



Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001
www.isbe.net

James T. Meeks
Chairman

Tony Smith, Ph.D.
State Superintendent of Education

December 6, 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 Healthy Communities - Non-school Districts

CSFA Number: 586-84-1532

CSFA Title: Healthy Communities Investment Grant

Eligibility and Application Information

Eligible Applicants: Eligible applicants are non-school district entities that meet the following criteria:

- Serve 90 percent or more low-income students (*minimum 100 students)
- Documented success in raising academic outcomes
- Documented evidence of a strong relationship with the local school or school district
- Documented evidence of effective enrichment activities and increased student safety
- Documented evidence of effective grant management

*Applications that do not propose to serve a minimum of 100 students will not be scored.

The After Schools Matter Program will not be eligible due to the \$2.5 million appropriation provided in Public Act 99-0524.

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://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 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. 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;
- (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. Applicants are advised to refer to the policy document.

Grant Award/Cost Sharing or Matching: The total amount of grant funding will not exceed \$2.5 million. Successful non-school district grant applicants will be awarded a base grant allocation of \$25,000, with the potential for additional funding based upon the applicant's proportional share of the total number of students served.

There is no matching requirement for this grant.

Additional funding information can be found under Funding Information on page 7.

Proposals that score under 80 points will not be funded.

Grant Period: The grant period will begin no sooner than January 22, 2019, and will extend from the execution date of the grant until August 31, 2019. *Funding in the subsequent years will be contingent upon a sufficient appropriation for the program and satisfactory progress in the preceding grant period.*

Submission Dates and Times/Other Submission Requirements: Proposals can be submitted electronically through the ISBE Attachment Manger, mailed, or hand-delivered no later than January 22, 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 Constance Denney 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 four copies and an electronic copy of the proposal on a USB flash drive to Connie Denney, Illinois State Board of Education, Division of Regulatory Support, 100 N. First Street. (S-493), Springfield, IL 62777-0001 to ensure the NOFO/RFP response is in the ISBE offices no later than January 22, 2019, at 12pm Central Time. 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 locations:

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 1 p.m. on December 18, 2018. Registration information is found at <https://register.gotowebinar.com/register/3252649358711480834>. Attendance is not required.

Changes to NOFO/RFP: ISBE will post any changes made to the NOFO/RFP prior to December 18, 2018 at 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 Connie Denney at (217) 782-5270, or cdenney@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/Search-Results.aspx?k=healthy%20communities> so all respondents can see all questions and the responses to the questions. Changes to the FAQ will not be made after December 18, 2018. Applicants are advised to check the site before submitting a proposal.

Program Description

Program Purpose:

The Healthy Communities Investment Grant will enable school districts to take a lead role in cross-sector partnerships as centers of collective impact. Communities, with school districts as lead applicants, can apply for competitive grants to develop partnerships with local governmental entities, education organizations, faith-based organizations, civic organizations, and philanthropic groups to activate initiatives. Funding is provided for collaborative approaches and to bridge support services that are sustainable for children and families to help ensure students are present, focused, and ready to learn in the classroom.

Program Description:

The Healthy Community Investment Grant Program is a two-part initiative that supports Illinois State Board of Education goals. The agency goals include ensuring that every child in each public school system in the State of Illinois deserves to attend a system wherein:

- All kindergartners are assessed for readiness.
- Ninety percent or more of third-grade students are reading at or above grade level.
- Ninety percent or more of fifth-grade students meet or exceed expectations in mathematics.
- Ninety percent or more of ninth-grade students are on track to graduate with their cohort.
- Ninety percent or more of students graduate from high school ready for college and career.
- Every school offers a safe and healthy learning environment for all students.

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

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

Program Background/History:

Public Act 99-0524 appropriated \$15 million in General Revenue funds to provide Healthy Community Investment Grants to school districts and community organizations for after-school programming, as well as other programming outside of the normal school day

ISBE Board Goal(s):

The Healthy Community Investment Grant Program is a two-part initiative that supports Illinois State Board of Education goals. The agency goals include ensuring that every child in each public school system in the State of Illinois deserves to attend a system wherein:

- All kindergartners are assessed for readiness.
- Ninety percent or more of third-grade students are reading at or above grade level.
- Ninety percent or more of fifth-grade students meet or exceed expectations in mathematics.
- Ninety percent or more of ninth-grade students are on track to graduate with their cohort.
- Ninety percent or more of students graduate from high school ready for college and career.
- Every school offers a safe and healthy learning environment for all students.

Program Objectives:

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

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

Performance Measures:

The applicant will provide an application that includes a Program Narrative along with a Project Plan outlining Goals, Objectives, and Budget for all grant-related activities. All activities must:

- Provide new or expanded program that improves academic outcomes for students, and/or
- Provide opportunities for enrichment activities in a safe and healthy environment; and/or
- Provide opportunities to strengthen public, private, and philanthropic partnerships so that quality support services are more durable for students facing the greatest challenges

Applicants will submit quarterly reports that are due 20 days following the report quarter.

Applicants must also develop a final year-end report that demonstrates the project deliverables and documents impact.

Targets:

The applicant will demonstrate that one or more of the following objectives are in progress:

- Academic outcomes for students are in progress.
- Enrichment activities in a safe and healthy environment are in progress.
- Public, private, and philanthropic partnerships are in progress.
- Comprehensive year-end performance and data reports regarding progress toward implementation of the program and achievement of the program are in progress.

Performance Standards:

The applicant will demonstrate that one or more of the following objectives have been met:

- Academic outcomes for students were improved.
- Enrichment activities in a safe and healthy environment were provided.
- Public, private, and philanthropic partnerships were established.
- Comprehensive year-end performance and data reports regarding progress toward implementation of the program and achievement of the program were submitted.

Deliverables and Milestones:

All successful applicants must submit quarterly reports in alignment with the program risk assessment and all GATA requirements. A comprehensive year-end performance and data report regarding progress toward implementation of the program and achievement of the program objectives shall be submitted to the grant program manager no later than 30 days after the grant end date. Performance reports must include a comparison of actual accomplishments to the intent of the program and indicate reasons why established goals were not met, if applicable. All mandatory fiscal reports must also be submitted, in

accordance with and as outlined in the [Illinois State Board of Education State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures](#) handbook.

Successful grantees will be expected to provide opportunities for students that:

- Develop and/or expand a collaborative program plan with a local school(s) or school district(s) that improves academic outcomes for students; and/or
- Provide opportunities for enrichment activities in a safe and healthy environment; and/or
- Provide opportunities to strengthen public, private, and philanthropic partnerships so that quality support services are more durable for students facing the greatest challenges

Project activities for the Healthy Community Investment Grants - Non-school Districts could include, but are not limited to, summer programming or bridge programs that might currently be focused on a smaller number of students, increasing numbers served or activities offered to current activities and funded programs, and increased planning and building of relationships with schools and community-based groups.

Funding Information

Introduction:

Public Act 99-0524 appropriated \$15 million in General Revenue funds to provide Healthy Community Investment Grants to school districts and community organizations for after-school programming, as well as other programming outside of the normal school day. A total of \$12.5 of the \$15 million is for Local Education Agencies (LEAs) with \$2.5 million available for non-school district providers through a competitive grant process.

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

Cost Sharing or Matching:

Cost sharing or matching is not required.

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.

Funding Restrictions:

Funds received under this program must be used to supplement, and not supplant, funds that would otherwise be used for authorized activities.

Non-allowable expenses include:

- Pre-award costs
- Overnight or out-of-state travel for students
- Any activity outside the goals of this grant

Travel Information

30/ILCS 708/130 places the restrictions below on travel costs, lodging and sustenance.

(Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by the employees of the recipient or subrecipient who are in travel status on official business of the recipient or subrecipient. Such costs may only be charged to a State or federal pass-through grant based on an adopted policy by the recipient's or subrecipient's governing board. Absent a policy, the recipient or subrecipient must follow the rules of the Governor's Travel Control Board. No policy can exceed federal travel regulations.

Lodging and subsistence. Costs incurred for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the Governor's Travel Control Board. If the recipient or subrecipient does not have an adopted travel policy, the recipient or subrecipient must follow the rules of the Governor's Travel Control Board. No policy can exceed federal travel regulations.

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 report 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 submitted to cdenney@isbe.net. Performance reports must include a comparison of actual accomplishments to the intent of the program and indicate reasons why established goals were not met, if applicable.

Content and Form of Application Submission

Instructions: Each application must be submitted in the format outlined below to be considered complete. A complete application will include all required components (the numbered items below) and signatures when mentioned. Please use the checkboxes in front of the numbers as a checklist when assembling your completed application. It is advised to attach a copy of the completed checklist with the application.

- 1. Uniform Application for State Grant Assistance (Attachment 1):**
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 Commercial and Government Entity (CAGE) Code; and all other listed information. The Application page must be signed by the official authorized to submit proposals.
- 2. Program Narrative (Attachment 2)** maximum 5 pages:
Briefly describe the overall objectives and activities of the proposed project, including student, school, and community needs; the intended outcomes; and key people who will be involved in the project.
- 3. Program Plan (Attachment 3):**
Use the form provided to identify program goals and objectives, activities that align to these goals, a timeline, budget, and anticipated audience. Applicants are expected to provide general details regarding the anticipated process, measures, and/or data elements to be used in determining project success or the degree to which objectives have been met.
- 4. State Budget Summary and Payment Schedule (Attachment 4A):** The budget **MUST** be submitted on this form. No other budget form will be accepted. District budgets **MUST** be signed by the district superintendent. Other applicants should have the official authorized sign the form. 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.
- 5. Budget Summary Breakdown (Attachment 4B):** The budget breakdown **MUST** include descriptions of the anticipated expenditures, correlated to the line items set forth on the Budget Summary Breakdown. The budget breakdown should also include subcontract information, if applicable. (See item 1 of Attachment 5, "Program-Specific Terms of the Grant.")
- 6. Amendment Budget Summary Breakdown (Attachment 4C):** This attachment will be required if the proposal needs to be amended after the

award has been made. Leave this form blank and return with application since it is not applicable at the time the proposal is submitted.

- **7. Certifications and Assurances (Attachments 5 and 6):** 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 5)
 - B.** Grant Application Certifications and Assurances (Attachment 6)

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.

Proposals that score under 80 points will not be funded.

Criteria:

These overall criteria are built into the criteria below. The points for each criterion section as well as the individual criteria are included.

Following the notification of grant awards, an applicant may request copies of reviewer comments by contacting Connie Denney at cdenney@isbe.net.

Selection criteria and point values are as follows:

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.

Section 1: The applicant demonstrates a need for the proposed project, activities, and/or resources. (Attachment 2 – Narrative) 30 points	Possible Points
The proposal describes how the unique strengths and resources of the provider will contribute to the development of new or expanded programming, activities, and/or resources.	5
The proposal provides a clear description of gaps found between the current status of the program and anticipated improvements to programming, activities, and/or resources.	5

The proposal demonstrates that other sources of funding are limited to such an extent that the applicant is unable to conduct or expand efforts in the identified goal area(s) without funding from this grant.	5
The proposal outlines multiple sources and measures of data utilized in planning.	5
The proposal describes how the applicant engaged multiple stakeholders (at least one) in the planning and development of the proposed project.	5
The proposal clearly describes the project need as it relates to one or more of the grant goals.	5
Section 2: There is a clearly expressed relationship between the proposed project, activity, and/or resources and the shared goals for youth within the local or regional educational community. (Attachment 2 - Narrative, Attachment 3 - Program Plan) 40 points	Possible Points
The proposal describes how the project, activities, and/or resources will support improved outcomes and opportunities for youth and states that a minimum of 100 students will be served.	5
The proposal describes how the project, activities, and/or resources relate to existing, renewed, or future goals of the local educational community.	5
The proposal describes how the applicant has worked with and supported other educational partners (schools, districts, regions, etc.) in developing programs for students.	5
The proposal contains a theory of action or theory of change pertinent to the project or activities planned.	5
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)	5
The proposal contains details about how it will communicate activities and programming to local schools, districts, and communities in an effort to recruit student participants, meet the requirement of serving a minimum of 100 students, and meet the threshold of 90% of those being low-income students.	5
The proposal contains a list of activities or strategies that are informed by evidence-based practices in the relevant area of support.	5
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.	5
Section 3: The applicant provides evidence of previous or concurrent experience in successful grant management. (Attachment 2 - Narrative) 30 points	Possible Points
The applicant has engaged in prior grant-funded programming that has shown measurable impact for youth.	5

The applicant demonstrates organizational capacity to deliver intended components of the proposed project.	5
There is evidence of evaluation and program performance monitoring experience.	5
The proposal describes effective practices in governance and leadership structures.	5
The proposal demonstrates sufficient capacity in carrying out similar grant activities or programs.	5
The proposal describes effective structures and practices in organizational stability and financial management.	5