to the distribution of those funds".

The Federal Communications Commission (FCC) hosted an E-Rate Fiber Build Workshop on May 20, 2015. The workshop provided E-rate applicants, providers, and state and local policymakers with information and tools for planning fiber build projects under the new E-rate rules, with a focus on issues applicants need to consider in order to choose the most cost-effective option for deploying fiber. The workshop was recorded and can be viewed at <https://www.fcc.gov/news-events/events/2015/05/erate-fiber-build-workshop>.

FCC Director Jon Wilkens and FCC Consultant Joe Freddoso emphasized during the Workshop on E-rate Funded Fiber Build Projects that districts need to show that their fiber build project has gone through substantial planning. They stated that districts must include current bandwidth available to the district,

the amount of the current bandwidth used within the current curriculum, the plans the district has for future technology curriculum, and the bandwidth that will be needed to meet those needs when planning.

**Program Background/History:**

In the December 2014 Second Report and Order on Reconsideration, the Federal Communications Commission (FCC) adopted rules for E-rate C1 special construction charges. The rules allow the FCC to match state funding (up to 10 percent ) for special construction charges to connect schools and libraries to high-speed broadband services that meet the FCC's long-term capacity broadband goals.

The order indicated that the Universal Service Administrative Company (USAC) adopted the State Education Technology Directors Association's (SETDA) goal of at least 1 Gbps per 1,000 students/staff for internet access. When making decisions about fiber purchases, districts should note that in September 2016 SETDA updated its internet recommendations to the following:

- Recommendations for the 2017-18 school year until 2019-21
  - School districts (1,000 or fewer students) at least 1.5 Mbps per user
  - Medium districts (3,000 students) at least 1 Gbps per 1,000 users
  - Large districts (10,000 or more students) at least 0.7 Gbps per 1,000 users
- Recommendations for the 2020-21 school year and beyond
  - School districts (1,000 or fewer students) at least 4.3 Mbps per user
  - Medium districts (3,000 students) at least 3 Gbps per 1,000 users
  - Large districts (10,000 or more students) at least 2 Gbps per 1,000 users

This request will use the following terminology: educational technology, lit fiber, dark fiber, self-provisioned fiber, special construction. Definitions for each are found on page 4.

The Association for Educational Communications and Technology's 2008 definition will be used to define educational technology.

- Educational Technology - The study and ethical practice of facilitating learning and improving performance by creating, using, and managing appropriate technological processes and resources.

The definitions for fiber and special construction were taken from the [USAC website](#), [the FCC Second Report and Order on Reconsideration \(released December 19, 2014\)](#), and the [FCC Sixth Report and Order \(released September 28, 2010\)](#).

- Leased Lit Fiber - A fiber-based broadband service where the service provider owns and manages the network, and the E-rate applicant pays a recurring fee to have data transported over the network.
- Dark Fiber - Dark fiber leases and other dark fiber service agreements (e.g., indefeasible rights of use (IRU)) are commercial arrangements in which a customer purchases use of a portion of a provider-owned and -maintained fiber network separately from the service of lighting (i.e., transmitting information over) that fiber.
- Self-Provisioned - Self-provisioning is complete applicant ownership of a high-speed broadband network. An applicant that self-provisions will construct, own, operate, and maintain the network or a portion of the network.
- Special Construction - Special construction projects deploy new fiber or upgraded facilities to E-rate Program eligible locations. Special construction charges are the upfront, non-recurring costs of such installations or upgrades. Special construction consists of three components: (1)

construction of network facilities, (2) design and engineering, and (3) project management. More information on special construction can be found in the FCC Second Report and Order on Reconsideration at [https://apps.fcc.gov/edocs\\_public/attachmatch/FCC-14-189A1.pdf](https://apps.fcc.gov/edocs_public/attachmatch/FCC-14-189A1.pdf) and the FCC Sixth Report and Order at [https://apps.fcc.gov/edocs\\_public/attachmatch/FCC-10-175A1.pdf](https://apps.fcc.gov/edocs_public/attachmatch/FCC-10-175A1.pdf).

**Program Objectives:**

This RFP will pertain to the overall goals and objectives of the educational program that created the need for future technology planning and ultimately the determinations made with the FCC Form 470. The Form 470, along with additional components discussed further in this section, will be considered to be the project portion of your proposal and will need to be submitted and judged as part of the overall proposal. The Form 470 will NOT need to be rewritten into this proposal unless your form is missing portions requested on page 8, Program Narrative, Section B (Attachment 4), part viii.

Proposals for special construction for lit fiber should include a copy of the district's FCC Form 470 and the rubric that was used to make determinations. District proposals requesting special construction for either a dark fiber or a self-provisioned project should include both the FCC Form 470 and the separate RFP for the services requested (dark fiber, self-provisioned fiber, or both) as well as the rubric used to make determinations. All proposals should include a synopsis of each proposal received for the project and an explanation as to why the vendor(s) were chosen. The Form 470, additional RFPs, the proposal responses, and scoring rubrics are considered to be part of the district's overall plan and will be reviewed as part of this proposal response in the areas of capacity and cost effectiveness in the scoring rubric.

Districts must provide a description of need for the project in the targeted schools as part of the application response:

- Current district and school bandwidth (Attachment 2);
- Devices that currently access that bandwidth available to students and staff within the district (Attachment 2);
- Current educational technology program, including but not limited to, staffing, professional development, and students' ability to use technology in current program (Attachment 3);
- Planning used to determine the need for the project and the project design (Attachment 3);
- Identification of stakeholders and communication with them during the planning of the project (Attachment 3);
- Funding limitations that the district is currently facing (Attachment 3);
- The need for the proposed special construction project in order to meet the district's future plan (Attachment 3); and
- The schools chosen to participate in the project and indicate their need (Attachment 3).

Districts will use Attachment 4 to describe the proposed project/program. The description should include the following:

- The future plans for the educational technology program (provide minimum of five years into the future) for schools targeted in the project, including but not limited to, curriculum and professional development, as well as the bandwidth and devices that will be needed to meet those needs.
- Project goals and how they will advance the technology program.
- A description of student learning using innovative practices based upon research or previously collected data, best practices, and/or additional information.

- An estimate of technology refreshes that will be needed over the life of the plan.
- Provide the steps for project completion, including a list of activities and internal resources (both human and fiscal), that will be used to meet the activities. Applicants will need to clearly express the relationship between the proposed project, activity, and/or resources and the district's educational goals, learning approaches, and/or school improvement plans.
- A description of the well-developed strategies for drawing upon community resources to improve student learning. Provide a description of the district's prior stakeholder engagement efforts to support successful development of application and implementation of the educational plan. A description of how the school district will use technology effectively to promote community involvement and increase communication with resources within the community as the plan progresses.
- If not already listed within the Form 470 documentation, provide details of the special construction project, including a listing of activities that are a part of the project and the resources (include staff or contractors that will be needed). The proposal must show how outside contractors chosen to work with this project were chosen in a manner congruent with the district's educational goals and school improvement goals.
- A description of previous projects or programs similar in nature to the current project should be provided as well as a description of the project's outcome, including descriptions of any problems encountered during the life of the project and their resolutions. Detail the district and/or school resources, both human and fiscal, that will be available to support implementation of the project. Staff and outside contractors who will implement the project should be listed as well as the role they will fill and the responsibility of that role, their qualifications and experience, and the funding source for the position (grant or internal resources).
- Indicate the expected program outcomes for the life of the project. The timeline should go beyond the funding for the matching grant and show project sustainability. Include information regarding dissemination, management, and anticipated project expansion.

Complete a timeline in Attachment 5 of the activities to meet each of the goals indicated in Attachment 4 in a time-specific format with start and completion dates and person or persons responsible. If the timeline of activities for the special construction project are not listed in the Form 470 documentation, include them in the attachment.

Provide a description in Attachment 6 of how the plan will be monitored and evaluated as well as how results will be reported. Indicate how the impact on increasing student success and/or other stated goals and objectives will be shared within your district and beyond (parents, community, etc.).

**Deliverables and Milestones:**

Awardees will provide a summary report of work completed during the quarter and provide any updates or changes to the overall work plan 30 days after the end of each quarter of the special construction project.

**Performance Measures:**

It is expected that awardees will meet or exceed the FCC goal of at least 1 Gbps per 1,000 students/staff for internet access.

**Targets:**

It is expected that awardees will acquire requested items on their FCC Form 471 forms in order to meet or exceed the FCC goal of at least 1 Gpbs per 1,000 students/staff for internet access.

**Performance Standards:**

It is expected that awardees will complete the whole of the special construction project within the timelines put forth by the E-rate program.

**Funding Information**

**Introduction:**

The E-rate State Matching Grant Fund may have up to a total appropriation of \$16.3 million in FY 2019 to help districts cover the non-discount project costs for E-rate special construction projects. Projects that extend beyond the State of Illinois Fiscal Year 2019 are subject to reappropriation of funding by the state legislature. As part of the state match, awardees can request a percentage of E-rate C1 special construction project costs. The state will issue grants until the funds are expended.

In the December 2014 Second Report and Order on Reconsideration, the Federal Communications Commission (FCC) adopted rules for E-rate C1 special construction charges. The rules allow the FCC to match state funding (up to 10 percent ) for special construction charges to connect schools and libraries to high-speed broadband services that meet the FCC’s long-term capacity broadband goals.

**Cost Sharing or Matching:**

As part of the state match, awardees can request a percentage of their E-rate C1 special construction project costs. The amount a district can request depends upon their E-rate C1 discount.

For example, District A has a 50 percent C1 Discount Rate. After applying the C1 discount rate, the district has \$10,000 remaining. Using the chart below, the district may apply for up to 40 percent of the costs. The remaining 10 percent should be requested from USAC by clicking on the state match button on the FCC Form 471.

FY 2019 state match percentages

E-rate C1 Discount Rate	State Match Percentage for Non-Discounted Charges
90%	5%
80%	10%
70%	20%
60%	30%
50%	40%
40%	50%
30%	60%
20%	70%

ISBE will use the district's National School Lunch Program (NSLP) or Community Eligibility Provision (CEP) Discount found on the ISBE website at <https://www.isbe.net/Pages/Seamless-Summer-Option-Meal-Eligibility.aspx> to determine a district's discount. If a district uses a date later in the year to determine its C1 discount, it must provide a report from the ISBE Student Information System (SIS) for the date chosen that shows both student enrollment and free/reduced-price student eligibility. (NO student names or IDs should be included.) ISBE will NOT validate a discount beyond the methods listed above.

Successful districts will receive an award letter from ISBE stating they have been selected for the matching grant. The award letter should be submitted along with the district's FCC Form 471. The district will need to submit a copy of its funding notice to ISBE after USAC has approved the district for funding. ISBE will work with the selected districts to finalize the grant funding process.

**Indirect Cost Rate:**

In accordance with a Delegation Agreement between the United States Department of Education and the Illinois State Board of Education (ISBE), and pursuant to its authority under the Grant Accountability and Transparency Act (GATA) and administrative rules, the Governor's Office of Management and Budget has granted ISBE an exception to the federal Uniform Guidance and GATA regarding the determination of indirect cost rates which may be utilized by all grantees that receive a state award or federal pass-through award for grant programs administered by ISBE. The agreement may be found at <https://www.isbe.net/Pages/Indirect-Cost-Rate-Plan.aspx>.

Local Education Agencies (LEAs) may utilize either the indirect cost rate the LEA negotiates annually with ISBE (school districts) or the state-wide average indirect cost rate calculated by ISBE (Regional Offices of Education, Intermediate Service Centers, special education cooperatives, area vocational centers, charter schools, and university laboratory schools approved by ISBE). These LEAs will also utilize the ISBE-established indirect cost rates for state and federally funded grant programs administered by other state agencies.

Not-for-profit agencies, community/faith-based organizations, and for-profit entities may utilize the state-wide average indirect cost rate calculated by ISBE for all state and federal grant programs administered by ISBE. Colleges and Universities will be restricted to a maximum indirect cost rate of 8% or other indirect cost rate calculated by their cognizant federal agency, whichever is less, for state and federal grants administered by ISBE. These non-LEA entities may choose to negotiate a separate indirect cost rate to utilize for state and federally funded grant programs administered by other state agencies.

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.



## **Reporting Requirements**

Periodic financial reporting should be completed at a minimum of quarterly via the IWAS system. Programmatic reporting should be completed at a minimum of quarterly via paper template or the IWAS system.

Additionally, mid-year and a comprehensive year-end performance reports regarding progress toward implementation of program plan and achievement of program goals shall be submitted 30 calendar days after the period of performance via a Word document to [broadband@isbe.net](mailto:broadband@isbe.net).

## Content and Form of Application Submission

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 (Attachment 1):** Include the entity name, address, 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. The Application page must be signed by the official authorized to submit proposals.
- 2. Current Technology Status (Attachment 2):** Complete the requested information. Use a separate sheet for each school participating in the project.
- 3. Program Narrative (Attachments 3 and 4)** Use the attached form to respond to each of the following in the order in which they are presented below.
  - A. Determining Need (Attachment 3) – maximum 5 pages:**
    - i. Provide a description of the district’s current educational technology program, including but not limited to, staffing, professional development, and students’ ability to use technology in current program;
    - ii. Provide a description of planning used to determine the need for the project and the project design;
    - iii. Identify stakeholders and how you will communicate with them and community resources while planning the project;
    - iv. Describe the funding limitations that the district is currently facing;
      - i. Describe why the proposed special construction project is needed in order to meet the district’s future plans; and
      - ii. Identify the school(s) chosen to participate and a description of their need.
  - B. Proposed Project/Program (Attachment 4) – maximum 5 pages:**
    - i. Provide a description of the future plans for the educational technology program (provide minimum of five years into the future) for school(s) targeted in the project, including but not limited to, curriculum and professional development, as well as the bandwidth and devices that will be needed to meet the needs of all staff and students within the school(s).
    - ii. Describe the project goals and how they will advance the technology program.
    - iii. Indicate the expected program outcomes for the life of the project. The timeline should go beyond the funding for the matching grant.
    - iv. Provide a description of student learning using innovative practices based upon research, previously collected district data, best practices, and/or additional information.
    - v. Provide an estimate of technology refreshes that will be needed over the life of the plan.
    - vi. Provide a description of a previous project or program similar in nature that the district has undertaken and discuss its outcome. Give a brief description of any problems encountered during the project and the successful and creative resources used to reach a solution.

- vii. List the district and/or school resources, both human and fiscal, that will be available to support implementation of the project. Provide the qualifications of each person and/or vendor listed, including descriptions of projects similar in nature on which they worked and the outcome of the project.
  - viii. If not already listed within the Form 470 documentation, provide details of the special construction project, including a listing of activities that are a part of the project and the resources (include staff or contractors that will be needed). The proposal must show how outside contractors chosen to work with this project were chosen in a manner congruent with the district's educational goals and school improvement goals.
  - ix. Provide a description of the well-developed strategies for drawing upon community resources to improve student learning. A description of the district's prior stakeholder engagement efforts to support successful development of application and implementation of the educational plan should be included. Also describe how the school district will use technology effectively to promote community involvement and increase communication with resources within the community as the plan progresses.
  - x. Indicate how the overall project will continue after the end of the matching grant period. Describe how other district and/or school technology-related projects can be used to support and sustain the project. Include information regarding dissemination, management, and anticipated project expansion.
- 4. FCC Form 470:** Follow the instructions below for appropriate FCC 470 documentation to submit:
- A. Lit fiber** - Include a copy of the district's FCC Form 470, any separate RFP used for the requested service, and the rubric that was used to make scoring determinations.
  - B. Dark fiber** - Include both the FCC Form 470 and the separate RFP(s) for the services requested (lit fiber, dark fiber, self-provisioned fiber, etc.) as well as the rubric used to make scoring determinations.
  - C. Self-provisioned fiber** - Include both the FCC Form 470 and the separate RFP(s) for the services requested (lit fiber, dark fiber, self-provisioned fiber, etc.) as well as the rubric used to make scoring determinations.
  - D. All proposals** should include a synopsis of each response your Form 470 and/or RFP(s) received that includes the vendor name, services that will be rendered, cost, personnel included in the project along with their expertise and their prior experience with projects of this nature and their success rates for projects of this nature, subcontractors that the vendor would use along with their success rate and prior experience in projects of this nature, and an explanation as to which vendor was chosen and why.
- 5. Proposed Project Timeline (Attachment 5)** – maximum 5 pages:  
Using the attached form, provide a timeline of the activities to meet each of the goals indicated in Attachment 4 in a time-specific format with start and completion dates and person or persons responsible. If not listed in the Form 470 documentation, include the timeline of activities for the special construction project.
- 6. Evaluation Design (Attachment 6)** – maximum 5 pages:  
Using the attached form describe the overall evaluation plan, including the data that will be collected, how the data will be monitored and evaluated, and how the plan will be adjusted as needed to ensure successful completion of the overall plan. Describe how results will be reported.

Indicate how the impact on increasing student success and/or other stated goals and objectives will be shared within your district and beyond (parents, community, etc.).

- 7. Budget Summary and Payment Schedule (Attachment 7):** The budget MUST be submitted on this form. No other budget form will be accepted. District budgets MUST be signed by the district superintendent. The payment schedule should be based on the projected date of expenditures. Salaries and fringe benefits should be requested in equal intervals on the schedule. Supplies, equipment, contracted services and professional development should be requested in the month for which the expenditure is anticipated.

- 8. Budget Breakdown (Attachment 7A):** The budget breakdown MUST include descriptions of the anticipated expenditures, correlated to the line items set forth on the Budget Summary. The budget breakdown should also include subcontract information, if applicable.

Attachment 7B, the Budget Amendment Form should NOT be included in the application. It should be kept at the district and will only be used after the final awards are determined during budget negotiations.

- 9. Certifications and Assurances (Attachments 8 and 9):** Each applicant, *including each entity that is participating in a joint application*, is required to submit the forms below. These must be signed by the official legally authorized to submit the proposal and to bind the applicant to its contents.
  - A. Program-Specific Terms of the Grant (Attachment 8)**
  - B. Grant Application Certifications and Assurances (Attachment 9)**

## Application Review

### **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:

- Need is defined as the identification of stakeholders, facts, and evidence that demonstrate the proposal supports the grant program purpose;
- Capacity is defined as the ability of an entity to execute the grant project according to the project requirements;
- Quality 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;
- Cost effectiveness is defined in the terms of tangible benefits produced by the monies spent; and
- Sustainability, which is defined as the ability to ensure that the project will continue on without further state monies

### **Criteria:**

These overall criteria are built into the criteria 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 are also included in the parentheses.

**Following the notification of grant awards, an applicant may request copies of reviewer comments by contacting [broadband@isbe.net](mailto:broadband@isbe.net).**

**Selection criteria and point values are as follows (total 100 points):**

Not Provided	Very Limited	Somewhat Limited	Moderate	Strong	Very Strong
0	1	2	3	4	5
Proposal requirements are absent.	Proposal provides very few details to meet the project outcomes.	Proposal is unclear 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.

1. The school district has demonstrated a need for the proposed project, activity, and/or resources. (30 points)
  - a. The proposal describes the status of the applicant’s educational technology programs and demonstrates that students’ access to educational opportunities in this curricular area is limited to an undesirable degree. (Attachment 3 - 5 points)
  - b. The proposal provides a clear description of the needs found between the anticipated technology required within the district for at least the next five years and the current

- technology status and shows how this project will address that need. (Attachment 3 - 5 points)
- c. The proposal describes how the unique strengths and resources of the district will contribute to the development of new learning approaches and strategies. (Attachment 4 - 5 points)
  - d. The proposal includes past and/or current examples of successful and creative uses of resources for educational purposes. (Attachment 4 - 5 points)
  - e. The proposal demonstrates that other sources of funding are limited to such an extent that the applicant is unable to conduct or expand the educational technology program as proposed without funding from this grant. (Attachment 3 - 5 points)
  - f. The proposal demonstrates that the district has previous experience with successful implementation of similar deployments and/or steps are in place to ensure success. (Attachment 4 - 5 points)
2. There is a clearly expressed relationship between the proposed project, activity, and/or resources and the district's educational goals, school improvement plan, or local technology plans. (30 points)
    - a. The proposal states time-specific objectives and activities for each goal that are realistic and include all major activities needed to implement the project. (Attachments 4 & 5 - 5 points)
    - b. The proposal description includes a design for overall evaluations that will allow the project to develop successfully. (Attachment 6 - 5 points)
    - c. The proposal presents evidence that the project will enhance the district's plan for the use of technology and its integration into curriculum. (Attachment 4 - 5 points)
    - d. The proposal includes a description of student learning using innovative practices based upon research, previously collected district data, best practices, and/or additional information. (Attachment 4 - 5 points)
    - e. The plan describes the steps the school district will take to ensure that all students AND teachers have increased access to technology. (Attachment 4 - 5 points)
    - f. The proposal describes an evaluation design using data to further refine and improve the overall project. (Attachment 6 - 5 points)
  3. Receipt of funding under this program will contribute to the accomplishment of the district's long-term plans for the use of technology. (20 points)
    - a. Budget allocations indicate a cost-effective use of funds related to and consistent with the overall goals, objectives, and activities of the proposed program. (Attachment 4, Form 470 documentation, Attachments 7A & 7B - 5 points)
    - b. The proposal describes strategies to train staff to effectively use advanced technologies to improve teaching and learning. (Attachment 4 - 5 points)
    - c. The plan fully describes how the school district will coordinate activities funded through the matching program with technology-related projects supported from other sources. (Attachment 4 - 5 points)
    - d. The proposal describes how the project will continue after the end of the grant period and includes information regarding dissemination, management, and anticipated project expansion. (Attachment 4 - 5 points)
  4. Staff and/or outside entities chosen to be involved with the project were chosen in a manner congruent with the district's educational goals, school improvement plan, or local technology plans. (10 points)
    - a. A description of all staff and outside contractors involved in the project was provided. (Attachment 4 & Form 470 documentation - 5 points)

- b. Evidence of the staff and/or outside contractor's prior delivery of quality outcomes on similar projects or a detailed description of technical expertise that will lead to the successful outcomes of project was provided. (Attachment 4 & 470 documentation - 5 points)
- 5. The district has well-developed strategies for drawing upon community resources to improve student learning. (10 points)
  - a. The plan describes how the school district will use technology effectively to promote community involvement as well as increase communication with resources within the community. (Attachment 4 - 5 points)
  - b. Description of district's prior stakeholder engagement efforts to support successful development of application and implementation of the plan. (Attachments 3 & 4 - 5 points)