


August 21, 2024

**TO:** Eligible Applicants

**FROM:** Dr. Tony Sanders   
State Superintendent of Education

**SUBJECT:** **NOTICE OF FUNDING OPPORTUNITY (NOFO) / REQUEST FOR PROPOSALS (RFP):**  
Fiscal Year 2025 After School Programs – Non-School Districts

**CSFA Number:** 586-84-2069

**CSFA Title:** State Programs: After School Programs – Non-School Districts

## Program Overview

### *Eligibility and Application Information*

**Eligible Applicants:** Entities that are not school districts or Local Education Agencies (LEAs) are eligible to apply. These entities include, but are not limited to, Regional Offices of Education (ROEs); Intermediate Service Centers (ISCs); community-based organizations, including faith-based organizations; or Indian tribes or tribal organizations (as defined in the federal Indian Self-Determination and Education Assistance Act).

Each grantee **must** propose to serve a population of students that is at least 90% low-income.

- This requirement is satisfied if the applicant proposes to serve only schools with a population of students that is at least 90% low-income. A population of low-income students is determined by a school's FY 2024 Free and Reduced-Price Meal Eligibility Data. Please review the FY 2024 school-level data on the [ISBE Child Nutrition Data Analytics and Mapping Tools](#) webpage.
- Alternatively, the applicant may propose to serve one or more schools with a population of low-income students that is less than 90%, but in this case must provide an assurance that the population of students it will serve from the school (or schools) will be at least 90% low-income and must explain how student eligibility will be determined without violating state or federal student privacy laws. Students who meet the income requirements of the School Breakfast and Lunch Program Act [105 ILCS 125] or any other public benefit program based on income and homeless children and youth as defined in Section 11434a of the federal McKinney-Vento Homeless Assistance Act [42 U.S.C. 11434a] shall be classified as low-income for the purpose of determining program eligibility. At no time shall a school or district disclose names of students eligible for free or reduced-priced meals.

**An application will not be scored for funding if the following are not identified on Attachment 2 – the school site to be served, street address, city, state, and ZIP code. A school's FY 2024 Free and Reduced-Price Meal Eligibility Data must be included.**

There is no minimum number of students served requirement for this competition. The program aims to serve school-age youth in after-school programming and out-of-school time opportunities. Programs must be conducted

in a safe and healthy school or site-based setting. Virtual and/or online programming will not be funded and should not be included in an applicant's proposal or budget.

**Application Limitation:** Only one application per entity will be accepted. An entity will be determined by its Federal Employer Identification Number (FEIN).

**Application Ineligibility:** An application will be deemed ineligible and will NOT be read if any of the following is applicable:

- The application fails to identify the school site to be served, street address, city, state and zip, and the school's FY 2024 Free and Reduced-Price Meal Eligibility data on Attachment 2.
- The application proposes to serve one or more of the schools with a population of low-income students that is less than 90% **and** the application fails to provide the required assurance that it will serve a population of students that is at least 90% low-income.
- The application is not signed by an authorized representative on page 3 of Attachment 1.
- The application is submitted prior to the applicant obtaining an RCDT code.
- The applicant does not complete the State of Illinois Grant Accountability and Transparency Act (GATA) prequalification process prior to submitting an application.
- The application is submitted after the deadline of 4 p.m. October 7, 2024.

**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](#). Applicants must be prequalified **prior** to the application deadline for their application to be accepted. 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. If an applicant submits an application without completing the prequalification requirements, then the applicant is ineligible.

Successful grant applicants will be **required** to complete an FY 2025 Fiscal and Administrative Risk Assessment in the form of an Internal Controls Questionnaire (ICQ) available through the GATA Web Portal, an FY 2025 Organizational Risk Assessment through the ISBE Web Application Security (IWAS) system, and the FY 2025 Programmatic Risk Assessment that is found within the electronic Grant Management System budget. Grant awards will not be executed until the FY 2025 ICQ, Organizational Risk Assessment, and Programmatic Risk Assessment are completed. Please refer to the [FY 2025 Prequalification](#) handout.

**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;
- (ii) Continue to maintain an active SAM registration with current information at all times during which it has an active state award or an application or plan under consideration by a federal or state awarding agency. The Illinois State Board of Education (ISBE) will **not** accept an application for a state award unless the applicant has complied with all applicable SAM requirements.

**Region-County-District-Type (RCDT) Code Requirement:** Applicants will need to use their Region, County, District, Type (RCDT) code when applying. Applicants may utilize the ISBE website to verify their RCDT code at [ISBE's Region County District Type Schools \(RCDTS\) Lookup](#).

**First-time applicants without an RCDT code must call or email [afterschool@isbe.net](mailto:afterschool@isbe.net) for information on how to establish an RCDT code before applying.** Please allow up to four weeks for the processing of such a request. **If an applicant submits an application prior to obtaining an RCDT code, then the applicant is ineligible.**

**[Code of Federal Regulations / Title 2 - Grants and Agreements / Vol. 1 / 2014-01-01192](#)**

**This grant is subject to the provisions of:**

- [Grant Accountability and Transparency Act \(GATA\), 30 ILCS 708/1 et seq.](#)
- [Administrative Rules for GATA, 44 Ill. Admin. Code Part 7000](#)

**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. Applicants are advised to refer to the [ISBE Merit-Based Review Policy](#).

**Grant Award/Cost Sharing or Matching:** The amount of state funding will not exceed \$8 million. Successful applicants will receive a **one-time award**. There is no matching requirement for this grant. Additional Funding Information can be found on page 6.

**ISBE reserves the right to determine the number and amount of awards based upon the total funds appropriated for this program. Grantees may not be awarded the full amount of requested funding.**

**Grant Period:** The grant period will begin no sooner than October 7, 2024, and will extend from the execution date of the grant until June 30, 2025. This is a one-year award and there is no availability of continued funding under this award. Any applicant seeking additional funding beyond the grant period as indicated in this NOFO/RFP, should monitor the [ISBE Funding Opportunities](#) webpage for available funding.

**Submission Dates and Times/Other Submission Requirements:** Proposals must be saved in PDF format and submitted electronically through the ISBE Attachment Manager no later than 4 p.m. October 7, 2024.

To submit to the Attachment Manager, scan the completed proposals into PDF with all supporting documents and required signatures. At the [ISBE Attachment Manager](#) webpage, choose Afterschool Grant Programs from the dropdown 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.

**Non-Award Notice:** It is anticipated that unsuccessful applicants will receive a Notice of Non-Award via email approximately 90 days after the application deadline. Unsuccessful applicants are advised to refer to the [ISBE Merit-Based Review Policy](#).

**Technical Assistance Session:** A pre-recorded technical assistance session will be posted on the [After School Programs](#) website. Questions should be submitted to [afterschool@isbe.net](mailto:afterschool@isbe.net). Answers will be posted in a [Frequently Asked Questions \(FAQ\)](#) document so all respondents can see all questions and the responses to the questions.

**Changes to NOFO/RFP:** ISBE will post any changes made to the NOFO/RFP prior to September 30, 2024, on the [ISBE Funding Opportunities](#) webpage. 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 a member of ISBE's After School Programs team at [afterschool@isbe.net](mailto:afterschool@isbe.net). All questions asked concerning this NOFO/RFP will be responded to in a [Frequently Asked Questions \(FAQ\)](#) document so all respondents can see all questions and the responses to the questions. Changes to the FAQ will not be made after September 30, 2024. Applicants are advised to check the site before submitting a proposal.

## **General Information**

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

#### **Program Purpose:**

This state-funded grant program, which is aligned to [23 Ill. Admin. Code 268](#), funds **academically** focused after-school and out-of-school opportunities in a safe and healthy environment to provide activities and support that are expected to improve student academic achievement as well as overall student success. Each grantee **must** propose to serve a population of students that is at least 90% low-income.

#### **Program Description:**

The After School Programs – Non-School Districts grant, in accordance with [23 Ill. Admin. Code 268](#), enables eligible entities to establish after-school programs that provide opportunities to support and improve academic achievement and promote positive behaviors. Providing enrichment activities in a safe and healthy environment can strengthen public, private, and philanthropic partnerships so that quality support services are more durable for students facing the greatest challenges. Such grants support working families and favorably impact the quality of communities.

The After School Programs – Non-School Districts grant is separate from the federally funded 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) grant. An organization may receive awards under both funding opportunities, but After School Programs grant funds should not be combined with 21<sup>st</sup> CCLC grant funds. The funds should be used to operate independent programs so as to serve as many students as possible.

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

[Public Act 103-0589](#) appropriates \$25 million from the General Revenue Fund to provide After School Programs grants to school districts and community organizations for after-school programming and other programming outside of the normal school day. ISBE has allocated \$17 million of this amount for formula grants to school districts; the remaining \$8 million will be awarded to eligible non-school district entities through a competitive grant process. ISBE awarded 170 After School Programs grants to school districts via a formula grant in FY 2024. In addition, ISBE also awarded 97 After School Programs grants to non-school district entities. An unprecedented number of applications were received, there was a high demand for funding, and efforts were made to maximize awards; therefore, awards ranged from \$40,000 to \$120,000.

#### **Program Objectives:**

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

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

#### **Policy Requirements:**

This proposal has no policy requirements.

#### **Performance Measures:**

1. One hundred percent of students are offered new or expanded programs that improve academic outcomes for students.
2. One hundred percent of students are offered opportunities for enrichment activities in a safe and healthy environment.

**Targets:**

1. Fifty percent of students who are offered new or expanded programs show improved academic outcomes on the Microsoft form submitted by the grantee within 30 days of the end of each quarter.
2. Fifty percent of students who are offered opportunities for enrichment activities in a safe and healthy environment show increased academic engagement on the Microsoft form submitted by the grantee within 30 days of the end of each quarter.

**Performance Standards:**

1. Sixty percent of students are offered new or expanded programs that improve academic outcomes for students.
2. Sixty percent of students are offered opportunities for enrichment activities in a safe and healthy environment.

**Deliverables and Milestones:**

1. Programmatic reporting must be completed at the minimum of annually via the IWAS system. ISBE may impose additional reporting requirements, as determined by a grantee's risk assessment. Information about how to complete a report can be found on [ISBE's Grant Periodic Reporting](#) webpage.
2. Expenditure reports must be submitted at the minimum of quarterly within 20 days of the end of each quarter via the IWAS system.
3. A Microsoft form showing quarterly measurements must be submitted within 30 days of the end of each quarter. Additional information will be provided to grantees prior to the start of the first quarter, including the form to be utilized.
4. Grantees will submit a comprehensive final year-end report that demonstrates the project deliverables, the number of participants and activities, and the impact of the program within 60 days after the grant end date.

## ***Funding Information***

### **Introduction:**

[Public Act 103-0589](#) appropriates \$25 million from the General Revenue Fund to provide After School Programs 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 \$17 million of the \$25 million is for LEAs, with \$8 million available for non-school district providers through a competitive grant process.

All After School Programs – Non-School Districts grant funds and all related services must be disbursed and handled in accordance with [23 Ill. Admin. Code 268](#). Each grantee must propose to serve a population of students that is at least 90% low-income.

- This requirement is satisfied if the applicant proposes to serve only schools with a population of students that is 90% or greater low-income. A population of low-income students is determined by a school's FY 2024 Free and Reduced-Price Meal Eligibility Data. Please review the FY 2024 school-level data on the [ISBE Child Nutrition Data Analytics and Mapping Tools](#) webpage.
- Alternatively, the applicant may propose to serve one or more schools with a population of low-income students that is less than 90%, but in this case must provide an assurance that the population of students it will serve from the school (or schools) will be at least 90% low-income and must explain how student eligibility will be determined without violating state or federal student privacy laws. Students who meet the income requirements of the School Breakfast and Lunch Program Act [105 ILCS 125] or any other public benefit program based on income and homeless children and youth as defined in Section 11434a of the federal McKinney-Vento Homeless Assistance Act [42 U.S.C. 11434a] shall be classified as low-income for the purpose of determining program eligibility. At no time shall a school or district disclose names of students eligible for free or reduced-priced meals.

**An application will not be scored for funding if the following are not identified – the school site to be served, street address, city, state, and ZIP code. A school's FY 2024 Free and Reduced-Price Meal Eligibility Data must be included.** If the applicant proposes to serve a school with a student population that is 90% or greater low-income, the entire school/student population is eligible to be served under this funding opportunity.

NOTE: Allocations and payment under this grant are subject to appropriation action by the Illinois General Assembly. Obligations of the Illinois 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:**

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 annually on the [ISBE Indirect Cost Rate Plan](#) webpage. 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:
  - Select the 10 percent de minimis rate.
  - Submit documentation supporting a rate determined through negotiation with their federal cognizant agency.
  - Negotiate a rate.
- Non-LEA, non-university grantees may initiate the unrestricted indirect cost rate negotiation process through the [GATA Grantee 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:

The After School Programs – Non-School Districts grant is a state unrestricted indirect cost program. Program budgets must supplement not supplant other federal and state funds. The budget shall specify that **no more than 5 percent** of the total grant award shall be used for administrative and general expenses (General Administration 2300).

A budget outlining projected costs must be included in the After School Programs – Non-School Districts grant proposal. Projected expenditures must align with the proposed activities, the number of students and families to be served, staffing levels, goals and objectives, and the evaluation of the project. All expenditures must be reasonable and necessary to carry out the program's purpose, goals, and objectives, and all funds must be spent in accordance with the [State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures](#) handbook. The obligation of funds may not begin until after the official notification of a grant award.

Only one application per entity will be accepted. An entity will be determined by its Federal Employer Identification Number (FEIN).

### Allowable Uses of Funds:

Grant funds may be used only for the following:

- To improve academic outcomes for students;
- To provide opportunities for enrichment activities in a safe and healthy environment; and

- To provide opportunities to strengthen public, private, and philanthropic partnerships so that quality support services are more durable for students facing the greatest challenges.

Each grantee **must** propose to serve a population of students that is at least 90% low-income.

1. **Program Implementation Costs:** Supplies and materials necessary to implement the program may be proposed.
2. **Administration Costs:** General administration costs (i.e., Function 2300), which are direct costs associated with the overall administration of the After School Programs – Non-School Districts grant, may be proposed. These costs, however, must be limited to not more than **5 percent** of the total funding request. Applicants are advised to refer to the [State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures](#) handbook for budget information.
3. **Indirect Costs:** This program uses an unrestricted indirect cost rate. Indirect costs are subject to the indirect costs rate established by ISBE. For more information on the guidance for indirect costs, review the [State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures](#) handbook.
4. **Instructional Staff Costs:** Funds may be requested to cover expenses for instructional staff who work directly with students.
5. **Food Costs:** Funds should not be used for snacks and meals for students, except in the case of culinary-type activities for program participants. The U.S. Department of Agriculture sponsors the [Afterschool Snack Service](#) as part of the National School Lunch Program. The program offers cash reimbursement to help schools serve snacks to children in after-school activities aimed at promoting the health and well-being of children and youth in our communities. More information can be found under the Afterschool Snacks and Meals dropdown on the [ISBE After School Programs](#) webpage.
6. **Technology Costs:** Funds to purchase technology, such as computers, laptops, printers, scanners, televisions, digital cameras, tablets, or similar items, are restricted to the purchase of equipment for **student or family use in After School Programs – Non-School Districts grant activities only**, and must be (1) reasonable, (2) allocable, (3) allowable, and (4) directly related to academics and student achievement. Prior approval from ISBE is required for the purchase of all technology.
7. **Subcontracting Costs:** Funds may be used to enter into subcontracting agreements for the provision of After School Programs – Non-School Districts grant activities that are beyond the capacity of the grantee. Funds for services provided by subcontractors typically include direct instruction to students (Function 1000, Object 300); staff professional development (Function 2210, Object 300); and services by a governmental entity (Function 4000, Object 300). Subcontracted services may include evaluation services. The [State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures](#) handbook provides further information about budget coding. No subcontracting is allowed without prior written approval of the state superintendent or their designee.
8. **Transportation Costs:** Applicants may use program funds to cover reasonable transportation costs for program participants. Requests for transportation costs must be clearly and appropriately related to After School Programs – Non-School Districts grant activities.
9. **Program Evaluation Costs: Applicants may use funds to conduct their local evaluation.** Funds proposed for evaluation purposes must be reasonable when compared to other proposed costs. Grant funds should be used primarily to provide services to students, so the cost of the evaluation should not exceed 10 percent of the overall budget. Grantees may subcontract for local program evaluation services (Function 2620, Object 300).



10. **Other requests** as deemed allowable, allocable, reasonable, and necessary to meet objectives of the grant.

**Non-Allowable Uses of Funds:**

1. Food, including daily snacks and/or meals for students.
2. Purchase of equipment, such as computers, laptops, DVD players, printers, scanners, fax machines, telephones, cell phones, televisions, digital cameras, or similar items, regardless of cost unless prior approval has been given by ISBE.
3. Furniture, including indoor and outdoor.
4. Field trips that are purely recreational in nature (field trips without academic support will be considered entertainment and cannot be funded).
5. Capital improvements, such as facility construction, remodeling, or renovation.
6. Administrative cost that exceeds 5 percent of the total award.
7. Any request not deemed allowable, allocable, reasonable, and necessary to meet objectives of the grant.

***Reporting Requirements***

- Programmatic reporting must be completed at the minimum of annually via the IWAS system. ISBE may impose additional reporting requirements, as determined by a grantee's risk assessment. Information about how to complete a report can be found on the [ISBE Grant Periodic Reporting](#) webpage.
- Expenditure reports must be completed at a minimum of quarterly within 20 days following the end of the quarter via the IWAS system.
- A Microsoft form showing quarterly measurements must be submitted within 30 days of the end of each quarter. Additional information, including the form to be utilized, will be provided to grantees prior to the start of the first quarter.
- Grantees will submit a comprehensive final year-end report that demonstrates the project deliverables, the number of participants and activities, and the impact of the program within 60 days after the grant end date.

## 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. **All required components must be submitted using the official ISBE forms/attachments provided with this NOFO/RFP.** 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, telephone and fax numbers of the entity; 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. First time applicants without a Region-County-District-Type (RCDT) code must call or email the agency contact to obtain an RCDT code **before** submitting an application. **If an applicant submits an application prior to obtaining an RCDT code, then the applicant is ineligible.**

☐ **2. Program Sites/Schools to be Served (Attachment 2):** Complete this information for each site/school to be served. Include street address, city, state, and ZIP code. Each grantee must propose to serve a population of students that is at least 90% low-income. This requirement is satisfied if the applicant proposes to serve a school with a population of students that is 90% or greater low-income. A population of low-income students is determined by a school's FY 2024 Free and Reduced-Price Meal Eligibility Data. Please review the FY 2024 school-level data on the [ISBE Child Nutrition Data Analytics and Mapping Tools](#) webpage. Alternatively, the applicant may propose to serve a school with a population of low-income students that is less than 90%, but in this case must provide an assurance that the population of students it will serve from the school (or schools) will be at least 90% low-income and must explain how student eligibility will be determined without violating state or federal student privacy laws. Students who meet the income requirements of the School Breakfast and Lunch Program Act [105 ILCS 125] or any other public benefit program based on income and homeless children and youth as defined in Section 11434a of the federal McKinney-Vento Homeless Assistance Act [42 U.S.C. 11434a] shall be classified as low-income for the purpose of determining program eligibility. At no time shall a school or district disclose names of students eligible for free or reduced-price meals. **An application will not be scored for funding if the following are not identified – the school site to be served, street address, city, state, and ZIP code. A school's FY 2024 Free and Reduced-Price Meal Eligibility Data must be included.**

☐ **3. Program Narrative (Attachment 3) maximum of five pages:** Using the information found on page 11, provide a summary of the needs assessment conducted for this program.

☐ **4. Goals, Objectives and Activities (Attachment 4A) maximum of five pages:** Using the information found on page 12, provide the goals, objectives, and activities to be used in this program.

☐ **5. Program Plan (Attachment 4B) maximum of three pages:** Using the information found on page 12, and the goals, objectives, and activities found on Attachment 4A, describe implementation activities.

☐ **6. Program Evaluation Design (Attachment 5) maximum of five pages:** Using the information found on page 12, describe how the overall program and individual program activities will be evaluated.

☐ **7. State Budget Summary and Payment Schedule (Attachment 6A):** 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. The payment schedule must be based on the projected date of expenditures. Salaries and fringe benefits must be requested in equal intervals on the schedule. Supplies,

equipment, contracted services, and professional development must be requested in the month for which the expenditure is anticipated.

☐ 8. **Budget Summary Breakdown (Attachment 6B):** 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 also should include subcontract information, if applicable.

☐ 9. **Program-Specific Terms of the Grant (Attachment 7):** These must be signed by the official legally authorized to submit the proposal and to bind the applicant to its contents.

## Narrative Details

### *PROGRAM NARRATIVE:*

Using Attachment 3, provide a summary of the needs assessment conducted for this program. Answers to the questions below should be included within the response, although they do not need to appear in the format found below.

#### Purpose and Background

- What was the scope of the needs assessment?
- Was the needs assessment report completed and released to stakeholders?
- When was the needs assessment conducted?
- What stakeholders participated in the needs assessment?
- How was the inclusion of stakeholders determined?

#### Data Collection and Analysis of Data

- What sources were used to collect data (e.g., surveys, interviews, focus groups, observations, etc.)?
- What data analysis techniques were used to analyze data (e.g., gap analysis; descriptive statistics; strengths, weaknesses, opportunities, and threats analysis, etc.)?

#### Identification of Needs and Gaps

- What is the current situation?
- How has it been determined that the population of students is at least 90% low-income?
  - This may be determined by a school's [FY 2024 Free and Reduced-Price Meal Eligibility Data](#). Alternatively, the applicant may propose to serve one or more schools with a population of low-income students that is less than 90%, but in this case must provide an assurance that the population of students it will serve from the school (or schools) will be at least 90% low-income and must explain how student eligibility will be determined without violating state or federal student privacy laws. Students who meet the income requirements of the School Breakfast and Lunch Program Act [105 ILCS 125] or any other public benefit program based on income and homeless children and youth as defined in Section 11434a of the federal McKinney-Vento Homeless Assistance Act [42 U.S.C. 11434a] shall be classified as low-income for the purpose of determining program eligibility. At no time shall a school or district disclose names of students eligible for free or reduced-price meals.
- What are the identified needs?
- Describe the correlation between the stakeholders, facts, and evidence that demonstrate the proposal supports the grant program purpose.
- Was a gap analysis conducted on the data collected, including an identification of the strengths and weaknesses of the youth developmental needs, parent and family engagement needs, and available community services?

- What did the gap analysis reveal?
- In what ways are students impacted?
- What is the number of students impacted?
- Were the causes that led to the need identified?
- Why does the community feel the need exists?

#### Goals and Objectives

- What goals and objectives were created based upon the identification of needs and gaps?
- What are the anticipated improvements in services, infrastructure, and opportunities?
- How do the goals and objectives align with the needs and expectations of the community?
- How do the program goals and objectives align with the Program Purpose and Program Objectives, both of which are found on page 4 of this NOFO/RFP?

#### *GOALS, OBJECTIVES, AND ACTIVITIES:*

Using Attachment 4A, provide a description of the goals, objectives, and activities for the program. Answers to the questions below should be included within the narrative response.

- How will program goals and objectives be accomplished?
- Is the approach being used to complete the program considered to be a best practice for after-school programs?
- What strategies will be used to meet the goals and objectives of the program?
- What resources will be needed to provide the activities?
- Describe why program activities were chosen and how they align with best practices.
- List the names and roles of all staff involved in the program.
- Describe the qualifications of those involved with the program. Include any prior experience staff may have in working with after-school programs.
- Provide a description of how the costs were arrived at for the program.

#### *PROGRAM PLAN:*

Using Attachments 4A and 4B, list the activities that align to the Program Objectives found on page 4 of this NOFO/RFP. Each objective will need the following information in the narrative or listed in the provided chart.

- Describe project activities, including a description of how the activity relates to the objective.
- Provide a timeline of when activities will occur.
- Provide the number of students that will be served.
- Provide the budget for the activity.
- Estimate the anticipated audience.
- Provide the names of staff who will be involved with the program.
- Describe the evaluation methodology that will be used to judge the activity.

#### *PROGRAM EVALUATION DESIGN:*

Using Attachment 5, describe how the overall program and individual program activities will be evaluated. Applicants must provide general details regarding the anticipated process, measures, or data elements to be used in determining project success or the degree to which objectives have been met.

Use the information provided below to help guide the evaluation plan narrative.

- What tools will be used to judge the effectiveness of the program and program activities?
- How often will the evaluations occur?
- How will course corrections be made (if needed)?
- How will you document the success of the program?

## Review Criteria

### **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 demonstrates that the proposal supports the grant program purpose.
- Capacity and Sustainability is defined as the ability of an entity to execute the grant project according to the project requirements and to sustain programming over time.
- Quality is defined as the totality of features and characteristics of a service, project, or product that indicates its ability to satisfy the requirements of the grant program.

**ISBE reserves the right to determine the number and amount of awards based upon the total funds appropriated for this program. Grantees may not be awarded the full amount of requested funding.**

### **Priority Points:**

**Proposals must receive 60 points to be eligible for priority points.**

ISBE will award an additional 10 points to entities proposing to serve students in districts furthest away from adequacy, as identified by districts with a final percentage of adequacy at 65% or less per the Evidence-Based Funding for FY 2025 Quick Facts found under the News and Updates dropdown on the ISBE [Evidence-Based Funding Distribution Calculation](#) webpage.

### ***Other available Priority Points:***

1. **Comprehensive, Targeted, or Intensive Schools:** These are programs that propose to serve schools that are identified as Comprehensive, Targeted, or Intensive. (See Accountability on a proposed school's [2022-23 Illinois Report Card](#)): **5 points.**
2. **Tier 1 or Tier 2 School Districts:** These are programs that propose to serve schools from Tier 1 or Tier 2 districts. (Status determined in accordance with the Evidence-Based Funding for FY 2025 Quick Facts found under the News and Updates dropdown on the ISBE [Evidence-Based Funding Distribution Calculation](#) webpage.): **5 points.**
3. **Illinois Free and Reduced-Price Lunch Program:** These are programs that propose to serve schools in which 90% or more of the school's population receive free or reduced-price lunch. (See ISBE's [FY 2024 Free and Reduced-Priced Meal Eligibility Data](#)): **5 points.**
4. **Geographic Locale Area:** These are programs that propose to serve schools that are **not** located in an area categorized by the National Center for Education Statistics (NCES) as "City - Large." NCES defines "City - Large" as territory inside an urbanized area and inside a principal city with a population of 250,000 or more. A school's geographic locale area classification can be determined by using the [NCES Search for Public Schools](#) function. Enter the school name and any other school identifying information known to the applicant in the fields provided, click the blue tab for "Search," and select the school of interest. Each page will include a "School Details" section in blue that provides the selected school's "locale" information. The same type of search can be done at the district level by going to the [District Search](#) page: **5 points.**

### **Proposal Cut Score:**

A proposal must score a minimum of 80 points to be considered for funding.

**Tiebreaker:**

In the event of a tie, the applicant with the higher number of low-income children to be identified and served as indicated in Attachment 2 will be prioritized for funding.

**Evaluation Criteria:**

The overall evaluation criteria are built into the rubric listed below. The attachment 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 criterion section as well as the individual criteria also are included in the rubric.

Following the notification of grant awards, an applicant may request copies of reviewer scores and comments by contacting After School Programs staff at [afterschool@isbe.net](mailto:afterschool@isbe.net).

All proposals will be read, reviewed, and scored by readers who have been selected for their expertise and experience in grants management. A proposal must receive a minimum of 60 points to be considered for priority points and a total of 80 points to be considered for funding. The maximum proposal score is 100 points. Eligible proposals may have a total of up to 30 competitive priority points assigned, meaning that after the assignment of competitive priority points proposals may receive a maximum score of 130 points. Please refer to the [Merit-Based Review Policy](#) for more information.

**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 and/or no information to help explain how the budget will meet the project outcomes.	Proposal is unclear and lacks enough evidence to meet and/or provides limited information to explain how the budget will meet project outcomes.	Proposal provides moderate detail and /or provides limited information to explain how budget will meet the needs of the project but conveys the potential to meet project outcomes.	Proposal provides good detail and a solid budget narrative that provides strong evidence that the program will meet project outcomes.	Proposal exceeds expectations and provides a solid plan to meet project outcomes.

<b>Section 1 Need: 30 Points</b> The applicant demonstrates a need for the proposed project, activities, and/or resources. (Attachment 3 – Program Narrative)	Possible Points
A needs assessment has been conducted and summarized within the proposal. There is evidence of an intent to serve a population of students that is 90% or greater low-income. This can be determined by a school's FY 2024 Free and Reduced-Price Meal Eligibility Data. Please review the FY 2024 school-level data on the <a href="#">ISBE Child Nutrition Data Analytics and Mapping Tools</a> webpage. Alternatively, the applicant may propose to serve one or more schools with a population of low-income students that is	5



less than 90%, but in this case must provide an assurance that the population of students it will serve from the school (or schools) will be at least 90% low-income and must explain how student eligibility will be determined without violating state or federal student privacy laws. Students who meet the income requirements of the School Breakfast and Lunch Program Act [105 ILCS 125] or any other public benefit program based on income and homeless children and youth as defined in Section 11434a of the federal McKinney-Vento Homeless Assistance Act [42 U.S.C. 11434a] shall be classified as low-income for the purpose of determining program eligibility. At no time shall a school or district disclose names of students eligible for free or reduced-priced meals.	
The proposal provides a clear description of gaps and weakness in services, infrastructures and/or opportunities 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 programing without funding from this grant.	5
The proposal outlines multiple sources and measures of data utilized to inform the need for funding to support programming or opportunities.	5
The proposal identifies stakeholders, facts, and evidence that demonstrate that the proposal supports the grant program purpose.	5
The proposal clearly describes the project need as it relates to one or more of the grant goals.	5
<b>Section 2 Quality of the Plan: 40 points</b> There is a clearly expressed relationship between the proposed project, activities, and/or resources and the shared goals for youth within the local or regional educational community. (Attachment 3 –Program Narrative, Attachment 4A – Goals, Objectives and Activities, Attachment 4B –Program Plan, Attachment 5 – Program Evaluation Design)	Possible Points
The proposal demonstrates that the program to be implemented is based on sound research with quantifiable goals and objectives for the eligible entity.	5
The proposal describes how the project, activities, and/or resources will support improved outcomes and opportunities for youth. The proposal can be reasonably accomplished based on projected timelines and resources.	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 acknowledges the central role of qualified staff who will oversee the program. The proposal can be reasonably accomplished based on staff capacity and experience. The proposal has identified key personnel, roles/responsibilities, and duties.	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, and sufficiently incorporates all the state and local objectives as specified in the Program Objectives section, indicators, and measures.	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
Evaluation methods include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and	5

qualitative data. The evaluation plan sufficiently incorporates all the state and local objectives as specified in the Program Objectives section, indicators, and measures.	
The program evaluation process includes sufficient controls to ensure that the evaluation is administered as proposed.	5
<b>Section 3 Capacity and Sustainability: 30 points</b> The applicant provides evidence of previous or concurrent experience in successful grant management. (Attachment 3 – Program Narrative, Attachment 6A — State Budget Summary and Payment Schedule, Attachment 6B — Budget Summary Breakdown)	Possible Points
The proposal is cost effective. The proposed budget is reasonable based on the scope of the planning work to be conducted and the number of individuals to be involved.	5
The applicant demonstrates organizational capacity to deliver intended components of the proposed project.	5
The proposal is sustainable as it identifies a plan for allocating resources as well as securing additional resources from local organizations, businesses, and governmental agencies that will be useful to the grantee in sustaining an after-school program.	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

<b>Priority Points: 30 points</b>	Possible Points
<b>Proposals must receive 60 points to be eligible for priority points.</b>	
ISBE will award an additional 10 points to entities proposing to serve students in districts furthest away from adequacy, as identified by districts with a final percentage of adequacy at 65% or less. (Percentage of adequacy determined by the Evidence-Based Funding for FY 2025 Quick Facts found under the News and Updates dropdown on the ISBE <a href="#">Evidence-Based Funding Distribution Calculation</a> webpage.)	10
<b>Comprehensive, Targeted, or Intensive Schools:</b> These are programs that propose to serve schools that are identified as Comprehensive, Targeted, or Intensive. (See Accountability on a proposed school's <a href="#">2022-23 Illinois Report Card</a> .)	5
<b>Tier 1 or Tier 2 School Districts:</b> These are programs that propose to serve schools from Tier 1 or Tier 2 districts. (Status determined by the Evidence-Based Funding for FY 2025 Quick Facts found under the News and Updates dropdown on the ISBE <a href="#">Evidence-Based Funding Distribution Calculation</a> webpage.)	5
<b>Illinois Free and Reduced Lunch Program:</b> These are programs that propose to serve schools in which 90% or more of the school's population receive free or reduced lunch. (See ISBE's <a href="#">FY 2024 Free and Reduced-Priced Meal Eligibility Data</a> .)	5
<b>Geographic Locale Area:</b> These are programs that propose to serve schools that are <b>not</b> located in an area categorized by the National Center for Education Statistics (NCES) as "City - Large." NCES defines "City – Large" as territory inside an urbanized area and inside a principal city with a population of 250,000 or more. A school's geographic locale area classification can be determined by using the <a href="#">NCES Search for Public Schools</a> function. Enter the school name and any other school identifying information known to the applicant in the fields provided, click the blue tab for "Search," and select the school of interest. Each page will include a "School Details" section in blue that provides the	5

selected school's "locale" information. The same type of search can be done at the district level by going to the <a href="#">District Search</a> page.	
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