




January 31, 2022

TO: Eligible Applicants

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

SUBJECT: **NOTICE OF FUNDING OPPORTUNITY (NOFO) / REQUEST FOR PROPOSALS (RFP):**
Fiscal Year 2023 The Child Find Project of Illinois-Public Awareness

CSFA Number: 586-44-2305
CSFA Title: Fed. – Sp. Ed. – Pre-School Discretionary – Child Find Project

CFDA Number: 84.173
CFDA Title: Special Education – Preschool Grants

Program Overview

Eligibility and Application Information

Eligible Applicants: Local Education Agencies (LEAs), Regional Offices of Education (ROEs), Intermediate Service Centers (ISCs), institutions of higher education, educational associations, not-for-profit organizations, and for-profit agencies are eligible to apply.

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 2023 Fiscal and Administrative Risk Assessment in the form of an Internal Controls Questionnaire (ICQ) available through the GATA Web Portal, an FY 2023 Organizational Risk Assessment through the ISBE Web Application Security System (IWAS), and the FY23 Programmatic Risk Assessment that is found within the electronic Grant Management System budget. Grant awards will not be executed until the FY 2023 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;
- (ii) Provide a valid DUNS number in its application at <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. 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 (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
<https://ilga.gov/commission/JCAR/admincode/044/04407000sections.html>

Merit-Based Review and Selection Process for Competitive Grants: 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 that document.

Grant Award/Cost Sharing or Matching: One grant will be awarded for FY 2023 (i.e., Year 1 of the project) in an amount not to exceed \$250,000.

The grant award amounts in each of two additional years (i.e., FY 2024 and FY 2025) are not expected to exceed \$250,000 per year. Annual allocations will depend on project needs and scope of activities in each year as well as total appropriation for the project. Additional information can be found under Funding Information on page 7.

Grant Period: The grant period will begin no sooner than July 1, 2022, and will extend from the execution date of the grant until June 30, 2023. Successful applicants may reapply via continuing application for up to two additional year(s). 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 NOFO/RFP is an assurance that a grant agreement will be renewed, nor does this NOFO/RFP create any right to or expectation of renewal.

Submission Dates and Times/Other Submission Requirements: Proposals can be submitted electronically through the ISBE Attachment Manger no later than 4 p.m. on March 16, 2022. Directions for submission is 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 “Early Childhood RFP” from the drop-down menu in Receiver Information. Submit the application using the button at the bottom of the page.

Late proposals will not be accepted.

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: No technical assistance session will be held. Technical assistance will be provided via email. Questions can be directed to earlychi@isbe.net. Participation is not required.

Changes to NOFO/RFP: ISBE will post any changes made to the NOFO/RFP prior to March 9, 2022, 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 the Early Childhood Division at (217) 524-4835 or earlychi@isbe.net.

General Information

Program Background and Description

Program Purpose:

The purpose of the Child Find Project of Illinois -Public Awareness (hereafter referred to in this NOFO/RFP as the “Child Find Project”) is to provide resources and materials for LEAs and other child referral sources to assist them in meeting their requirements for Child Find.

Program Description:

Child Find is a component of the Individuals with Disabilities Education Act (IDEA), which requires states to have a comprehensive system to locate, identify, and refer, as early as possible, all children with disabilities aged birth to 21 for early intervention or special education services. Infants and toddlers with disabilities (birth-2 years) and their families receive early intervention services under IDEA Part C. Children and youth (ages 3-21) receive special education and related services under IDEA Part B. Since 1998, ISBE and the Illinois Department of Human Services (IDHS) have shared, via an intergovernmental agreement, Child Find responsibilities specifically for infants and toddlers as mandated by IDEA. IDHS serves as the administrative agent for the early intervention program funded by IDEA Part C. The intergovernmental agreement is part of Illinois’ comprehensive Child Find system. More information about Child Find can be found at <http://www.childfind-idea-il.us/>.

Federal Description:

Child Find is a component of IDEA, which requires states to identify, locate, and evaluate all children with disabilities aged birth to 21 who are in need of early intervention or special education services. More information on the Child Find Project can be found at <http://www.childfind-idea-il.us/>.

Program Background/History:

The Child Find Project is one of three discretionary grants¹ that assist school districts, special education cooperatives, and families to improve educational outcomes of young children with disabilities and meet the IDEA Part B State Performance Plan (SPP)² by supporting Indicators 6, 7, and 12³. In Illinois, the Child Find Project provides public awareness services as part of the comprehensive Child Find system. The goal of the Child Find Project is to educate the public about the importance of early intervention and early childhood special education (ECSE) services for eligible children as early as possible in their development. The Child Find Project is charged with the development and statewide dissemination of resources and service information to Illinois school districts, early intervention providers, health care providers, and the general public. <https://www.isbe.net/Pages/SPPAPR-Indicators.aspx>

¹ IDEA Preschool Discretionary Grants include the Support and Technical Assistance Regional Network (STAR NET), Early CHOICES, and the Child Find Project.

² The State Performance Plan is developed as a six-year plan composed of 17 Compliance Indicators, including Disproportionality, Early Childhood Transition, Secondary Transition, and General Supervision, as well as Results Indicators, including Graduation, Drop Out, Assessment, and Educational Environments. Each indicator incorporates a measurable and rigorous target for each year of the SPP cycle, and these targets are used as a basis for analyzing each district’s data for students with disabilities.

³ **SPP Indicator 6:** The percentage of preschool children with Individual Education Programs (IEPs) attending:

- A. A regular early childhood program and receiving the majority of special education and related services in the regular early childhood program,
- B. A separate special education class/separate school/residential facility, or
- C. In the home.

SPP Indicator 7: The percentage of preschool children aged 3 through 5 with IEPs who demonstrate improved:

- D. Positive social-emotional skills,
- E. Acquisition and use of knowledge and skills, and
- F. Use of appropriate behaviors to meet their needs.

SPP Indicator 12: Percentage of children referred by Part C prior to age 3 who are found eligible for Part B and who have an IEP developed and implemented by their third birthday.

The Child Find Project specifically supports school districts and early intervention programs by providing resources for the early identification of young children with suspected disabilities. The Child Find Project publishes the availability of developmental screenings and evaluations to assist school districts and other entities in their efforts to locate, identify, and refer all young children in Illinois who may have developmental delays or disabilities that would impede their educational achievement. The Child Find Project is also responsible for shipping early intervention informational material supplied by IDHS to potential child referral sources throughout the state. The distribution of this educational material allows the Child Find Project to help professionals meet Child Find mandates.

The Child Find Project also operates a toll-free statewide referral hotline, a public awareness materials [website](#), and a developmental screening database. The database serves as a repository of screening information (i.e., number and age of children statewide who participate in developmental screenings) from all Child and Family Connections offices. The Child Find Project also coordinates and assists with the provision of transition activities and materials, as recommended by the ISBE Early Intervention to ECSE Transition Guidance Committee. These activities and materials are specifically designed to help children move from early intervention programs to ECSE programs.

The NOFO/RFP for the Child Find Project was competitively bid in FY 2018 with the current contract ending on June 30, 2022. The administrative agent submits quarterly and year-end reports that outline distribution of resources and collection of screening data.

Program Objectives:

Goal 1: Maintain Qualified Staff

- Maintain the organizational capacity to fulfill the requirements of this grant.
- Hire a project director. This person will oversee the planning of grant activities, the staff hired through the grant, the budget, and reporting requirements. He/she will serve as a main communicator with ISBE.
- Maintain staff who possess the qualifications, education, and/or experience to be employed under the project to carry out grant activities as listed in the NOFO/RFP.

Goal 2: State Representation

- Serve as a member of the ISBE Early Intervention to ECSE Transition Guidance Committee to maximize Child Find outreach efforts and improve the transition process from early intervention programs to early childhood programs.
- Participate in regularly scheduled meetings with the ISBE Early Childhood Department.

Goal 3: Development and Dissemination of Resources

- Coordinate the development of new Child Find public awareness materials in English; Spanish; and other languages, such as Polish, Russian, Korean, Chinese, Arabic and French, as necessary.
- Edit current Child Find public awareness materials to be available in additional languages, such as Polish, Russian, Korean, Chinese, Arabic and French, and ensure that all content is kept current and up to date.
- Produce existing and/or new early intervention and early childhood public awareness materials and disseminate materials to LEAs, Child and Family Connections offices, and other possible referral sources on request.
- Establish and maintain a Child Find website that has useful information for families of young children with disabilities. The website must provide other potential referral sources, including resources and links to local service agencies, and be searchable by ZIP code or city name. Additionally, it shall include downloadable versions of resources that are developed.
- Establish and maintain a Child Find toll-free hotline and email address for information on where and how to make a referral.

Goal 4: Collection of Screening Data

- Establish and maintain a screening database, including the number and age of children in the state who have been screened. The grantee must obey all applicable state and federal laws; regulations; and

executive orders, including without limitation those regarding the confidentiality of student records, such as the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) and the Illinois School Student Records Act (105 ILCS 10/1 et seq.).

- Maintain a collaborative relationship with the Illinois Early Childhood Asset Map Project for creation of maps based on screening data.

Goal 5: Evaluation of Project

- A grant periodic programmatic report template to measure progress on deliverables will be developed by the ISBE Early Childhood Department and submitted semiannually. The report will include material distribution and screening data.
- Conduct an annual needs assessment for referral sources, such as LEAs, Early Intervention, Child and Family Connection offices, and the ISBE Early Intervention to ECSE Transition Guidance Committee, to evaluate their respective resource needs from the field.

Policy Requirements:

There is no Board policy for this NOFO/RFP.

Performance Measures:

- The project director will meet with ISBE Early Childhood staff a minimum of six times annually with 100 percent compliance.
- The project director will annually attend four ISBE Early Intervention to ECSE Transition Guidance Committee meetings with 100 percent compliance.
- Requested Child Find materials will be developed, produced, and disseminated with 100 percent compliance.
- Quarterly progress reports will be submitted as well as an end-of-year report to ISBE on screening information and materials distribution with 100 percent compliance.

Targets:

- The project director will meet with ISBE Early Childhood staff at least one or two times quarterly.
- The project director will attend at least one ISBE Early Intervention to ECSE Transition Guidance Committee meeting quarterly.
- Requested Child Find materials will be developed, produced, and disseminated quarterly with 100 percent compliance.
- Quarterly progress reports will be submitted as well as quarterly updates to the end-of-year report on screening information and materials distribution.

Performance Standards:

- The project director will meet with ISBE Early Childhood staff a minimum of six times annually with 60 percent compliance.
- The project director will annually attend four ISBE Early Intervention to ECSE Transition Guidance Committee meetings with 60 percent compliance.
- Requested Child Find materials will be developed, produced, and disseminated with 60 percent compliance.
- Quarterly progress reports will be submitted as well as an end-of-year report to ISBE on screening information and materials distribution with 60 percent compliance.

Deliverables and Milestones:

- Submit programmatic semiannual reports to summarize Child Find distribution data, information on screenings, materials request by type (e.g., phone call, email), and indication of new digital or print material available.
- Establish and maintain a Child Find website with useful information for families and other potential referral sources.

Funding Information

Introduction:

The initial term of the grants will begin July 1, 2022 and extend through June 30, 2023. There will be two one-year renewals contingent upon sufficient appropriation and satisfactory performance in each preceding grant year. One \$250,000 award will be given. The total award over a three-year period will not exceed \$750,000. The grant will be funded with federal IDEA Part B Preschool Discretionary funds.

Applicants must follow budgetary guidance as listed in [Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#). All budget items are subject to ISBE approval prior to expenditure. Allowable expenditures include those items necessary and reasonable for the performance of the grant. Typical costs charged directly to a federal award include the compensation for employees who work on that award, their related fringe benefit costs, and the costs of materials and other items of expense incurred for the grant.

Cost Sharing or Matching:

Cost sharing or matching is not required for purposes of 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 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. The FY 2019 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, ROEs, ISCs, 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 percent de minimis 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 percent default rate described at 34 CFR 76.564.

- Colleges and universities will be limited to a maximum indirect cost rate of 8 percent 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:

Not applicable.

Stevens Amendment:

For purposes of compliance with Section 511 of P.L. 101-166 (the “Stevens Amendment”), applicants are advised that 100 percent of the funds for this program are derived from federal sources. The total amount of federal funding involved is \$250,000.

Reporting Requirements

- Periodic financial reporting must be completed at a minimum of quarterly via the IWAS system.
- Programmatic reporting must be completed at a minimum of semiannually via the IWAS system. A template will be developed by the ISBE Early Childhood Department to collect required information. Information collected will be determined prior to the start of the fiscal year and may be adjusted each year.

Semiannual programmatic reports are due to ISBE Early Childhood Department on the following schedule:

REPORT	CUMULATIVE THROUGH	DUE IN ISBE OFFICE
1	July 1 through December 31	30 days after December 31
2	July 1 through June 30	30 Days after June 30

Semiannual reports must include the following information:

- a. Summarize Child Find inventory materials by media type.
- b. Indicate the development of new Child Find public awareness materials, specify languages in which they are available, and include the media type in which they are available for the public (e.g., digital and/or print).
- c. Number of Child Find units shipped by month.
- d. Number of Child Find units shipped by requesting entity type.
- e. Data on shipped orders must include ship date, entity name, ZIP code, county, STAR NET region, and total units shipped.
- f. Data on website will include, but not be limited to, usage, resources added/updated, and use of data for improvements.
- g. Data mappings on total number of children, birth to 5 years old, screened and referred to in Illinois.
- h. Data on developmental screenings reported on by ZIP code.
- i. Data on developmental screenings reported on by month.
- j. Data on agencies represented in reported developmental screenings.
- k. Data on specific screening tools utilized in developmental screenings.

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. 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 name, address, and telephone and fax numbers of the entity; 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. Proposal Abstract (Attachment 2):** Briefly describe the overall objectives and activities of the project. Not to exceed one page.
- 3. Program Narrative:** Follow the specifications found under Program Narrative Requirements beginning on page 11. The Program Narrative must address each narrative requirement and be provided in the order in which it is presented. The narrative will be limited to 30 pages with a minimum font size equivalent to Arial 11 and 1-inch margins. It should be single-spaced and have a header that includes the name of the entity and page number. Information beyond the 30-page limit will not be included in the review process.
- 4. Federal Budget Summary (Attachment 3):** 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 must have an authorized official sign the form.
- 5. Budget Summary Breakdown (Attachment 4):** The Budget Summary Breakdown **MUST** include descriptions of the anticipated expenditures correlated to the line items set forth on the Federal Budget Summary. The Budget Summary Breakdown must also include subcontract information, if applicable.

Program Narrative Requirements

The Program Narrative must address each narrative requirement in the order in which it is presented. The narratives will be limited to 30 pages with a minimum font size equivalent to Arial 11 and 1-inch margins. They should be single-spaced and have a header that includes the name of the entity and page number. Information beyond the 30-page limit will not be included in the review process.

I. Expertise and Experience (Goal 1)

- a. Indicate prior knowledge and experience by describing activities similar in scope and type to those called for in the goals and objectives of this NOFO/RFP.
- b. Describe how experiences will contribute to the success of this project if you are awarded the grant.
- c. Describe the organizational capacity to provide resources and materials to LEAs and other child referral agencies.

II. Project Personnel (Goal 1)

- a. Describe, in detail, the qualifications, education, and experience of proposed personnel to be employed under the project to carry out grant activities.
- b. Identify the full-time equivalency to be paid with grant funds for each staff person.
- c. Describe in detail the roles and responsibilities of each staff person to be hired with grant funding.

III. Quality of Project Components (Goals 2-5)

- a. Describe the process to be completed to determine production of existing public awareness materials.
- b. Describe how new public awareness materials will be conceptualized and developed with input from referral sources and ISBE.
- c. Describe system for maintaining records of Child Find materials available and information related to materials request.
- d. Describe how the project will maintain a website.
- e. Describe how project staff will collaborate with the ISBE Early Intervention to ECSE Transition Guidance Committee in materials and website development.
- f. Describe how input from referral sources, families, and other stakeholders will be utilized in the development/upkeep of the website.
- g. Discuss proposed website features and the process for updating the resources on the website (both internal and external resources).
- h. Discuss the establishment of the toll-free hotline in regard to staffing, information shared with callers, and follow-up activities, as necessary.
- i. Describe the process for collecting screening data, what information will be collected, and how and to whom the data will be reported.
- j. Explain how confidentiality of student records will be maintained.
- k. Explain how quarterly progress reports and end-of-year reports will be developed and submitted. Describe information that will be included in these reports.
- l. Describe the collaboration and coordination utilized to provide these services, including ongoing communication with the ISBE Early Childhood Department.

IV. Budget

- a. Describe the breakdown of costs, including materials for development and dissemination, salaries, and benefits, and how much will be budgeted for each type of service.
- b. Describe the ability to provide fiscal administration of the grant, including the following:

- i. Describe the overall processes and controls over accounting for receipts/revenues, expenditures, and maintaining supporting documentation for such transactions. Please be as specific as possible and include who has responsibility/oversight for such actions.
- ii. Describe any funding sources the applicant has other than this grant for which it is applying.
- iii. If the applicant receives more than one grant, describe how it plans to allocate shared, general costs among those grants.

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.
- Expertise and Experience are defined as sufficient knowledge and prior successful experience in activities in similar in scope and type to those required under the NOFO/RFP.
- Project Personnel is defined as the appropriate staff structure to support the components in the NOFO/RFP.
- Quality of Project Components is defined as activities that are comprehensive, demonstrate a sound approach, and have a strong likelihood of effectively addressing the components listed in the NOFO/RFP.
- Budget is defined as a proposed budget that is consistent with the proposal's activities and appears to be cost-effective, as evidenced by the cost in relation to the services to be provided.

The grantee will be selected through a competitive proposal review process conducted by a panel of reviewers. Proposals will be scored based on the rubric that begins on the next page and ranked by score. The total number of points possible is 100. Proposals will be considered ineligible if not submitted in the format set forth previously or if substantively incomplete. Final determination of funding will be made by the State Superintendent of Education based upon the recommendations resulting from the review process.

Tiebreaker

In the event of a tie, the applicant with the highest score in Section I, Expertise and Experience, will be given priority.

Evaluation Criteria

Overall criteria are built into the rubric that begins on the next page. The Program Narrative 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 section as well as the individual criteria are also included in the rubric.

Following the notification of grant awards, an applicant may request copies of reviewer scores and comments by contacting the Early Childhood Department at earlychi@isbe.net.

Selection criteria and point values are as follows:

Not Provided	Very Limited	Somewhat Limited	Moderate	Strong	Very Strong
0	1 / 2	2 / 4	3 / 6	4 / 8	5 / 10
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 I: Expertise and Experience 30 Points	Possible Points
The applicant demonstrates prior knowledge and experience by describing activities similar in scope and type to those called for in the goals and objectives of this NOFO/RFP. (Program Narrative, I-a)	10
The applicant demonstrates how these experiences will contribute to the success of the project if awarded the grant. (Program Narrative, I-b)	10
The applicant demonstrates the organizational capacity to provide resources and materials to LEAs and other child referral agencies. (Program Narrative I-c)	10
Section II: Project Personnel 15 Points	Points Possible
The applicant describes, in detail, the qualifications, education, and experience of proposed personnel to be employed under the project to carry out grant activities. (Program Narrative, II-a)	5
The applicant describes the full-time equivalency to be paid with grant funds for each staff person. (Program Narrative, II-b)	5
The applicant describes in detail the roles and responsibilities of each staff person to be hired with grant funding. (Program Narrative, II-c)	5
Section III: Quality of Project Components 45 Points	Points Possible
The applicant describes the process to be completed to determine production of existing public awareness materials and how new public awareness materials will be conceptualized and developed with input from referral sources and ISBE. (Program Narrative, III-a, b)	5

The applicant describes the system for maintaining records of Child Find materials available and information related to materials request (Program Narrative, III-c)	5
The applicant describes and how the project will maintain a website; how input from referral sources, families, and other stakeholders will be utilized in the development/upkeep of the website; and discusses proposed website features and the process for updating the resources on the website (both internal and external resources). (Program Narrative, III-d, f, g)	5
The applicant describes how project staff will collaborate with the ISBE Early Intervention to ECSE Transition Guidance Committee in materials and website development. (Program Narrative, III-e)	5
The applicant describes the establishment of a toll-free hotline in regard to staffing, information shared with callers, and follow-up activities, as necessary. (Program Narrative, III-h)	5
The applicant describes the process for collecting screening data, what information will be collected, and how and to whom the data will be reported. (Program Narrative, III-i)	5
The applicant describes how confidentiality of student records will be maintained. (Program Narrative, III-j)	5
The applicant explain how quarterly progress reports and end-of-year reports will be developed and submitted and information that will be included in these reports. (Program Narrative, III-k)	5
The applicant describes the collaboration and coordination utilized to provide these services, including ongoing communication with the ISBE Early Childhood Department. (Program Narrative, III-l)	5
Section IV: Budget 10 Points	Points Possible
The applicant explains the breakdown of costs, including materials for development and dissemination, salaries, benefits, and how much of the budget will be for each type of service. (Program Narrative, IV-a)	5
The applicant describes the overall processes and controls over accounting for receipts/revenues, expenditures, and maintaining supporting documentation for such transactions; describes any other funding sources the applicant has other than this grant for which it is applying; and, if the applicant receives more than one grant, describes how it plans to allocate shared, general costs among those grants. (Program Narrative, IV-b)	5