October 3, 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 Illinois Breakfast After the Bell Grant
CSFA Number:	586-84-3442
CSFA Title:	Breakfast After the Bell Grant Program

Program Overview

In fiscal year 2025, the Illinois State Board of Education (ISBE) shall award grants of up to $7,000 per school site on a competitive basis to eligible schools, school districts, or entities approved by the State Board of Education for nonrecurring expenses incurred in initiating a Breakfast After the Bell Program under Section 16 of the Childhood Hunger Relief Act (105 ILCS 126). The total amount of available funding is $300,000.

Eligibility and Application Information

Eligible Applicants:

Eligible entities are school districts, charter schools, Regional Offices of Education (ROEs), and Intermediate Service Centers (ISCs). In addition, an entity must be an approved School Food Authority[1] (SFA) that currently participates in the National School Lunch Program.

The SFA may apply for one or multiple schools under its authority. Each school application will be scored as a separate project.

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. Grant applications

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[1] "School Food Authority" means the governing body that is responsible for the administration of one or more schools and has the legal authority to operate the National School Lunch Program therein.

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 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 Grants Management System budget. Grant awards will not be executed until the FY 2025 ICQ, Organizational Risk Assessment, and Programmatic Risk Assessment are completed.

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. ISBE may not consider an application for a state award to an applicant until the applicant has complied with all applicable SAM requirements.

[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:

Annual grant awards will vary in amount but shall not exceed $7,000 per each eligible school that is selected for funding. There is no cost sharing or matching requirement.

Additional Funding Information is on page 8.

Grant Period:

The grant period will begin no sooner than Dec. 1, 2024, and will extend from the execution date of the grant until June 30, 2025.

Submission Dates and Times/Other Submission Requirements:

Proposals can be submitted electronically through the ISBE Attachment Manager or emailed no later than 4 p.m. on Thursday, November 14, 2024. Late proposals will not be accepted.

Directions for each submission method are provided below. Please include the entity name, RCDT number, and name of the grant program in the message or subject line when submitting the application.

- **Electronic Submission:**
  Completed proposals should be scanned into PDF with all supporting documents and required signatures and submitted via the ISBE Attachment Manager. Choose "Emily Durbin" from the dropdown menu in Receiver Information. Click the button at the bottom of the page to submit.

- **Email:**
  The proposal may be emailed to edurbin@isbe.net.

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 <u>NOT</u> 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:

Applicants requiring assistance may contact Emily Durbin at edurbin@isbe.net.

Changes to NOFO/RFP:

ISBE will post any changes made to the NOFO/RFP prior to November 8, 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 Emily Durbin at 217-782-2491 or edurbin@isbe.net.

Program Background and Description

Program Purpose:

The [Illinois Breakfast After the Bell Grant Program](#) supports implementation of Breakfast After the Bell service models in schools to make school breakfast more accessible to students.

Increasing student access to school breakfast supports the positive correlations between adequate child nutrition and a child's physical, emotional, and cognitive development. There also is a correlation between adequate nutrition and a child's ability to perform well in school. Documented research has proven that school breakfasts improve attendance and increase a child's readiness to learn.

Program Description:

Subject to appropriation, the Illinois State Board of Education shall award grants of up to $7,000 per school site on a competitive basis to eligible schools, school districts, or entities approved by the State Board of Education for nonrecurring expenses incurred in initiating a Breakfast After the Bell Program under Section 16 of the Childhood Hunger Relief Act (105 ILCS 126/16).

Grant awards shall be used for nonrecurring costs of initiating a Breakfast After the Bell Program, including, but not limited to:

- Acquisition of equipment.
- Training of staff in new capacities.
- Outreach efforts to publicize new or expanded school breakfast programs.
- Minor alterations to accommodate new equipment.
- Computer point-of-service systems for food service.
- Purchase of vehicles for transporting food to schools.

Breakfast After the Bell Requirements

Every public school in which 70% or more of the students were eligible for free or reduced-price lunches in October of the preceding year is required to operate a Breakfast After the Bell Program in accordance with Section 16 of the Illinois Childhood Hunger Relief Act (105 ILCS 126).

Schools with less than 70% of students eligible for free or reduced-price lunches have the option – but are not required – to operate a Breakfast After the Bell Program.

Breakfast After the Bell Programs must comply with federal program provisions of Section 4 of the Child Nutrition Act of 1966, as amended, and any federal regulations implementing that Act.

- [The Child Nutrition Act of 1966](#)
- [7 CFR Part 220](#) School Breakfast Program

Breakfast After the Bell Service Models

Schools and districts have flexibility to design a Breakfast After the Bell Program in a way that will best serve their students. Schools may be creative in coming up with alternative breakfast service models, though they must ensure that the program adheres to all federal program provisions of the School Breakfast Program.

Common Breakfast after the Bell service models are described below. These models can be adapted to meet the needs of the district or across individual schools. Some may find that a different method or combination of these service models works best.

- BREAKFAST IN THE CLASSROOM
  Breakfast is delivered to each classroom after the school day begins and students eat breakfast in the classroom.

- GRAB-AND-GO BREAKFAST
  Meals containing the required breakfast components are conveniently packaged and available for students to pick up from the cafeteria and/or high-traffic locations and be eaten in the classroom or other designated areas after the school day begins.

- SECOND-CHANCE BREAKFAST
  Students eat breakfast after first period during a mid-morning break between classes, either in the cafeteria or offered from serving carts, kiosks, or tables in locations that are easily accessible.

Breakfast After the Bell Planning, Implementation, and Resources

Schools should consult with stakeholders during the planning and development of the Breakfast After the Bell Program. Stakeholders include, but are not limited to, the superintendent, principal, business manager, school food service personnel, school nurse, teachers, and janitorial staff.

There are a variety of resources and toolkits designed to assist schools with planning, developing, and implementing a Breakfast After the Bell Program. Applicants are encouraged to utilize the resources listed below.

Food Research and Action Center
- Making Breakfast Part of the School Day
- FRAC/AFT Breakfast Blueprint
- FRAC/NASSP Secondary School Principals' Breakfast After the Bell Toolkit

Institute of Child Nutrition
- Best Practice Guide for In-Classroom Breakfast

Partners for Breakfast in the Classroom
- Tips for Teachers and Education Support Professionals
- Breakfast After the Bell- Implementation Toolkit

University of Minnesota Extension
- Grab and Go Breakfast- Tips and Menu Ideas

University of Wisconsin Extension

- [Breakfast in the Classroom Toolkit](#)

USDA Food and Nutrition Service

- [Energize Your Day with School Breakfast Toolkit](#)
- [School Breakfast Program- Marketing Strategy](#)

Program Background/History:

The Illinois Breakfast After the Bell Grant Program is new in FY 2025.

Funding Source: State
Legislative Reference: [105 ILCS 126/18](#)

CSFA Number: 586-84-3442
CSFA Title: Breakfast After the Bell Grant Program

Appropriations per Fiscal Year
  FY 2025: $300,000

Program Objectives:

Schools shall implement new or expanded Breakfast After the Bell service models to make school breakfast more accessible to students and increase student participation in the School Breakfast Program.

Policy Requirements:

N/A

Performance Measures:

Program Accessibility

- Number of new Breakfast After the Bell service models implemented:
  - Completion of planned activities to add at least one new Breakfast After the Bell service model.

- Number of components added to expand an existing Breakfast After the Bell service model:
  - Completion of planned activities to expand upon at least one component of an existing Breakfast After the Bell service model.

Student Participation

- Percentage of students participating in School Breakfast Program:
  - The program will see an increase in student participation.

Targets:

Project activities must be on track for completion within the grant period.

Performance Standards:

At minimum, grantees are expected to meet the target level of performance for at least one performance measure under Program Accessibility.

Deliverables and Milestones:

Expenditure Reports

Grantee shall submit quarterly expenditure reports via the Expenditure Reporting System in IWAS.

Performance Report

Grantee shall complete an annual performance report (unless grantee is subject to more frequent reporting) via the Grant Periodic Reporting System in IWAS.

Funding Information

Introduction:

Total amount of funding available for this opportunity: $300,000

Expected amount of funding per individual award: maximum $7,000 per school

Anticipated number of awards: The number of projects that will receive funding is subject to limitation by the total amount of funding available for this opportunity. If the total amount of funding requested by applicants exceeds the amount available, projects will be funding in order of score – from highest to lowest – until all funds are allocated.

Allowable/Unallowable Costs:

Grant funds may be used for nonrecurring costs of initiating a Breakfast After the Bell Program, including, but not limited to:

- Acquisition of equipment.
- Training of staff in new capacities.
- Outreach efforts to publicize new or expanded school breakfast programs.
- Minor alterations to accommodate new equipment.
- Computer point-of-service systems for food service.
- Purchase of vehicles for transporting food to schools.

Cost Sharing or Matching:

There is no cost sharing or matching requirement.

Indirect Cost Rate:

The federal Uniform Guidance at 2 CFR 200 requires that grantees be provided the opportunity to seek indirect cost reimbursements based on negotiated indirect cost reimbursement rates. Rates are determined and applied as follows.

Local Education Agencies

- Local Education Agency (LEA) indirect cost rates are developed in accordance with a delegation of authority agreement between ISBE and the U.S. Department of Education (ED). The plan includes both a restricted and unrestricted rate for each individual LEA. Both the restricted and unrestricted LEA rates are published 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:
    - o Select the 10% 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 via 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% default rate described at 34 CFR 76.564.

- Colleges and universities will be limited to a maximum indirect cost rate of 8% or other indirect cost rate calculated by their cognizant federal agency, whichever is less, for grants administered by ISBE.

Costs associated with Fiscal Support Services (2520), Internal Support Services (2570), Staff Support Services (2640), Data Processing Services (2660), and Direction of Business Support Services (2510) charged to the Educational Fund are properly budgeted as indirect costs.

Funding Restrictions:

This grant uses an unrestricted indirect cost rate.

Reporting Requirements

Expenditure Reporting

Periodic financial reporting should be completed at a minimum of quarterly via the IWAS system.

Programmatic Reporting

Programmatic reporting should be completed annually via the IWAS system.

Content and Form of Application Submission

Instructions:

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

☐ 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; UEI number; SAM 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.

☐ 2. **Applicant Eligibility and Project Summary** (*Attachment 2*)

☐ 3. **School Application for Breakfast After the Bell Grant Program** (*Attachment 3*)

A separate school application is required for EACH school applying for funding.

☐ 4a. **State Budget Summary and Payment Schedule** (*Attachment 4a*)

The budget MUST be submitted on this form. No other budget form will be accepted. District budgets MUST be signed by the district superintendent. Other applicants should have the authorized official sign the form.

☐ 4b. **Budget Summary Breakdown** (*Attachment 4b*)

The Budget Summary Breakdown MUST include descriptions of the anticipated expenditures, correlated to the line items set forth on the State Budget Summary and Payment Schedule. The Budget Summary Breakdown should also include subcontract information, if applicable.

Application Review and Selection Process

All eligible entities that submit a proposal by the deadline will be considered for an award.

Each school application will be scored as a separate project.

Applications will be evaluated on need, capacity, and quality. In addition, priority points will be added to the evaluation score based on priority criteria specified within this section.

- 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.

These overall criteria are incorporated within the evaluation rubric. Using the rubric, a committee of at least three evaluators will each individually review and score proposals independently of each other. The individual scores will be averaged for an overall evaluation score.

Priority points will be added to the evaluation score in accordance with the criteria and point values indicated in the priority rubric within this section.

After scoring is complete, awards will be made by allocating funds, first to the highest scoring project, and then to the next highest scoring project in succession until all funds are allocated.

Tiebreaker

- Primary Factor: In the event of a tie score, the school that has the higher percentage of students eligible for free and reduced-price meals shall receive priority.

- Secondary Factor: In the event of a tie score and when schools have the same free and reduced-price eligibility percentage, the school that has the higher total student enrollment shall receive priority.

Following the notification of grant awards, an applicant may request copies of reviewer scores and comments by contacting Emily Durbin at edurbin@isbe.net.

Scoring

Evaluation Rubric – Criteria and Point Values

The evaluation rubric lists the specific criteria against which proposals are evaluated and the number of points possible for each. Below each criterion, the attachment number indicates the portion of the proposal that evaluators will use to determine whether the criterion has been met. Evaluators will assign points for each criteria using the evaluation scale.

Evaluation Scale

Not Provided 0	Very Limited 1	Limited 2	Moderate 3	Strong 4	Very Strong 5
The element is missing or not addressed within the proposal.	The proposal is vague or unclear in addressing the criteria. Lacks evidence to meet project outcomes.	The proposal provides some relevant information but not enough evidence to meet project outcomes.	The proposal provides moderate detail and conveys potential to meet project outcomes.	The proposal provides adequate detail and evidence to meet project outcomes.	The proposal provides excellent detail and a solid plan to meet project outcomes.

Evaluation Criteria | Possible Points: 30

Section 1: Need	Possible Points
The proposal describes each eligible school site's breakfast program under Section 16 of the Childhood Hunger Relief Act (Breakfast After the Bell), including which school and school district stakeholders have been engaged in the development of the program. Stakeholders may include, but are not limited to, the superintendent, principal, business manager, school food service personnel, school nurse, teachers, and janitorial staff. *Attachment 3*	5

Section 2: Capacity	Possible Points
The proposal includes a project budget that outlines the nonrecurring expenses needed to initiate a Breakfast After the Bell Program at each school site. *Attachments 3, 4a/4b*	5
The proposal describes any public or private resources that have been assembled to carry out and sustain expansion of the School Breakfast Program to include Breakfast After the Bell. *Attachment 3*	5
Proposal indicates commitment of the district and the school to operate a Breakfast After the Bell Program for a period of not less than three school years. *Attachment 3*	5

Section 3: Quality of the Plan	Possible Points
The proposal provides details on the type and extent of the Breakfast After the Bell service model(s) that the project will implement and describes how the program will reach more students. *Attachment 3*	5
The proposal identifies a plan to allocate existing resources and/or secure additional resources that will sustain ongoing operation of the Breakfast After the Bell Program at participating sites for a period of not less than three school years. *Attachment 3*	5

Priority Rubric – Criteria and Point Values

FY 2024 Free and Reduced-Price Meal Eligibility Data shall be used to determine priority scores.

Priority Criteria | Possible Points: 120

Priority Indicator:	Possible Points
Schools that have higher rates of students who are eligible for free or reduced-price lunch will receive priority points in the amount corresponding to each school's free and reduced-price eligibility percentage.	100
Schools that are required to operate a School Breakfast Program: Any school in which at least 40% or more of the students are eligible for free or reduced-price lunches or are otherwise classified as low income in accordance with Section 15 of the Childhood Hunger Relief Act (105 ILCS 126) will receive 10 priority points for need.	10
Schools that are required to operate a Breakfast After the Bell Program: Any school in which at least 70% or more of the students are eligible for free or reduced-price lunches or are otherwise classified as low income in accordance with Section 16(b) of the Childhood Hunger Relief Act (105 ILCS 126) will receive 10 priority points for need, in addition to the points indicated in priority criteria A above.	10

Total Points Possible: 150