



Illinois State Board of Education

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James T. Meeks
Chairman

Tony Smith, Ph.D.
State Superintendent of Education

January 24, 2018

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 Healthy Communities - Non-school Districts

CSFA Number: 586-84-1532
CSFA Title: Healthy Communities Investment Grant

Eligibility and Application Information

Eligible Applicants: Eligible applicants are non-school district entities that meet the following criteria:

- Serve 90 percent or more low-income students (*minimum 100 students)
- Documented success in raising academic outcomes
- Documented evidence of a strong relationship with the local school or school district
- Documented evidence of effective enrichment activities and increased student safety
- Documented evidence of effective grant management

*Applications that do not propose to serve a minimum of 100 students will not be scored.

The After Schools Matter Program will not be eligible due to the \$2.5 million appropriation provided in Public Act 99-0524.

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 Grantee Registration, Grantee Pre-qualification and Fiscal and Administrative Risk Assessment Internal Controls Questionnaire (ICQ) available at the Illinois GATA Web Portal at <http://www.illinois.gov/sites/GATA/Grantee/Pages/default.aspx> and completion of a Programmatic Risk Assessment through the ISBE Web Application

Security (IWAS) 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 www.sam.gov;
- (ii) Provide a valid DUNS number in its application <https://fedgov.dnb.com/webform>; and
- (iii) Continue to maintain an active SAM registration with current information at all times during which it has an active federal, federal pass-through or state award or an application or plan under consideration by a federal or state awarding agency. The Illinois State Board of Education (ISBE) may not consider an application for a federal pass-through or state award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements.

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

This grant is subject to the provisions of:

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

Merit-Based Review and Selection Process for Competitive Grants: The Illinois State Board of Education 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: The total amount of grant funding will not exceed \$2.5 million. Successful non-school district grant applicants will be awarded a base grant allocation of \$25,000 and additional funding based upon the applicants proportional share of the total numbers of students served. Additional funding information can be found under Funding Information.

There is no matching requirement for this grant.

Grant Period: The grant period will begin no sooner than April 19, 2018, and will extend from the execution date of the grant until August 31, 2018.

Submission Dates and Times/Other Submission Requirements: An original application must be received no later than 3 p.m. on February 26, 2018. Mail the original

application, four written copies and an electronic version to the Illinois State Board of Education, Attn: Kristy Jones, Division of Regulatory Support, 100 N. First Street. (S-493), Springfield, IL 62777-0001.

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

Springfield Office
Reception Area
First Floor
100 N. First St.

No late proposals, facsimile proposals, or electronic submissions will be accepted.

*Applications that do not propose to serve a minimum of 100 students will not be scored.

Grant Award Notice: It is anticipated that successful applicants will receive a Notice of State Award (NOSA) from the State Superintendent electronically or via 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 (UGA) 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 electronically. This information will include important programmatic dates. Monies spent prior to programmatic approval are done so at the applicant's own risk, as grant expenditures will only be approved upon a fully executed grant agreement.

Technical Assistance Session: Technical assistance regarding this grant application may be provided by emailing Kristy Jones at kjones@isbe.net. Applicants may access a Frequently Asked Questions document, as well as any changes to this Notice of Funding Opportunity (NOFO) on the Illinois State Board of Education website located at: <https://www.isbe.net/Pages/Search-Results.aspx?k=healthy%20communities>.

Changes to NOFO/RFP: ISBE will post any changes made to the NOFO/RFP prior to February 1, 2018 at <https://www.isbe.net/Pages/Request-for-Proposals.aspx>. Applicants are advised to check the site before submitting a proposal.

Agency Contact/Contact to Request Application Package: For more information on this NOFO/RFP, contact Kristy Jones at kjones@isbe.net.

Program Description

Program Description:

The Healthy Community Investments Grant Program is a two-part initiative that supports Illinois State Board of Education goals. The agency goals include ensuring that every child in each public school system in the State of Illinois deserves to attend a system wherein:

- All kindergartners are assessed for readiness.
- Ninety percent or more of third-grade students are reading at or above grade level.

- Ninety percent or more of fifth-grade students meet or exceed expectations in mathematics.
- Ninety percent or more of ninth-grade students are on track to graduate with their cohort.
- Ninety percent or more of students graduate from high school ready for college and career.
- Every school offers a safe and healthy learning environment for all students.

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

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

Program Background/History:

Public Act 99-0524 appropriated \$15 million in General Revenue funds to provide Healthy Community Investment Grants to school districts and community organizations for after-school programming, as well as other programming outside of the normal school day.

Program Objectives:

The objectives of the grant are to provide opportunities outside of the school day to:

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

Deliverables and Milestones:

All successful applicants must submit quarterly reports in alignment with the program risk assessment and all GATA requirements. A comprehensive year-end performance and data report regarding progress toward implementation of the program and achievement of the program objectives shall be submitted to the grant program manager. Performance reports must include a comparison of actual accomplishments to the intent of the program and indicate reasons why established goals were not met, if applicable. All mandatory fiscal reports must also be submitted, in accordance with and as outlined in the Illinois State Board of Education State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures handbook.

Successful grantees will be expected to provide opportunities for students that:

- Develop and/or expand a collaborative program plan with a local school(s) or school district(s) that improves academic outcomes for students; and/or
- Provide opportunities for enrichment activities in a safe and healthy environment; and/or

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

Project activities for the Healthy Community Investments Grants-Non-school Districts could include, but are not limited to, summer programming or bridge programs that might currently be focused on a smaller number of students, increasing numbers served or activities offered to current activities and funded programs, and increased planning and building of relationships with schools and community-based groups.

Goals and Measurements (Performance Measures):

The applicant will provide an application that includes a Project Narrative along with a Project Plan outlining Goals, Objectives and Budget for all grant related activities. All activities must:

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

Performance Standards:

The applicant will demonstrate that one or more of the following objectives have been met:

- Academic outcomes for students were improved.
- Enrichment activities in a safe and healthy environment were provided.
- Public, private, and philanthropic partnerships were established.

Funding Information

Introduction:

Public Act 99-0524 appropriated \$15 million in General Revenue funds to provide Healthy Community Investment 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 \$12.5 of the \$15 million is for Local Education Agencies (LEAs) with \$2.5 million available for non-school district providers through a competitive grant process.

NOTE: Allocations and payment under this grant are subject to appropriation action by the Illinois General Assembly or, for federal programs, the U.S. Congress. Obligations of the 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:

In accordance with a Delegation Agreement between the United States Department of Education and the Illinois State Board of Education (ISBE), and pursuant to its authority under the Grant Accountability and Transparency Act (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 which may be utilized by all grantees that receive a state award or federal pass-through award for grant programs administered by ISBE.

Local Education Agencies (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 (Regional Offices of Education, Intermediate Service Centers, 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 rate 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:

No funding restrictions apply to this grant.

Reporting Requirements

Periodic financial reporting should be completed at a minimum of quarterly via the IWAS system. Programmatic reporting should be completed at a minimum of quarterly via paper template or the IWAS system. Additionally, mid-year and a comprehensive year-end performance report regarding progress toward implementation of program plan and achievement of program goals shall be submitted 30 calendar days after the period of performance via a Word document submitted to kjones@isbe.net. Performance reports must include a comparison of actual accomplishments to the intent of the program and indicate reasons why established goals were not met, if applicable.

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 Commercial and Government Entity (CAGE) Code; and all other listed information. The Application page must be signed by the official authorized to submit proposals.
- 2. Program Narrative (Attachment 2)** maximum 5 pages:
Briefly describe the overall objectives and activities of the proposed project, including student, school, and community needs; the intended outcomes; and key people who will be involved in the project.
- 3. Program Plan (Attachment 3)**
Use the form provided to identify program goals and objectives, activities that align to these goals, a timeline, budget, and anticipated audience. Applicants are expected to provide general details regarding the anticipated process, measures, and/or data elements to be used in determining project success or the degree to which objectives have been met.
- 4. 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 official authorized sign the form. The payment schedule should be based on the projected date of expenditures. Salaries and fringe benefits should be requested in equal intervals on the schedule. Supplies, equipment, contracted services, and professional development should be requested in the month for which the expenditure is anticipated.
- 5. Budget Breakdown (Attachment 4B):** 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 1 of Attachment 5, "Program-Specific Terms of the Grant.")
- 6. Indirect Cost Itemization (Attachment 4C):** If indirect costs are requested for reimbursement, complete the attachment. If reimbursement is not being requested, leave blank and return with application.
- 7. Certifications and Assurances (Attachments 5 and 6):** Each applicant, ***including each entity that is participating in a joint application***, is required to submit the forms below. 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 5)
 - B.** Grant Application Certifications and Assurances (Attachment 6)

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.

Criteria:

These overall criteria are built into the selection criteria below. The attachment number in the parenthesis 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 will also be included in parenthesis.

Following the notification of grant awards, an applicant may request copies of reviewer comments by contacting Kristy Jones at kjones@isbe.net.

Selection criteria and point values are as follows:

Section 1: The applicant demonstrates a need for the proposed project, activities, and/or resources. (Attachment 2-Narrative) (30 points)

- The proposal describes how the unique strengths and resources of the provider will contribute to the development of new or expanded programming, activities, and/or resources. Possible points: 10
- The proposal provides a clear description of gaps found between the current status of the program and anticipated improvements to programming, activities, and/or resources. Possible points: 10
- The proposal demonstrates that other sources of funding are limited to such an extent that the applicant is unable to conduct or expand efforts in the identified Goal Area(s) without funding from this grant. Possible points: 10

Section 2: There is a clearly expressed relationship between the proposed project, activity, and/or resources and the shared goals for youth within the local or regional educational community. (Attachment 2-Narrative, Attachment 3-Program Plan) (40 points)

- The proposal describes how the project, activities, and/or resources will support improved outcomes and opportunities for youth and states that a minimum of 100 students will be served. Possible points: 20
- The proposal describes how the project, activities, and/or resources relate to existing, renewed, or future goals of the local educational community. Possible points: 20 points

Section 3: The applicant provides evidence of previous or concurrent experience in successful grant management. (Attachment 2- Narrative) (30 points)

- The applicant has engaged in prior grant-funded programming that has shown measurable impact for youth. Possible points: 20

- The applicant demonstrates organizational capacity to deliver intended components of the proposed project. Possible points: 10