



# Illinois State Board of Education


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**Darren Reisberg**  
Chairman

**Dr. Carmen I. Ayala**  
State Superintendent of Education

September 24, 2021

**TO:** Eligible Applicants

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

**SUBJECT:** **NOTICE OF FUNDING OPPORTUNITY (NOFO) / REQUEST FOR PROPOSALS (RFP):**  
Fiscal Year 2022 Mental Health Services Tier I and Tier II Districts

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

## Program Overview

### *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.

A calculation tool to determine tier level is found under fiscal year 2022 Evidence-Based Funding Distribution 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 any grant. This includes completion of the Grantee Registration and Pre-qualification process through the Illinois GATA Web Portal at <https://www2.illinois.gov/sites/GATA/Grantee/Pages/default.aspx>. Grant applications must be submitted by the application deadline indicated in this NOFO/RFP. Applicants are advised to complete the Pre-qualification requirements well in advance of the NOFO/RFP deadline

Successful grant applicants will be required to complete an FY 2022 Fiscal and Administrative Risk Assessment in the form of an Internal Controls Questionnaire (ICQ) available through the GATA Web Portal, an FY 2022 Organizational Risk Assessment through the ISBE Web Application Security (IWAS) system, and the FY 2022 Programmatic Risk Assessment that is found within the electronic Grant Management System budget. Grant awards will not be executed until the FY 2022 ICQ, Organizational Risk Assessment, and Programmatic Risk Assessment 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 (<https://fedgov.dnb.com/webform>) 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 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, 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  
<https://ilga.gov/commission/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 Merit Based Review policy document.

**Grant Award/Cost Sharing or Matching:** There are no cost sharing or matching requirements for this program. Additional funding information can be found on page 6.

Proposals that score under 80 points will not be funded.

**Grant Period:** The grant period will begin no sooner than July 1, 2021, and will extend from the execution date of the grant until June 30, 2022. 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 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 4 p.m. November 8, 2021. 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 Candace Decker 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 three copies to Candace Decker, Wellness Department - E222 100 North First Street, Springfield, IL 62722 to ensure the NOFO/RFP response is in the ISBE offices no later than 4 p.m. November 8, 2021. 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

**Proposals must be submitted electronically by 4 p.m. on November 8, 2021.**

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

**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 Agency Contact section below for more details.)

**Changes to NOFO/RFP:** ISBE will post any changes made to the NOFO/RFP prior to November 01, 2021, at the site linked below. Applicants are advised to check the site before submitting a proposal.

<https://www.isbe.net/Pages/Request-for-Proposals.aspx>

**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](mailto: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/mentalhealth> so all respondents can see all questions and the responses to the questions. Changes to the FAQ will not be made after November 1, 2021.

Applicants are advised to check the site before submitting a proposal.

**Grant Award:** It is anticipated that four grants will be funded in FY 2022. Grant awards will be \$250,000 each and will total \$1 million. Any subsequent funding would be dependent upon continued funding by the General Assembly and successful completion of the deliverables and milestones of the program.

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

**State Legislation:** Public Act 101-0007 Section 65

**Expenditure Reports:** Cumulative expenditure reports, submitted quarterly, and final completion report are required.

**Performance Reports:** Performance reports are required as described in the Program-Specific Terms of the Grant (Attachment 7A).

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

## **General Information**

### ***Program Background and Description***

#### **Program Purpose:**

The purpose of this program is to provide funding for 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 districtwide 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 nonprofit organizations, institutions of higher education, or local mental health agencies to carry out the project.

#### **Program Background/History:**

This program is being managed by the Illinois State Board of Education for a second year and is intended to address a need identified by the General Assembly.

#### **Program Objectives:**

1. To design and implement a districtwide plan that provides students in high-risk districts with greater access to mental health services.
2. To form partnerships as necessary to support the implementation of the plan.

#### **Performance Measures:**

1. Grantee will have their plans designed within 2 months of notice of award.
2. Grantee will start plan implementation within 4 months of notice of award.
3. Grantee will demonstrate how 75% of students presenting with mental health needs were served by the district and/or partnering agencies.

#### **Targets:**

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

#### **Performance Standards:**

1. Plan designs will be completed within six months of award notice.
2. Plans will be implemented by the end of the school year.
3. 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.

A final report with number of students presenting, number of students served, and number of partner-provided services will be submitted to ISBE in a form provided by the agency no later than August 31, 2022, and June 30, 2023, 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 million. 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 provisions for this program.

### **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.

#### **Local Education Agencies**

- Local Education Agency (LEA) indirect cost rates are developed in accordance with a delegation of authority agreement between ISBE and the U.S. Department of Education (ED). The plan includes both a restricted and unrestricted rate for each individual LEA. Both the restricted and unrestricted LEA rates are published on the ISBE website. Up to date indirect cost 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 ED.

- Newly organized LEAs, Regional Offices of Education, Intermediate Service Centers, area vocational centers, charter schools, university laboratory schools, and governmental entities formed by a joint agreement among LEAs utilize either the statewide average of LEA unrestricted or restricted indirect rates as appropriate, depending on program.
- LEAs that jointly administer federal program(s) utilize either the approved unrestricted or restricted indirect cost rates for the administrative district of the joint program as appropriate, depending on program.

#### **Non-LEAs**

- Programs eligible for an unrestricted indirect cost rate; not-for-profit entities; community-/faith-based organizations; and other non-LEA, non-university subgrantees utilize rates negotiated through the Governor's Office of Management and Budget centralized process in which 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/>.

- 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 NOFO/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 semiannually via the IWAS system. Additional reporting requirements are listed below.

- Programmatic reporting – Semiannual 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.

<b>Quarterly Financial Reporting Period</b>		
<b>Begin Date</b>	<b>End Date</b>	<b>Due Date</b>
January 1	March 31	April 20
April 1	June 30	July 20
July 1	September 30	October 20
October 1	December 31	January 20

## 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 (Attachment 1):** Include the name of the entity, address, and telephone and fax numbers; 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. Program Narrative (Attachment 2)** maximum 10 pages: Follow the specifications found under “Program Narrative Requirements” beginning on page 9. Provide an overview of the program plan and the relevance to the selected objective(s). Include rationale for program activities and intended impact for students.
- 3. Objectives and Activities (Attachment 3)** maximum 5 pages: Use the form provided to include all planned activities; a timeline for activities, including beginning and completion date; the person(s) responsible; and the evaluation measures and components.
- 4. Proposal Evaluation Design (Attachment 4)** maximum 2 pages: Use the form provided to explain the cost effectiveness and sustainability components of the proposal. Provide details of how the tangible benefits of costs measure total effectiveness of the program and outline the steps that will be employed to evaluate the program.
- 5. State Budget Summary and Payment Schedule (Attachment 5):** 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 an authorized official 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.
- 6. Budget Summary Breakdown (Attachment 6):** The Budget Summary Breakdown MUST include descriptions of the anticipated expenditures, correlated to the line items set forth on the State Budget Summary and Payment Schedule. The Budget Summary Breakdown should also include subcontract information, if applicable.
- 7. Certifications and Assurances (Attachments 7A and 7B):** Each applicant 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 7A)**
  - B. Grant Application Certifications and Assurances (Attachment 7B)**



### ***Program Narrative Requirements***

Please address the following topics when writing the Program Narrative:

1. Population to be Served
2. Needs Assessment
3. Quality of Proposed Program
4. Program Implementation
5. Sustainability

See rubric starting on page 10 for more information on details to include.

## Review Criteria

### *Application Review and Selection Process*

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

- 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.

### *Tiebreaker*

In the event of a tie, the applicant with the higher proportion of low-income students, as indicated on the FY 2022 Full Evidence-Based Funding Calculation spreadsheet, will be given priority.

### *Evaluation Criteria*

These overall criteria are built into the rubric below. There are 100 possible points for each application. The points for each criterion section, as well points for individual criteria are included in the rubric below.

Following the notification of grant awards, an applicant may request copies of reviewer comments and scores by contacting Candace Decker at [cdecker@isbe.net](mailto:cdecker@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: Population to be served __20__ Points	Possible Points
Description of the district’s locale code using New Urban-Centric Locale Codes, as defined by the National Center for Education Statistics.	5
Describe geographic area, community, and populations, including student population, number of schools, and range of grade levels, that are served by the school district.	5

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.	5
Describe student demographics within each school, including race, sex, grade level, number of students receiving free or reduced-price meals, etc.	5
<b>Section 2: Needs assessment __20__ Points</b>	<b>Possible Points</b>
Description of the level and nature of need for services of students.	5
Explain why additional resources are needed to address gaps in services.	5
Use available data to describe the financial need of your district and the students/families it serves.	5
Describe what services are currently offered in your district and how this program will enhance such services to students.	5
<b>Section 3: Program Evaluation __15__ Points</b>	<b>Possible Points</b>
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.	5
Describe student outcomes desired and what indicators will be used to measure program effectiveness.	5
Describe the processes that will be used to collect information used for evaluation and how those processes are accurate and reliable.	5
<b>Section 4: Program Implementation _35__ Points</b>	<b>Possible Points</b>
Summarize all experience that the district and participating schools have had, including current and/or previous collaboration with providers.	5
Describe in detail the services that will be offered by the program and how students will be chosen to receive services.	5
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.).	5
Describe plan to reduce stigma associated with mental health issues within the school community.	5
Describe plan for implementing a telehealth network with local providers.	5
Describe coordination and integration of mental health support services with other community-based service systems and providers.	5
Describe plan for including abuse counselors.	5

Section 5: Sustainability __10__ Points	Possible Points
Describe plans for continuing the program after funding has ended.	5
Describe plan to secure funding from other sources in order to continue the program.	5