FY2024 Truants' Alternative and Optional Education Program
(TAOEP)
Request for Proposals (RFP)

Technical Assistance Webinar

April 26, 2023

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Eligible Applicants

Eligible entities (approved by ISBE) include:

- Public school districts

- Regional Offices of Education

- Community college districts

- State authorized charter schools

- Area vocational centers

- Public university laboratory schools

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IWAS Grant Application Access

Illinois State Board of Education

Dr. Steven Isoye, *Chairman*   Dr. Tony Sanders, *State Superintendent of Education*

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Sign-up for TAOEP RFP

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Application in IWAS

Overview	General Information	Applicant Information Pages	Amendments	Program Specific	Progress Reporting	Budget Pages	Assurance Pages	Submit	Application History	Page_Lock Control	Application Print

Program Overview

Funding Opportunity Information: 2024-3695-RF Truants' Alternative and Optional Education Program Request for Proposals

Program: Truants' Alternative and Optional Education Program (TAOEP) - Request for Proposal (RFP)

Purpose: TAOEPs ensure that targeted students have equitable access to an education by creating modified instructional programming and services to these students, by planning for truancy prevention and intervention services to students and their parents, and by offering part-time or full-time options to regular school attendance.

CSFA Number: 586-13-0542

CSFA Title: Truants' Alternative and Optional Education Program (State)

Program Type: State Competitive Grant

Eligible Applicants: Public school districts, Regional Offices of Education, community college districts, public university laboratory schools approved by the Illinois State Board of Education (ISBE), state-authorized charter schools, and area vocational centers are eligible to apply. Joint applications for funds may be submitted. However, in each case, an administrative agent must be designated, and the joint proposal must have the signature of each superintendent or the official authorized to submit the proposal. A school district or other eligible entity shall only participate in one proposal for a program. Applicants must determine if another entity is providing TAOEP services to the same students prior to applying for grant. Duplicative services are not allowable and such grant applications may not be considered for review. Applicants should review rules at the link below.

See 23 Illinois Administrative Code 205, linked here

GATA Note: The State of Illinois Grant Accountability and Transparency Act (GATA) requires applicants to complete prequalification requirements before applying for any grant. This includes completion of the Grantee Registration and prequalification process through the Illinois GATA Web Portal.

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 prequalification requirements well in advance of the NOFO/RFP deadline.

Successful grant applicants will be required to complete an FY 2024 Fiscal and Administrative Risk Assessment in the form of an Internal Controls Questionnaire (ICQ) available through the GATA Web Portal, an FY 2024 Organizational Risk Assessment through the ISBE Web Application Security (IWAS) system, and the FY 2024 Programmatic Risk Assessment that is found within the electronic Grant Management System budget. Grant awards will not be executed until the FY 2024 ICQ, Organizational Risk Assessment, and Programmatic Risk Assessment are completed

Grant Period

- The grant period will begin no sooner than July 1, 2023.

- It will extend from execution date of the grant until June 30, 2024.

- Successful RFP applicants may reapply via continuing application for up to two additional years (i.e., FY2025 and FY2026).

Funding will be contingent upon a sufficient appropriation for the program and successful completion of the previous grant year.

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Grant Award/Funding

State Line Item: $11,500,000

- Funding for the following grants:
  - **TAOEP RFP**
  - TAOEP Continuation
  - TAOEP Professional Development
- No matching required for this grant.

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Grant Award/Funding

Requested funding of selected applicants may change due to the following:

- Number of grantees

- Requested allocation amounts

- Percent adequacy in EBF

- Available funding

Final funding may require an amendment to revise the requested allocation.

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Purpose

- TAOEPs ensure that students have equitable access to an education

  - by creating modified instructional programming and services to these students;

  - by planning for truancy prevention and intervention services to students and their parents;

  - and by offering part-time or full-time options to regular school attendance.

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Program Description

- To serve students with attendance problems and/or dropouts up to and including those who are 21 years of age and to provide truancy prevention and intervention services to students and their parents and/or serve as part-time or full-time options to regular school attendance.

- These services can help students remain on track to graduate from high school ready for college and career. Professional development opportunities are provided for program staff.

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Program Background

Section 2-3.66 of the School Code [105 ILCS 5/2-3.66] authorizes the State Board of Education to provide grants for the establishment of Truants' Alternative and Optional Education Programs (TAOEP).

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Program Background- Cont'd

Programs funded under this grant can only serve students identified as one of the following:

A.   A **truant**, defined in Section 26-2a of the School Code [105 ILCS 5/26-2a] as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for <u>more than 1% but less than 5% of the past 180 school days</u>;

B.   A **chronic or habitual truant**, defined in Section 26-2a of the School Code as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for <u>5% or more of the previous 180 regular attendance days</u>; or

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Program Background- Cont'd

C. A **dropout**, defined in Section 26-2a of the School Code as any child enrolled in grades 9 through 12 whose name has been removed from the district enrollment roster for any reason other than the student's death, extended illness, removal for medical non-compliance, expulsion, aging out, graduation, or completion of a program of studies and who has not transferred to another public or private school and is not known to be home-schooled by his or her parents or guardians or continuing school in another country

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Program Background- Cont'd

D.   a **potential dropout**, which is any student subject to compulsory attendance as defined in Article 26 of the School Code [105 ILCS 5/Art. 26] and whose school absences or pattern of school attendance impedes the student's learning or contributes to the student's failure to meet State and/or district learning standards. Attendance problems may include chronic truancy, truancy, selective absences, excessive absences, or a pattern of absences or tardiness. (See Section 205.20(b)(4) of rules governing Truants' Alternative and Optional Education Programs at: https://www.isbe.net/Documents/205ARK.pdf)

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Program Objectives and Activities

- Every TAOEP student will have an Individual Optional Education Plan (IOEP).

- Truancy Intervention (Supplemental Services) and/or Optional/Alternative Education academic, non-academic, and career related services and activities are appropriately identified and provided to the students.

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Academic Services

- ✓ <u>Academic Instruction</u> - Provision of direct academic instructional services or computer-assisted instructional services or a combination of both.

- ✓ <u>Academic Counseling</u> – Counseling services related to a student's academic program.

- ✓ <u>GED Instruction</u> - A formal course of study specifically designed to aid students in successfully passing the General Education Development (GED) examination.

- ✓ <u>Enrollment in Community College Course</u> - Coursework taken by a student in a community college where credits earned from such course are applied toward high school graduation or GED completion.

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Academic Services

✓ <u>Enrollment in Evening School</u> – Enrollment in a non-traditional academic program offered after regular school hours. Optional Education Programs only.

✓ <u>Enrollment in Summer School</u> – Enrollment in a non-traditional academic program offered during the summer. (Supplemental services unless part of an entire optional education program placement).

✓ <u>Participation in Credit Recovery Program</u> – Course work offered to supplement the regular school placement.

✓ <u>Tutoring</u> - Additional instructional services, usually provided on a one-to-one basis, to supplement regular instruction.

✓ <u>Use software provided by TAOEP Professional Development</u> – Use of on-line curriculum in academic instruction or credit recovery.

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Non-Academic Services

✓ <u>Court-Related Services</u> – A program service that includes, but is not limited to, referring students to court, preparation of student and/or family for court hearings; contacting the major players to such hearings and/or other services related to a student's appearance in court.

✓ <u>Day Care Service</u> - Custodial care for a student's child or children.

✓ <u>Health-Related Service</u> – Direct health-related services; for example, medical/hygiene supplies such as lice treatment, combs, toothbrushes, etc.

✓ <u>Home Visits</u> - Visits to families or homes regarding student's truancy status, school performance or any issue significantly related to the student's education.

✓ <u>Life Skills Training</u> - Training that may include decision-making (critical thinking, problem solving, communication), social skills, cultural awareness, financial management, etc.

✓ <u>Mentoring</u> - Coaching and/or guiding students with their career/educational goals. A mentor can be a peer, staff member or a community member, who may be employed in the career field in which the student is interested.

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Non-Academic Services (cont'd)

✓ <u>Monitoring</u> – Monitoring student attendance and conferring with school staff about student's educational progress and other related school activities.

✓ <u>Parenting Classes for Students</u> - Courses and workshops designed to teach parenting skills to students.

✓ <u>Personal Counseling</u> - Counseling services provided by the program to address a student's social and/or emotional problems.

✓ <u>Referral to Social Service Agencies</u> - Coordination and referral of services to various local agencies to provide needed services (counseling, medical, legal, substance abuse etc.) not provided directly by the TAOEP.

✓ <u>Support Services for Parents/Families of Students</u> – Any program service that assists parents/families to effectively relate and/or work with their child in support of their child's education and well-being.

✓ <u>Transportation</u> – Provision of services to transport students from their home environments to the program site and back.

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Career-Related

✓ <u>Career Service</u> - Activities that include initial career assessment, career exploration, career counseling, work-based learning or invitation of speakers which may lead the student to make informed career decisions.

✓ <u>Work Experience (Cooperative)</u> – Placement of a student in a paid work experience that is part of a cooperative education program or placement of a student at a work-site where he/she gains technical skills but is unpaid.

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Target

100% of eligible students are receiving academic, non-academic, and/or career-related services as described in each student's IOEP.

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Performance Measures

- Seventy-five percent of students will increase attendance after entering the program.

- Seventy-five percent of students will increase academic achievement as shown by grade promotion, credit earned, graduating from high school, or obtaining a GED.

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Performance Standards

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

- Sixty percent of students will increase attendance after entering the program.

- Sixty percent of students will increase academic achievement as shown by grade promotion, credit earned, graduating from high school, or obtaining a GED.

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Deliverables and Milestones

- Every TAOEP student will have an Individual Optional Education Plan (IOEP). The IOEP must include learning objectives.

- Mid-year reporting of the current year's program should document the services provided and describe the degree to which the grantee is achieving its stated objectives.

- An annual TAOEP end-of-year student data report must be filed in the IWAS system. It should include student attendance rates and academic progress in terms of promotion (elementary students) and credits earned (high school students) and report on high school graduation or GED completion. This report is due 30 days after the project end date.

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State of Illinois Grant Accountability and Transparency Act (GATA)

Illinois GATA Grantee Portal

https://www.isbe.net/gata

Go to the *Registration Process*:

- Grantee Registration
- Grantee Pre-qualification
- Fiscal and Administrative Risk Assessment (ICQ)

FY24 Organizational Risk Assessment in the ISBE Web Application Security (IWAS) system

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Reporting Requirements

ISBE Web Application Security (IWAS) System

1. <u>Electronic Expenditure Reporting</u> must be completed at a minimum quarterly via IWAS system (20 days after quarter to complete).

2. <u>Grant Periodic Reporting</u> should be completed via the IWAS system annually (30 days after period to complete).

3. <u>Mid-year TAOEP report</u> is due January 31, 2024 unless first semester ends after Christmas break (30 day extension).

4. <u>End-of-year TAOEP report</u> is due July 31, 2024.

Note: The TAOEP reporting system will be located under "Reporting - Annual" in IWAS.

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Application Pages

Important pages in grant application to discuss:

- Districts to be served

- Projected sites

- Narrative

- Service agreement

Note: Since this is a competitive process, grant pages will be displayed but will not be filled out in this presentation.

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Districts Served

Overview	General Information	Applicant Information Pages	Amendments	Program Specific	Progress Reporting	Budget Pages	Assurance Pages	Submit	Application History	Page_Lock Control	Application Print

Districts To Be Served	Abstract	Projected Sites	Objectives and Activities	Narrative Pages	IOEP Form And Service Agreement

Districts To Be Served   [Instructions]

List the school districts to receive services under the proposed program.*

Provide all requested information for each district listed. If more than 10 districts are to be served, click on the Add Additional Entries button at the bottom of the page. Print a copy of the page and have the district administrator for each district listed sign the form at the x.

The signed form must be kept on record for audit purposes. The forms may also be requested by ISBE at any time.

Note: A district applicant serving only those students in its own district does not need to send in a signature document.

Key to column headings:

- Truancy Intervention/Supplemental Services to be provided = TI (Check either TI or Op Ed, or both, as appropriate.)
- Optional/Alternative Education services to be provided = Op Ed
- Number and percentage of Chronic Truants reported by the district according to the most current School Report Card data = # CT and % CT
- Percentage of Dropouts reported by the district according to the most current School Report Card data = % Drop
- Please use the most current Report Card Public Data Set at https://www.isbe.net/Pages/Illinois-State-Report-Card-Data.aspx.

#	Authorized Signature	District Name*	County*	TI	Op Ed	# CT	% CT	% Drop
1.	x			☐	☐			
2.	x			☐	☐			
3.	x			☐	☐			
4.	x			☐	☐			

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🏠 > Research and Data Reporting > Data Reporting and Collections > Illinois Report Card > Report Card Data Library

RESEARCH AND DATA REPORTING

Data Reporting and Collections
Illinois Report Card

Report Card Data Library

RESOURCES

- Accountability Technical Advisory Committee (TAC)
- Support & Accountability

RESEARCH AND DATA REPORTING
REPORT CARD DATA LIBRARY

The Report Card Data Library page is the repository for Report Card data available for public use. Here you can find Statewide Trend Data, Report Card Glossary of Terms, and the public data files from which the Report Card is produced annually. Visit the Report Card Metrics page for additional data information and formulas.

- Illinois Report Card Trend Data 📊 *(Updated 01/19/2023)*

Illinois Report Card

IL Interactive Report Card

Report Card Metrics

2022 Report Card ▾

- 2022 Glossary of Terms 📄 *(Updated 08/30/2022)*
- 2022 Report Card Public Data Set 📊 *(Updated 01/19/2023)*
- Illinois Student Growth 2019 to 2022 Cohort v Baseline 📊

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IL Report Card Public Data Set

- Click on 2022 Report Card Public Data Set

- Download the data set

- Select the "General" tab in spreadsheet

- Search for your <u>District</u>

- Use columns AT (# CT students), AU (%CT), and AV (% DO)

- Input numbers on Districts to be Served page

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Projected Sites

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Overview	General Information	Applicant Information Pages	Amendments	Program Specific	Progress Reporting	Budget Pages	Assurance Pages	Submit	Application History	Page_Lock Control	Application Print

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TAOEP - Projected Sites   **Instructions**

For each projected site, provide the site name and information on all school districts served by the site. Include:

- Site name and RCDTS Code (regional programs end in 92XX; all others 0000)
- School district name and number
- Grades served by program
- Projected number of students from each school district
- Check the box if attendance is being claimed for Evidence Based Funding (EBF).
- Up to 5 sites with up to 15 school districts per site may be entered on this page. For additional sites, click on the next tab.

Site Name   **Reg-Co-Dist-Type-Site Code**

School District Name and Number		Grades Served	Projected Number of Students Served	Serving Site Claims for EBF
1.				☐
2.				☐
3.				☐
4.				☐

Projected Sites

Regional Programs (ROEs and ISCs) - Optional Education Programs

RCDTS code (15 digits) is required for every site serving students

"S" code defines program and site location

Example: 01-000-0000-00-9201

No RCDTS code?

Entity Profile System – new program will need to be created via letterhead to ISBE with appropriate information and emailed to ISBE
https://www.isbe.net/Pages/Entity-Profile-System.aspx

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Narrative

Overview	General Information	Applicant Information Pages	Amendments	Program Specific	Progress Reporting	Budget Pages	Assurance Pages	Submit	Application History	Page_Lock Control	Application Print

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Proposal Narrative Helps and Instructions	Project Need	Criteria and Indicators for Identification	Program Objectives and Activities	Strategies	Evaluation	Cost-Effectiveness Narrative

Helps and Instructions   **Instructions**

PLEASE NOTE: THE PROPOSAL WILL BE SCORED ON THE FOLLOWING NARRATIVE SECTIONS:

- Project Need
- Criteria and Indicators for Identification
- Program Objectives and Activities
- Strategies
- Evaluation
- Cost-Effectiveness

PLEASE NOTE: FOR BEST RESULTS WHEN COMPLETING THESE PAGES:

- Do not include bulleted lists, tables, charts, or graphs within the text areas. The IOEP Form page has a place to upload any such documentation that is considered important to the application.
- Copy and pasting from other documents will often work, but note that there is a risk of generating errors that will prohibit submission.
- Microsoft Word and other word-processing programs often include embedded characters and formatting that does not translate well into an html page such as this application. Using the .txt format above should strip out those characters/formats. SPECIAL NOTE: Do NOT use the ampersand symbol as it will duplicate each time the page is saved and will cause an error when maximum character lengths are exceeded.
- Character counts are provided for each text area where proposal narrative may be provided. Each text area is limited to about one and a half pages of single-spaced font size 12 typing. Each letter, number, or symbol counts as a character, as do paragraph returns and any spaces between words or sentences.

You may review the TAOEP Directory by clicking here

Services that May be Offered

Service Agreement

Service agreement will be required, if applicable, between eligible entities insuring non-duplicative services provided to same student population.

Example: ROE and school district within its boundaries. Both ROE/ISC and school District are providing truancy services through their respective TAOEP grants. Specific services must be differentiated between eligible entities through the agreement. Services must not be duplicative

This will require discussion and collaboration between entities **prior to applying for grant**.

Service agreement will be uploaded in <u>both</u> applications.

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Service Agreement

Overview	General Information	Applicant Information Pages	Amendments	Program Specific	Progress Reporting	Budget Pages	Assurance Pages	Submit	Application History	Page_Lock Control	Application Print

Districts To Be Served	Abstract	Projected Sites	Objectives and Activities	Narrative Pages	IOEP Form And Service Agreement

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IOEP Form and Service Agreement File Upload   [Instructions]

Required Document Upload

This page allows an applicant to upload additional information as noted below:

1. Upload the REQUIRED copy of the IOEP form, preferably as a PDF.
2. Upload up to three OPTIONAL pages of additional supporting documentation that could not be included in the narrative proposal text areas including, but not limited to, charts and graphs. Such charts and graphs cannot be included in the narrative text but could be referenced there and uploaded on this page. This document should also be submitted as a PDF.
3. Upload a PDF copy of the Service Agreement with authorized signatures from all participating organizations, IF APPLICABLE. See Program Assurances #7 for additional information.

At the most, three documents should be uploaded:

1. The first document, required of all applicants, is the IOEP form. It should be labeled with the region-county-district-type code number of the applicant, followed by a hyphen, and the letters IOEP.
   Example: Champaign-Ford Regional Office of Education would name the first upload as 09-000-0000-00-IOEP.

2. The second document is optional. For review purposes, only the first three pages of this document will be evaluated. Any pages beyond three will be ignored and will not count in the proposal scoring. If uploaded, this document should be labeled with the region-county-district-type code number of the applicant, followed by a hyphen, and the word Addendum.
   Example: Champaign-Ford Regional Office of Education decides to upload a two-page addendum to the narrative that includes a chart and two graphs. In the narrative proposal pages, the chart and graphs would be referenced by title, along with the note SEE UPLOAD included. The document itself should include those same titles. It should be named 09-000-0000-00-Addendum.
   Caution: Only three Addendum pages will be evaluated. Any Addendum pages beyond the allowable limit will be ignored during the proposal review.

3. The third document is required only if applicable. A Service Agreement is necessary if an eligible entity is serving another eligible entity (that is applying for or currently has a TAOEP grant) so it is clear that duplicative services are not being provided.
   Example: The ROE is serving school district A for Truancy Intervention. School district A also has a grant for Truancy Intervention. The Service Agreement specifies that school district A serves its students with tutoring services in-house and the ROE provides court services.
   NOTE: If more than three documents are uploaded, only the first three on the list of uploaded files will be evaluated during the proposal review.

1. Upload a copy of your proposed IOEP Form using the Browse and Upload buttons below. (Do not use any symbols in the document name)* Repeat this action to upload up to three optional pages of additional information, as well as the Service Agreement, if applicable.

How to Upload a File
- Browse your files to locate the required document.
- Double-click to display it in the Browser window.
- Click on the Upload button.
- The name of the uploaded document will display in the area below.

[Choose File] No file chosen   [Upload]

Any uploaded files will appear below.

No files have been uploaded.

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Application Review and Scoring

For review and scoring, please look at the following pages in the application:

General Information – Review Criteria

- Review and selection process explained
- Application scoring rubric found here

Program Specific – Narrative Pages

- Narratives mirror the scoring rubric
- Applicant should provide detailed information to each section

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Application Review and Scoring

Review and Selection Process:

Proposals submitted for initial funding under this Part shall be evaluated in accordance with the following criteria and points:

1) There is **sufficient need** for the program/services, as evidenced by the number or proportion of students identified as eligible for program services. (20 points)

2) **Criteria and indicators for identifying students** who are eligible for the program are clearly established and likely to target those students most in need of services. (20 points)

3) **Program objectives and activities** are well-defined, linked to identified needs, and likely to lead to improved outcomes for the students served in the program. (20 points)

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Application Review and Scoring

4) The program is **cost-effective** as evidenced by the cost of proposed services in relation to the numbers to be served and the services to be provided. (20 points)

5) The **evaluation strategies** will effectively gauge the success of the program and yield sufficient data that can be used to improve the program. (10 points)

6) The proposal demonstrates **strategies**, other than those routinely offered by the regular school program, that will be **effective in decreasing the dropout rate and increasing school attendance**. (10 points)

7) **Priority points** added to final scores based upon % adequacy.

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Completing the RFP Application

- Assume the grant reviewer has no prior knowledge of your program, and fully describe it in the narrative section.

- Provide context and data to support your program needs.

- Review the scoring rubric provided in the grant application.

- Upload all documents, including (if applicable): service agreement, participating district signature page, IOEP, and mid-year report.

- Save every page after entering information.

- Submit application by deadline.

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Application Deadline

Submission Date:

- Proposals will be submitted electronically through the IWAS system.

- Applications must be submitted by **4 p.m. CDT on June 2, 2023**

- Completed proposals should include all supporting documents (download files into grant)

- *Late proposals will not be accepted*

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Questions

Contact: Brian Houser

Email: bhouser@isbe.net

Phone: 217-785-9998

For grant questions, e-mail is preferred. Frequently asked questions (FAQs) will be posted on the ISBE – TAOEP website:

https://www.isbe.net/Pages/Special-Education-Truants-Alternative-and-Optional-Education-Program.aspx .

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