December 20, 2019

TO: Eligible Applicants

FROM: Dr. Carmen I. Ayala
State Superintendent of Education

SUBJECT: NOTICE OF FUNDING OPPORTUNITY (NOFO) / REQUEST FOR PROPOSALS (RFP):
Fiscal Year 2020 Mental Health Services Tier I and Tier II Districts

CSFA Number: 586-18-2206
CSFA Title: Mental Health Services Tier I and Tier II Districts

Eligibility and Application Information

Eligible Applicants: Eligible applicants are Tier 1 and Tier 2 school districts pursuant to Section 18-8.15 of the School Code, that fall within the locale codes 33, 41, 42, and 43 of the New Urban-Centric Locale Codes, as defined by the National Center for Education Statistics. To determine Tier level, a calculation tool is found under fiscal year 2020 Evidence Based Funding Calculation at: https://www.isbe.net/Pages/ebfdistribution.aspx

To determine locale code, visit: https://nces.ed.gov/ccd/districtsearch/.

NOTE: The State of Illinois Grant Accountability and Transparency Act (GATA) requires applicants to complete pre-qualification requirements before applying for an FY 2020 grant. This includes completion of the Grantee Registration and Pre-qualification process through the Illinois GATA Web Portal at http://www.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 2020 Fiscal and Administrative Risk Assessment in the form of an Internal Controls Questionnaire (ICQ) available through the GATA Web Portal and a FY 2020 Programmatic Risk Assessment through the ISBE Web Application Security (IWAS) system. Grant awards will not be executed until the FY 2020 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;

(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.
This grant is subject to the provisions of:

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. Applicants are advised to refer to the policy document.

Grant Award/Cost Sharing or Matching: There are no cost sharing or matching requirements for this program.

Grant Period: The grant period will begin no sooner than February 3, 2020 and will extend from the execution date of the grant until June 30, 2020. Funding in the subsequent years will be contingent upon compliance with federal and state law, state grant-making rules, passage of sufficient appropriations for the program, and satisfactory performance in the preceding grant period. No promise or undertaking made in this Notice of Funding Opportunity (NOFO)/Request for Proposals (RFP) is an assurance that a grant agreement will be renewed, nor does this NPFP/RFP create any right to or expectation of renewal.

Submission Dates and Times/Other Submission Requirements:

Electronic Submission: All applications must be submitted electronically through the Mental Health Pilot RFP system found in the IWAS program listing.

Proposals must be submitted electronically by 4:00 pm on February 3, 2020.

Late proposals will not be accepted

Grant Award Notice: It is anticipated that successful applicants will receive a Notice of Award from the state superintendent via e-mail 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 applicants own risk.

Technical Assistance Session: A technical assistance session will not be held for this application; instead, all questions will be addressed in a Frequently Asked Questions document (see below for more details).

Changes to NOFO/RFP: ISBE will post any changes made to the NOFO/RFP prior to January 17, 2020, 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 Candace Decker at 217-782-5270, or cdecker@isbe.net. All questions asked concerning this NOFO/RFP will be responded to in a Frequently Asked Questions document found at https://www.isbe.net/Pages/School-Health-
Program Description

Program Purpose:
The purpose of this program is to provide funding for providing mental health services to students at Tier 1 and Tier 2 school districts that fall within locale codes 33, 41, 42, and 43 of the New Urban-Centric Locale Codes, as defined by the National Center for Education Statistics.

Program Description:
This program will allow for the design and implementation of a district wide plan that provides students in high-risk districts with greater access to mental health services, as identified through the utilization of a universal screener. This may include a partnership between the district and one or more non-profit organizations, institutions of higher education, or local mental health agencies to carry out the project.

Program Background/History:
This program is new to the Illinois State Board of Education and is intended to address a need identified by the General Assembly.

ISBE Board Goal(s):
Every school offers a safe and healthy learning environment for all students.

Program Objectives:
1. To design and implement a district wide plan that provides students in high-risk districts with greater access to mental health services
2. To implement a telehealth network with local providers
3. To include a substance abuse counselor in district plans
4. To form partnerships as necessary to support the implementation of the plan

Policy Requirements:
There are no specific policy requirements for this grant.

Performance Measures:
Number of plans designed
Percentage of plans implemented
Number of students served

Targets:
Plans will be designed by the end of the third quarter
Plans will be implemented by the end of the school year
Students presenting with mental health needs will be served by the district and/or partnering agencies

Performance Standards:
At least 50% of students presenting with mental health needs after plan is implemented will be served by the district and/or partnering agencies.
Deliverables and Milestones:
1. Plan designs will be uploaded as a report to the Grant Periodic Performance Report system by the end of the 3rd quarter and show how plan designs will be completed within 6 months of award notice and plan implementation will be completed by the end of the school year.
2. A final report with number of students presenting, number of students served to date, and number of partner-provided services will be submitted to ISBE in a form provided by the agency no later than August 31, 2020, and June 30, 2021 respectively.

Funding Information

Introduction:
It is anticipated that four grants will be funded. Grant awards will be for $250,000 each and will total $1,000,000. Any subsequent funding would be dependent upon continued funding by the General Assembly and successful completion of the deliverables and milestones stated above.

Cost Sharing or Matching:
There are no cost sharing or matching requirements for this grant.

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 USDE. 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 website. The FY19 rates are available at: https://www.isbe.net/Pages/Indirect-Cost-Rate-Plan.aspx. 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 USDE.

- 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.

- LEAs which 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
- For programs eligible for an unrestricted indirect cost rate, not for profit entities, community/faith based organizations and other non-LEA, non-university subgrantees utilize rates negotiated through the GOMB centralized process where they will have the option to:
  o Select the 10% diminimus rate
  o Submit documentation supporting a rate determined through negotiation with their federal cognizant agency
  o Negotiate a rate.
Non-LEA, non-university grantees may initiate the unrestricted indirect cost rate negotiation process through the GATA grantee portal at: https://grants.illinois.gov/portal/.

- For federal programs requiring the use of a restricted indirect cost rate, not for profit entities, community/faith based organizations and other non-LEA subgrantees shall utilize the 8% default rate described at 34 CFR 76.564.
- Colleges and Universities will be limited to a maximum indirect cost rate of 8% or other indirect cost rate calculated by their cognizant federal agency, whichever is less, for grants administered by ISBE.

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:**
Expenditures must support the grant purpose and objectives outlined in the RFP. This program will use unrestricted indirect cost rates.
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 the IWAS system. Additional reporting requirements are listed below.

- Programmatic reporting – Quarterly reports describing performance measures are due in IWAS 20 days following the reporting quarter.
- Financial Reporting – Quarterly reports are due in IWAS 20 days following the reporting quarter. Example: March 31 expenditure report is due in IWAS on or before April 20. Failure to submit the report by the due date will result in payments being withheld until the required report is received.
- Performance Reporting – Comprehensive year-end performance reports showing progress toward implementation of the program and achievement of the program objectives should be submitted in IWAS. Performance reports should explain why program goals were not met, if applicable.

<table>
<thead>
<tr>
<th>Quarterly Reporting Period</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>January 1</td>
<td>March 31</td>
<td>April 20</td>
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<td>April 1</td>
<td>June 30</td>
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<tr>
<td>October 1</td>
<td>December 31</td>
<td>January 20</td>
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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;

Criteria:
These overall criteria are built into the criteria below. The points for each criterion section and all sub-criterion are found within the respective sections.

Following the notification of grant awards, an applicant may request copies of reviewer comments and scores by contacting Candace Decker at cdecker@isbe.net.

Selection criteria and point values are as follows:

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<thead>
<tr>
<th>Not Provided</th>
<th>Very Limited</th>
<th>Somewhat Limited</th>
<th>Moderate</th>
<th>Strong</th>
<th>Very Strong</th>
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<tr>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<tr>
<td>Proposal requirements are absent.</td>
<td>Proposal provides very few details to meet the project outcomes.</td>
<td>Proposal is unclear and lacks enough evidence to meet project outcomes.</td>
<td>Proposal provides moderate detail and conveys potential to meet project outcomes.</td>
<td>Proposal provides good detail and strong evidence to meet project outcomes.</td>
<td>Proposal exceeds expectations and provides a solid plan to meet project outcomes.</td>
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Section 1: Population to be served
20 Points

<table>
<thead>
<tr>
<th>Possible Points</th>
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<tbody>
<tr>
<td>Description of the district’s locale code using New Urban-Centric Locale Codes, as defined by the National Center for Education Statistics</td>
</tr>
<tr>
<td>Describe geographic area, community, and populations that are served by the school district, including student population, number of schools, and range of grade levels within district.</td>
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<tr>
<td>Identify specific schools that will participate in the project, to include grade levels served, number enrolled, and student demographics. Describe criteria used to select the schools that will participate in the program.</td>
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<tr>
<td>Describe student demographics within each school, including race, sex, grade level, number of students receiving free or reduced meals, etc.</td>
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<tr>
<td>Section 2: Needs assessment</td>
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<tr>
<td>Description of the level and nature of need for services of students</td>
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<td>Explain why additional resources are needed to address gaps in services</td>
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<tr>
<td>Use available data to describe the financial need of your district and the students/families it serves</td>
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<tr>
<td>Description of what services are currently offered in your district and how this program will enhance such services to students</td>
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<th>Section 3: Program Evaluation</th>
<th>Possible Points</th>
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<td>Include a plan for evaluation to show how districts will evaluate program impact and effectiveness. Describe how that evaluation will help to enhance program quality.</td>
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<td>Describe student outcomes desired and what indicators will be used to measure program effectiveness</td>
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<tr>
<td>Describe the processes that will be used to collect information used for evaluation and how those processes are accurate and reliable</td>
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<th>Section 4: Program implementation</th>
<th>Possible Points</th>
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<tr>
<td>Summarize all experience that the district and participating schools have had, including current and/or previous collaboration with providers</td>
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<tr>
<td>Describe in detail the services that will be offered by the program and how students will be chose to receive services</td>
<td>5</td>
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<tr>
<td>Describe in detail a plan for addressing program requirements and how program requirements will be met by all parties involved (e.g., students, parents, teachers, support staff, community partners, etc.).</td>
<td>5</td>
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<tr>
<td>Describe plan to reduce stigma associated with mental health issues within the school community</td>
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<td>Describe plan for implementing a telehealth network with local providers</td>
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<tr>
<td>Describe coordination and integration of mental health support services with other community-based service systems and providers.</td>
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<td>Describe plan for including abuse counselors</td>
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<th>Section 5: Sustainability</th>
<th>Possible Points</th>
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<td>Describe plans for continuing the program after funding has ended</td>
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<tr>
<td>Describe plan to secure funding from other sources in order to continue the program</td>
<td>5</td>
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