



# Illinois State Board of Education


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James T. Meeks  
Chairman

Tony Smith, Ph.D.  
State Superintendent of Education

April 12, 2017

**TO:** Eligible Applicants

**FROM:** Tony Smith, Ph.D.   
State Superintendent of Education

**SUBJECT: NOTICE OF FUNDING OPPORTUNITY (NOFO) / REQUEST FOR PROPOSALS (RFP):**  
Fiscal Year 2018 Child Find Public Awareness Project

**CSFA Number:** 586-57-0420

**CSFA Title:** CHILD FIND PUBLIC AWARENESS PROJECT

## Eligibility and Application Information

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

**NOTE:** The State of Illinois Grant Accountability and Transparency Act (GATA) requires applicants to complete pre-award requirements before applying for an FY 2018 grant. This includes completion of the Applicant Registration, Applicant Pre-qualification, and Fiscal and Administrative Risk Assessment (Internal Controls Questionnaire) available at <http://www.illinois.gov/sites/GATA/Grantee/Pages/default.aspx> and completion of a Programmatic Risk Assessment through the ISBE Web Application Security system. Grant applications must be submitted by the application deadline indicated in this NOFO/RFP.

**Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM):** Each applicant (unless the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under 2 CFR § 25.110(b) or (c) or has an exception approved by the Federal or State awarding agency under 2 CFR § 25.110(d)) is required to:

- (i) Be registered in SAM before submitting its application. If you are not registered in SAM, you may do so at <https://www.sam.gov/portal/SAM/>;
- (ii) Provide a valid [DUNS number](#) in its application; and
- (iii) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal, Federal pass-through, or State award or an application or plan under consideration by a Federal or State awarding agency. The Illinois State Board of Education (ISBE) may not consider an application for a

Federal pass-through or State award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements.

**Code of Federal Regulations / Title 2 - Grants and Agreements / Vol. 1 / 2014-01-01192** Guidance is found at <https://www.gpo.gov/fdsys/pkg/CFR-2013-title2-vol1/pdf/CFR-2013-title2-vol1.pdf>.

This grant is subject to the provisions of:

- GATA, 30 ILCS 708/1 et seq.  
<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=3559&ChapterID=7>
- Administrative Rules for GATA, 44 Ill. Admin. Code Part 7000  
<ftp://www.ilga.gov/JCAR/AdminCode/044/04407000sections.html>

**Merit-Based Review and Selection Process for Competitive Grants:** The Illinois State Board of Education (ISBE) is required to design and execute a merit-based review and selection process for applications. This process is incorporated by reference in all applicable funding opportunities. The full text of the ISBE merit-based review policy can be found at <https://www.isbe.net/Documents/ISBE-merit-based-review.pdf>. Applicants are advised to refer to the policy document.

**Grant Award/Cost Sharing or Matching:** One grant will be awarded for FY 2018 (i.e., year 1 of the project) in an amount not to exceed \$250,000. For purposes of compliance with Section 511 of P.L. 101-166 (the "Stevens Amendment"), applicants are advised that 100 percent of the funds for this program are derived from Federal sources.

The grant award amounts in each of four additional year years (i.e., FY 2019, FY 2020, FY 2021, and FY 2022) are not expected to exceed \$250,000 per year. Annual allocations will depend on project needs and scope of activities in each year as well as total appropriation for the project. Additional funding information can be found under Funding Information on pages 5-7.

**Grant Period:** The initial grant period will begin no sooner than July 1, 2017, and will extend from the execution date of the grant agreement until June 30, 2018. The successful applicant may reapply via continuing application for up to four additional years (i.e., FY 2019 through 2022), with subsequent grant periods generally extending from July 1 of each year through June 30 of the following year. Funding in the subsequent years will be contingent upon a sufficient appropriation for the project and satisfactory progress in the preceding grant period.

**Submission Dates and Times/Other Submission Requirements:** Mail the original and five copies to Illinois State Board of Education, 100 North First Street, E-225, Springfield, Illinois 62777-0001, Attn: Early Childhood Division. Proposals must be received no later than 4 p.m. on May 30, 2017. No electronic submissions, including facsimiles, will be accepted. The original and five copies must be received by the due date in order for the proposal to be considered. Late or substantively incomplete proposals will not be eligible for consideration.

Proposals also may be hand-delivered to the following locations:

Springfield Office

Chicago Office

100 North First Street  
Springfield, IL

Suite 14-300  
Chicago, IL

**Grant Award Notice:** It is anticipated that successful applicants will receive a Notice of State Award (NOSA) from the State Superintendent via email or the U.S. Postal Service approximately 90 days after the application deadline. The NOSA is NOT an authorization to begin performance or expenditures. Applicants must sign and return a copy of the NOSA to confirm acceptance of the terms of the award. Once the signed NOSA is received by ISBE, a Uniform Grant Agreement will be prepared and sent to the applicant. Awardees will receive additional information from the programmatic contact approximately one week later via the U.S. Postal Service or email. This information will include important programmatic dates. Monies spent prior to programmatic approval are done so at the applicant's own risk.

**Technical Assistance:** A technical assistance session will be held via email. Questions can be directed to [earlychi@isbe.net](mailto:earlychi@isbe.net). Attendance is not required.

**Changes to NOFO/RFP:** ISBE will post any changes made to the NOFO/RFP prior to May 19, 2017, at <https://www.isbe.net/Pages/RFPs.aspx>. Applicants are advised to check the site before submitting a proposal.

**Agency Contact/Contact to Request Application Package:** For more information on this NOFO/RFP, contact the Early Childhood Division at (217) 524-4835 or [earlychi@isbe.net](mailto:earlychi@isbe.net).

## Program Description

### Federal Description:

The purpose of the Child Find Public Awareness Project (hereafter referred to in this NOFO as the "Child Find Project") is to provide resources and materials for LEAs and other child referral sources to assist them in meeting their requirements for Child Find. Child Find is a component of the [Individuals with Disabilities Education Act](#) (IDEA) that requires states to identify, locate, and evaluate all children with disabilities, aged birth to 21, who are in need of early intervention or special education services. More information on the Child Find Project can be found at <http://www.childfind-idea-il.us/>.

### Program Background/History:

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

In Illinois, the Child Find Project provides public awareness services as part of the comprehensive Child Find system. The goal of the Child Find Project is to educate the public about the importance of early intervention and early childhood special education (ECSE) services for eligible children as early as possible in their development. The Child Find Project is charged with the development and statewide dissemination of resources and service information to Illinois school districts, early intervention providers, health care providers, and the general public.

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

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

#### Program Objectives:

The grantee will be responsible for the following activities relative to the Child Find Project.

1. Hire a project coordinator and other staff necessary to implement the Child Find Project. The project coordinator will supervise all aspects of the project and work closely with the ISBE staff.
2. Gather input from referral sources, such as LEAs and early intervention Child and Family Connections (CFCs) offices, and coordinate the development of new Child Find public awareness materials in English, Spanish, and other languages, as necessary. Produce existing and/or new early intervention and early childhood public awareness materials and disseminate materials to LEAs, CFCs, and other possible referral sources.
3. Establish and maintain a Child Find website with useful information for families of young children with disabilities and other potential referral sources. The website must be easy to navigate. It should include resources and links to local service agencies searchable by ZIP code or city name. The website should also include downloadable versions of the developed resources.
4. Establish and maintain a Child Find toll-free hotline for information on where and how to make a referral.

5. Serve as a member of the ISBE Early Intervention to ECSE Transition Guidance Committee to maximize Child Find outreach efforts and improve the transition process from early intervention programs to early childhood programs. Collaborate with the Transition Guidance Committee for the development of materials and the website.
6. Establish and maintain a screening database, including the number and age of children in the State who have been screened. The grantee must obey all applicable State and Federal laws, regulations, and executive orders, including without limitation those regarding the confidentiality of student records, such as the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) and the Illinois School Student Records Act (105 ILCS 10/1 et seq.).
7. Submit quarterly progress reports and an end-of-year report to ISBE on screening information and materials distribution. The content and format of the report will be jointly determined by the grantee and ISBE staff.

Policy Requirements:

Child Find is a component of IDEA that requires states to identify, locate, and evaluate all children with disabilities, aged birth to 21, who are in need of early intervention or special education services.

Deliverables and Milestones:

- Develop new Child Find public awareness materials in English, Spanish, and other languages, as necessary. Produce existing and/or new early intervention and early childhood public awareness materials and disseminate those materials to LEAs, CFCs, and other possible referral sources.
- Establish and maintain a Child Find website with useful information for families and other potential referral sources.
- Establish and maintain a Child Find toll-free hotline for information on where and how to make a referral.

Goals and Measurements (Performance Measures):

Quarterly progress reports will be submitted as well as an end-of-year report to ISBE on screening information and materials distribution.

Performance Standards:

- One hundred percent of quarterly progress reports and the end-of-year report will be submitted on screening information and materials distribution.

## **Funding Information**

Introduction:

Funds for the Child Find Project under this RFP are available through Section 619 of IDEA. Eligible applicants may apply for funds not to exceed \$250,000 in FY 2018. The proposal should include a budget for the period of July 1, 2017, through June 30, 2018. Examples of allowable and non-allowable expenditures are listed below. Applicants are advised that

these lists are not exhaustive. All budget items must be clearly delineated in the proposed budget, and all costs are subject to ISBE approval prior to expenditure.

**Allowable Expenditures:** Child Find Project funds **may be** used for the following activities.

- Salaries of a project coordinator and other personnel for which a need is clearly demonstrated in the proposal;
- Costs related to the production and dissemination of Child Find public awareness materials;
- Costs related to project staff travel for committee activities (e.g., quarterly travel to attend the ECSE Transition Guidance Committee meeting that is typically held in Bloomington/Normal);
- Language translators for public awareness materials;
- Warehouse and office space rental when grantee does not own the office space;
- Purchase of equipment to support activities of the project;
- Postage, printing, duplicating, telephone, and fax costs; and
- Administrative OR indirect costs.

**Non-Allowable Expenditures:** Child Find Project funds **may not** be used for the following activities.

- Supplant salaries of existing staff;
- Supplant activities and services funded by other Federal, State, and local sources; or
- Cover costs of moving, remodeling, or new construction.

Cost Sharing or Matching:

Cost sharing or matching is not required for purposes of this grant.

Indirect Cost Rate:

In accordance with a Delegation Agreement between the U.S. Department of Education and ISBE, and pursuant to its authority under the GATA and administrative rules, the Governor's Office of Management and Budget has granted ISBE an exception to the Federal Uniform Guidance and GATA regarding the determination of indirect cost rates that may be utilized by all grantees that receive a State award or Federal pass-through award for grant programs administered by ISBE.

LEAs may utilize either the indirect cost rate the LEA negotiates annually with ISBE (school districts) or the statewide average indirect cost rate calculated by ISBE (ROEs, ISCs, special education cooperatives, area vocational centers, charter schools, and university laboratory schools approved by ISBE). These LEAs will also utilize the ISBE-established indirect cost rates for State and federally funded grant programs administered by other State agencies.

Not-for-profit agencies, community/faith-based organizations, and for-profit entities may utilize the statewide average indirect cost rate calculated by ISBE for all State and Federal grant programs administered by ISBE. Colleges and universities will be restricted to a maximum indirect cost rate of 8 percent or other indirect cost rates calculated by their cognizant Federal agency, whichever is less, for State and Federal grants administered by ISBE. These non-LEA entities may choose to negotiate a separate indirect cost rate to utilize for State and federally funded grant programs administered by other State agencies.

Funding Restrictions:

Not Applicable

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

## Content and Form of Application Submission

Each proposal must be submitted in the format outlined below. Please use the following as a checklist in assembling your completed proposal.

- 1. Uniform Application for State Grant (Attachment 1):** Include the entity name, address, telephone and fax number, email, name, and telephone number of the contact person; Federal Employer Identification Number; DUNS number; SAM CAGE Code; and all other listed information. The Application page must be signed by the official authorized to submit proposals.
- 2. Proposal Abstract (Attachment 2):** Briefly describe the overall objectives and activities of the project.
- 3. Program Narrative (Attachments 3-6):** Follow the specifications found under Program Narrative Requirements beginning on page 10.
- 4. Objectives and Activities (Attachments 3-6):** The objectives and activities to be implemented to carry out the Child Find Project should be fully described in the Project Components section of the Proposal Narrative.
- 5. Evaluation Design:** The data and information to be collected and the measures, methods, and processes to be used to evaluate data specific to the Child Find Project should be fully described in the Project Component section of the Proposal Narrative (E and F).
- 6. Budget Summary (Attachment 7):** 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 official authorized sign the form.
- 7. Budget Breakdown (Attachments 8 and 9):** The budget breakdown MUST include descriptions of the anticipated expenditures, correlated to the line items set forth on the Budget Summary. The budget breakdown should also include subcontract information, if applicable. (See item 6 of the document titled Certifications and Assurances, and Standard Terms of the Grant, Attachment 11). The Budget Amendment Form (Attachment 9) should NOT be included in the application. It should be kept with the applicant for future reference.
- 8. Certifications and Assurances (Attachments 10-13C):** Each applicant is required to submit the certification forms attached. These must be signed by the official legally authorized to submit the proposal and to bind the applicant to its contents.
  - a. Program-Specific Terms of the Grant (Attachment 10)
  - b. Grant Application Certifications and Assurances (Attachment 11)
  - c. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion (Attachment 12)
  - d. Certificate Regarding Lobbying (Attachment 13)
  - e. Disclosure of Lobbying Activities (Attachment 13A-13A)



- f. General Education Provisions Act 427 Notice and 442 Assurances (Attachments 14 and 15)
- g. Federal Funding Accountability and Transparency Act (Attachment 16)

## Program Narrative Requirements

The Proposal Narrative must include the information requested below.

1. **Expertise and Experience:** Describe the applicant's expertise and experience with developing and disseminating information and materials on a statewide basis.
2. **Project Personnel:** Describe in detail the qualifications, including education and experience, of proposed personnel to be employed under the project. Identify the full-time equivalency to be paid with grant funds for each staff member. Describe in detail the roles and responsibilities of each staff person to be hired with grant funding.
3. **Project Components:** Describe and discuss the following components of the project.
  - A. Describe how new public awareness materials will be conceptualized and developed with input from referral sources and ISBE. Describe the process to be completed to determine production of existing public awareness materials. Discuss how potential referral sources will be identified, how they will be informed of the Child Find Project and related Federal mandates, and how materials will be disseminated.
  - B. Describe how input from referral sources, families, and other stakeholders will be utilized in the development/upkeep of the website. Discuss proposed website features. Describe the process for updating the resources kept on the website (both internal and external resources).
  - C. Discuss the establishment of the toll-free hotline with regard to staffing, information shared with callers, and follow-up activities, as necessary.
  - D. Describe how project staff will collaborate with the ISBE Transition Guidance Committee in materials and website development.
  - E. Describe the process for collecting screening data, what information will be collected, and how and to whom the data will be reported. Explain how confidentiality of student records will be maintained.
  - F. Explain how quarterly progress reports and end-of-year reports will be developed and submitted. Describe what information will be contained in these reports.
4. **Capacity:** Discuss the capacity of the applicant to administer the project. The description must include administrative, organizational, and fiscal capacity to manage a project of the scope and magnitude set forth in this RFP.

## Application Review

### **Review and Selection Process:**

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

- Need is defined as the identification of stakeholders, facts, and evidence that demonstrate the proposal supports the grant program purpose;
- Capacity is defined as the ability of an entity to execute the grant project according to the project requirements;
- Quality is defined as the totality of features and characteristics of a service, project, or product that indicate its ability to satisfy the requirements of the grant program;
- The grantee will be selected through a competitive proposal review process conducted by a panel of reviewers. Proposals will be scored according to the criteria outlined below and ranked by score. The total number of points possible is 100. Proposals will be considered ineligible if not submitted in the format set forth above or if substantively incomplete. Final determination of funding will be made by the State Superintendent of Education based upon the recommendations resulting from the review process.

### **Criteria:**

Following the notification of grant awards, an applicant may request copies of reviewer comments by contacting the Division of Early Childhood at [earlychi@isbe.net](mailto:earlychi@isbe.net).

### **Selection criteria and point values are as follows:**

1. **Expertise and Experience/Project Personnel (30 points):** The applicant demonstrates sufficient expertise in the development and dissemination of public awareness materials, data collection and reporting, and development/maintenance of a website.
2. **Project Components (30 points):** The proposed plan demonstrates a sound approach to carrying out the project.
3. **Capacity (30 points):** The applicant demonstrates the administrative, organizational, and fiscal capacity to implement a project of this magnitude and scope within the established timeframe.
4. **Budget and Cost-Effectiveness (10 points):** The proposed budget is cost-effective and reasonable in relation to the proposed activities and expected outcomes and provides sufficient evidence that funds from the Child Find Project will supplement, rather than supplant, other local, State, and Federal funding.