



# Illinois State Board of Education


100 North First Street • Springfield, Illinois 62777-0001  
www.isbe.net

**James T. Meeks**  
Chairman

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

April 11, 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 2017 Healthy Communities-Provider

**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

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

**NOTE:** The State of Illinois Grant Accountability and Transparency Act (GATA) requires applicants to complete pre-award requirements before being awarded a Fiscal Year 2017 grant. This includes completion of the Grantee Registration, Grantee Pre-qualification and Fiscal and Administrative Risk Assessment (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.

**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, this link provides a connection for SAM registration: [www.sam.gov](http://www.sam.gov);
- (ii) Provide a valid DUNS number in its application: <http://www.dnb.com/duns-number.html>; 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. 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>
- 2 CFR Part 200 Requirements: <https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200/content-detail.html>

**Grant Award:** 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 Fiscal Information.

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.

**Grant Period:** The grant period will begin no sooner than April 11, 2017, and will extend from the execution date of the grant until Aug. 31, 2017.

**Submission Dates and Times/Other Submission Requirements:** An original application must be received no later than 3 p.m. on May 11, 2017. Mail the material to Illinois State Board of Education, Attn: Michele Carmichael, Nutrition and Wellness Programs Division Supervisor, 100 N. First St. (W-270), Springfield, IL 62777-0001.

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

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

Chicago Office  
Reception Area  
Suite 14-300  
100 W. Randolph St.

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

**Grant Award Notice:** It is anticipated that successful applicants will receive a Notice of State Award (NOSA) and a Uniform Grant Agreement (UGA) from the state superintendent via email or U.S. Postal Service. Selected applicants that have outstanding pre-qualifications may receive NOSA Finalist notification identifying additional requirements. Applicants must complete, sign, and submit the NOSA and UGA, confirming acceptance of the terms of the award. The applicant will receive a copy of the executed grant agreement with the approved program plan and approved budget. Grant expenditures are only allowed upon fully executed grant agreements.

**Changes to NOFO/RFP:** ISBE will post any changes made to the NOFO/RFP at <https://www.isbe.net/Pages/Healthy-Community-Investment-Grants.aspx>. Applicants are advised to check the site before submitting a proposal.

**Agency Contact:** For more information on this NOFO/RFP, contact Michele Carmichael at [mcarmich@isbe.net](mailto:mcarmich@isbe.net).

## **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 third-grade students are reading at or above grade level.

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

Public Act 99-0524 appropriated \$15 million in General Revenue funds to provide the Healthy Community Investments 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).

Competitive grant allocations for non-school district applicants total \$2.5 million out of the \$15 million appropriated. This Notice of Funding Opportunity (NOFO) for individual grants totaling \$2.5 million is titled the Healthy Communities Investment Grant-Provider.

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 students facing the greatest challenges.

**Program Background:**

The Healthy Community Investments Grant Program is new for FY 17.

**Program Objectives:**

- 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 students facing the greatest challenges.

**Deliverables and Milestones:**

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-Provider 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; increased planning and building of relationships with schools and community-based groups.

All grant awardees must submit complete and accurate performance and financial reports.

### **Performance Measures:**

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

- Provide activities for a new or expanded collaborative 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.

In addition, the applicant will be required to complete:

- Quarterly and comprehensive year-end financial reports which are due 20 days following the reporting quarter; and
- A final report that reflects project deliverables and documents impact on one or more of the program objectives.

### **Performance Standards:**

The applicant will demonstrate that either 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.

Performance reporting: Applicant will provide a comprehensive year-end performance report inclusive of data reports highlighting progress toward implementation of the program and achievement of the program objectives.

**Supporting Resources and Links:**

For research and resources for out-of-school programming, applicants may refer to information at: <https://www.isbe.net/Pages/Healthy-Community-Investment-Grants.aspx>.

## **Funding Information**

**Introduction:**

Public Act 99-0524 appropriated \$15 million in General Revenue funds to provide the 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 Providers through a competitive grant process .

**Cost Sharing or Matching:**

Cost-sharing or matching is not required.

**Indirect Cost Rate:**

In accordance with a Delegation Agreement between the U.S. 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 which receive a state award or federal pass-through award for grant programs administered by ISBE.

Not-for-profit agencies, community/faith-based organizations, and for-profit entities may utilize the state-wide 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% 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:**

Funds received under this program must be used to supplement, and not supplant, funds that would otherwise be used for authorized activities.

Non-allowable expenses include:

- Pre-award costs
- Overnight or out-of-state travel for students
- Any activity outside the goals of this grant

## 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. Program Narrative (Attachment 2) minimum 500 words** using space provided and following the specifications below:  
Provide an overview of the program plan(s) and the relevance to the selected Objective(s). Include rationale for program activities and intended impact for students.
  
- 3. Project Plan (Attachment 3)**  
Use the form provided to identify objectives chosen, activities, timeline, budget, and anticipated audience that support the selected objectives.
  
- 4. Evaluation Design (Attachment 3):**  
*Use the form provided to complete the evaluation design.*  
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. Applicants shall provide this information in the designated space in Attachment 3/Project Plan
  
- 5. Budget Summary and Payment Schedule (Attachment 4A):** The budget must be submitted on this form. No other budget form will be accepted. Applicants should have an authorized individual 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.
  
- 6. Budget Breakdown and Amendment (Attachments 4B and 4C):** 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 the document titled "Program-Specific Terms of the Grant," Attachment 5).



**6. Indirect Cost Itemization (Attachment 4D):** Applicant should describe the costs used to arrive at the amount of the indirect costs budgeted.

□ **7. Certifications and Assurances (Attachments 5 and 6):** Applicant, *including each entity that is participating, if a joint application*, is required to submit the certification forms attached (“Certification and Assurances, and Standard Terms of the Grant” and “Program-Specific Terms of the Grant”). 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 review process 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.

Selection criteria and point values are as follows:

### **Section 1: The applicant demonstrates a need for the proposed project, activities, and/or resources. (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. (40 points)**

- The proposal describes how the project, activities, and/or resources will support improved outcomes and opportunities for youth. 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. (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

**Merit-Based Review and Selection Process for Competitive Grants**

The Illinois State Board of Education has designed and adopted a merit-based review and selection process for competitive grant applications. The merit-based review process is incorporated herein by reference. 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.

**Merit-Based Evaluation Appeal Process**

- 1) Competitive grant appeals are limited to the evaluation process. Evaluation scores themselves may not be protested. Only the evaluation process is subject to appeal.
- 2) Appeals Review Officer - The State Superintendent of Education or designee may appoint one or more Appeal Review Officers (ARO) to consider the grant-related appeals and make a recommendation to the State Superintendent of Education or designee for resolution.
- 3) Submission of Appeal –
  - a. An appeal must be submitted in writing and mailed as indicated below.
  - b. An appeal must be received within 14 calendar days after the date that the first grant award notice has been published on grants.Illinois.gov.
  - c. The written appeal shall include at a minimum the following:
    - i. The name and address of the appealing party
    - ii. Identification of the grant
    - iii. A statement of reasons for the appeal
- 4) Response to Appeal
  - a. ISBE must acknowledge receipt of an appeal within 14 calendar days from the date the appeal was received.
  - b. ISBE must respond to the appeal within 60 calendar days or supply a written explanation to the appealing party as to why additional time is required.
  - c. The appealing party must supply any additional information requested by ISBE within the time period set in the request.
- 5) Stay of Grant Agreement/Contract Execution

- a. When an appeal is received, the execution of the grant agreement/contract shall be stayed until the appeal is resolved, or
- b. The State Superintendent of Education or designee determines the needs of the state require moving forward with the grant execution.
- c. The state need determination and rationale shall be documented in writing as soon as practicable, and within a maximum of 60 calendar days after receipt of the appeal.

6) Resolution

- a. The ARO shall make a recommendation to the State Superintendent of Education or designee as expeditiously as possible after receiving all relevant, requested information.
- b. In determining the appropriate recommendation, the ARO shall consider the integrity of the competitive grant process and the impact of the recommendation on ISBE.
- c. ISBE will resolve the appeal by means of written determination by the State Superintendent of Education or designee, and the written determination will be sent to the appealing party.
- d. The determination shall include, but not be limited to: i. Review of the appeal ii. Appeal determination iii. Rationale for the determination

7) Effect of Judicial Proceedings If an action concerning the appeal has commenced in a court or administrative body, the State Superintendent of Education or designee may defer resolution of the appeal pending the judicial or administrative determination.

Mail a hard copy of the appeal to:

Appeals Review Officer  
c/o State Superintendent of Education  
Illinois State Board of Education  
100 North First Street S-405  
Springfield, IL 62777-0001