



# Illinois State Board of Education

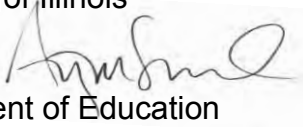
100 North First Street • Springfield, Illinois 62777-0001  
www.isbe.net

James T. Meeks  
Chairman

Tony Smith, Ph.D.  
State Superintendent of Education

November 15, 2016

**TO:** Public Universities of Illinois

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

**SUBJECT: NOTICE OF FUNDING OPPORTUNITY / REQUEST FOR PROPOSALS (NOFO/RFP):  
Career and Technical Education – STEM CTE Leadership and Technical Assistance (PLTW) FY17**

**CSFA Number:** 586-69-1012

**CSFA Title:** Career and Technical Education – STEM – Perkins – Federal

**CFDA Number:** 84.048

**CFDA Title:** Career and Technical Education – Basic Grants to States

## General Information

**Eligible Applicants:** Eligible applicants include Illinois public universities that are recognized by National PLTW to provide Pathway to Engineering Core Training and with the expertise to implement the provisions of this RFP.

**NOTE:** Pursuant to the Grant Accountability and Transparency Act, applicants must register for pre-qualification, and must complete and submit both a Fiscal & Administrative Internal Control Questionnaire (ICQ) and Programmatic Risk Questionnaire before a grant can be awarded for FY17.

**Grant Award:** One grant will be awarded in fiscal year (FY) 2017 in an amount not to exceed \$100,000. It is the intention of the Illinois State board of Education (ISBE) to fund this program for a total of five years (through FY 2021). Allocations are preliminary, and payment under this grant is subject to change by passage of a sufficient appropriation by the Illinois General Assembly and sufficient appropriation by the U.S. Congress for federal programs. Obligations of ISBE will cease immediately without further obligation should the agency fail to receive sufficient state or federal funds for this program.

**Grant Period:** The initial grant period will begin no sooner than January 27, 2017 and will extend from the execution date of the grant until July 31, 2017. Funding is expected to be available for

four additional fiscal years (i.e. FY18, FY19, FY20 and FY21) contingent upon a sufficient appropriation for the program and satisfactory progress in the preceding grant period.

**Application Deadline:** Applications must be received no later than 4:00 p.m. on December 28, 2016.

Submission Instructions: Applications may be submitted by mail or in person. The original and two copies must be received by the due date in order for the proposal to be considered. No late proposals, facsimile proposals, or electronic proposals will be accepted.

To submit by mail, send the original and two copies to the Illinois state Board of Education, Attention: Steve Parrott, 100 North First Street, C-215, Springfield, IL 62777-0001

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

Springfield Office  
Guard Station  
1st Floor  
100 North First Street

Chicago Office  
Reception Area  
Suite 14-300  
100 West Randolph Street

**Changes to the RFP:** Should the conditions of this RFP change, ISBE will post the changes at <http://www.isbe.net/career/default.htm>.

**Contact Person:** For more information on this RFP, contact Steve Parrott by e-mail at [sparrott@isbe.net](mailto:sparrott@isbe.net) or phone – (217) 524-4832.

This grant is subject to the provisions of:

- 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
- 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>

### **Background and Program Specifications**

The Carl D. Perkins Career and Technical Education Improvement Act of 2006, referred to in this RFP as the Perkins Act, was established for the purpose of developing more fully the academic and career and technical skills of secondary education students who elect to enroll in career and technical education programs. Section 124 of the Perkins Act specifically authorizes ISBE to conduct state leadership activities with allocated federal funds to provide programs intended to supply comprehensive professional development for career and technical education teachers, faculty, administrators, and career guidance and academic counselors at the secondary levels. As set forth in statute programs stemming from this grant program must be designed and developed to prepare students for further education, training, or high skill, high wage, or high demand occupations through vocational and technical education activities. To

that end, ISBE is making available federal grant funds to establish Core Training and technical assistance for Pathway to Engineering curriculum (PLTW) for the purpose of improving instruction.

The successful grantee must submit a mid-year performance report within 30 days after the first six months of funding and a final narrative performance report within 30 days after the end of the grant terms in the format provided by ISBE staff. The report must include:

- The statewide professional development activities and/or individualized technical assistance visits
- The services and/or resources provided to secondary CTE teachers
- The overall satisfaction or ratings from the participants evaluations
- An analysis of all events conducted through the grant, and a description of completed activities with the impact on program goals.

Performance reports must include both qualitative and quantitative information, including a comparison of actual accomplishments to the objectives of the program and indicate reasons why established goals were not met, if applicable and what changes resulted because of the reports. These biannual reports are due every year this grant is funded.

No subcontracts or sub-grants are allowed without prior written approval of the State Superintendent of Education. If subcontracts or sub-grants are allowed, then all project responsibilities are to be retained by the grantee to ensure compliance with the terms and conditions of the grant. Approval of subcontracts and sub-grants shall be subject to the same criteria as are applied to the original proposal/application. The following information is required if any subcontracts/sub-grants are to be utilized:

- Name(s) and address(es) of subcontractor(s)/sub-grantee(s);
- Need and purpose for each subcontract/sub-grant;
- Measurable and time specific services to be provided;
- Associated costs (i.e., amounts to be paid under each subcontract/sub-grant); and
- Projected number of participants to be served.

The grantee may not assign, convey or transfer its rights to the grant award without the prior written consent of the Illinois State Board of Education.

The following categories of statewide objectives and activities must be included in the PLTW project. Proposals should be prepared accordingly. Summary information about each activity is also provided below.

### **Categories of Statewide Objectives and Activities**

1. Statewide PLTW Pathway to Engineering Core Training Professional Development and other follow-up training as needed
2. Statewide PLTW Counselor and Administrator Conference, New School Administrator Orientation
3. Support to Other STEM Initiatives
4. High Quality Practices

### **Summary of Statewide Objectives and Activities**

1. Statewide PLTW Pathway to Engineering Core Training Professional Development and other follow-up training as needed

The project must plan, deliver, and evaluate professional development opportunities for PLTW Engineering Pathway teachers responsible for the delivery of state-recognized CTE courses in PLTW's foundational courses and at least one specialization course. A variety of delivery formats may be used to best serve the targeted group (i.e., workshops, forums, webinar, in-service, etc.). The successful grantee must be an approved ISBE provider of continuing professional development activities. PLTW Engineering Pathway courses will be offered to Illinois teachers to help promote CTE STEM with the ultimate goal of increasing enrollment in PLTW Engineering Pathway courses. Teachers participating in the Engineering Pathway Core training will successfully complete the training at a 95% or higher rate. Successful Core Training will require the participants to complete all required assignments in the Learning Management System to pass.

2. Statewide PLTW Counselor and Administrator Conference, and New School Administrator Orientation

The project shall provide, at a minimum, one professional development opportunity for school counselors and administrators who have PLTW (Engineering) programs in their districts/schools. In addition, the project shall provide a new school administrator session in the spring for new schools joining during the next school year. The PLTW Counselor and Administrator conference is designed to inform school counselors, post-secondary advisors, principals, teachers and school administrators about the PLTW programs and student recruitment. Specific outcomes should:

- Increase knowledge of Engineering Pathways and how it benefits students,
- Increase awareness of the workforce needs in engineering and related fields
- Make connections between Engineering Pathways and post-secondary success
- Ultimately, more students will enroll in PLTW Engineering Pathway courses

3. Support to Other STEM Initiatives

The project must plan for ongoing communication with the ISBE grant administrator to ensure that the State's interests in other innovative projects are reflected (to the extent possible) in other STEM initiatives. ISBE's expectation is that other innovative STEM initiatives, as identified by the ISBE grant administrator, will be incorporated into the project and will be supported as a part of the activities identified in this RFP. In practice, the grantee may be given specific tasks for assistance in the implementation of future innovative STEM initiatives. For example, coordinating and participating in the Technology Education Association of Illinois' Technology and Engineering conference. In all cases, activities must align to current ISBE initiatives and promote PLTW CTE STEM courses.

4. High-Quality Practices

The applicant must demonstrate effective communication and technology practices. High-quality technology practices must be established and continue to evolve as appropriate and applicable to grant intent (i.e., Facebook®, Twitter®, project website, technology applications, etc.). The project must develop, maintain and effectively manage an

extensive database to record event data, such as registration, potential and past speakers, hotel information, agendas, evaluations, mailing lists, best practices, etc. All activities must help promote PLTW CTE STEM courses and, optimally, lead to increased enrollment in PLTW Engineering Pathway courses.

### **Fiscal Information**

The grant award for FY 2017 will be \$100,000, of which indirect costs may not exceed 8% of the proposed direct costs. Additional funding will be available for four (4) consecutive years (i.e. FY18, FY19, FY20 and FY21), contingent upon a sufficient appropriation for the program and satisfactory progress in the preceding grant period.

Federal funds made available under this grant may be used for expenditures that are reasonable and necessary for the execution of the PLTW project (see below). Applicants must propose a FY 2017 budget on the forms provided (Attachments 3 and 4).

This program is subject to federal non-supplanting requirements. If the applicant/grantee decides to charge indirect costs to the program, it shall use a restricted indirect cost rate computed under 34 CFR 76.564 through 76.569 or an indirect cost rate of 8%, whichever is lower. Indirect costs that are unrecovered as a result of these restrictions may not be charged directly, used to satisfy matching or cost-sharing requirements, or charged to another Federal award. If a grantee uses a restricted indirect cost rate, the general management and fixed costs covered by that rate must be excluded by the grantee from the direct costs it charges to the grant.

Institutions of Higher Education that receive a state award or federal pass-through award for a grant program administered by the Illinois State Board of Education 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, pursuant to an exception to the Uniform Guidance (2 CFR 200) and GATA approved by the Governor's Office of Management and Budget.

Allowable expenditures: The following expenditures may be included in the proposed budget.

1. Indirect costs; maximum 8% indirect cost rate for Institutions of Higher Education;
2. Salary and benefits for approved full- and part-time personnel necessary for grant activities. Salaries must not exceed the standard amounts normally paid by the applicant;
3. Travel expenses for personnel to carry out grant activities. Expenses must be paid in accordance with local policies and be cost effective. Travel expenses, including transportation costs and, where overnight stay is required, lodging and per diem, are subject to the State rates according to the Governor's Travel Control Board as outlined in the Reimbursement Schedule of the Travel Guide for State of Illinois Employees and any annual changes therein;
4. In-service education related to the grant objectives for personnel assigned/funded by this grant;
5. Training supplies and materials necessary for approved activities;
6. Communication expenses (e.g., phone, internet);

7. Office supplies;
8. Consultants hired on a daily basis, as approved by ISBE, to supplement the grant activities. Rates must be reasonable and customary. Documentation of consultant services and their effectiveness must be included in the grantee's bi-annual reports;
9. Food-related expenditures associated with achieving the intent of the grant, as necessary and reasonable (e.g. working lunch); and
10. Equipment necessary to carry out activities of the grant.

**Non-allowable expenditures:** The following expenditures may not be included in the proposed budget.

1. Administrative costs are not allowed (20 U.S. Code 2344(d))
2. Out-of State travel, unless previously approved by ISBE thirty (30) days prior to travel;
3. Incentives of non-educational value (e.g. store card, promotional materials);
4. Capital improvements;
5. Dues to organizations, federations, or societies.

To assist with the accurate completion of a proposed budget, applicants are encouraged to familiarize themselves with the ISBE State and Federal Grant Administration Policy, Fiscal Requirements and Procedures handbook located on the ISBE website.

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 \$100,000.

### **Proposal Format**

Each proposal must be submitted according to the specifications and format outlined below:

- Font size must be 12 points;
- Pages must be numbered sequentially starting with the cover page;
- All pages requiring a signature(s) must be signed by the individual authorized to act on behalf of the applicant;
- The proposal must be assembled in the order each section is requested below;
- Hand delivered proposals must be stapled in the upper left corner (no bindings or covers); and
- Official ISBE forms required as part of the proposal (listed below) are available as PDF forms at <http://www.isbe.net/career/html/perkins.htm>.

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 Assistance (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. This completed form constitutes the cover page of the application. No other cover page may precede it.

- \_\_\_ **2. Proposal Narrative (Attachment 2A):** These forms must be used to thoroughly address the required Proposal Narrative components in the Proposal Narrative Requirements sections of this RFP. Applicants are encouraged to refer to the Criteria for Review and Approval of Proposals section before completing the Proposal Narrative.
- \_\_\_ **3. Objectives and Activities (Attachments 2B-F):** Use the form provided to list the objectives and activities of the proposed project in a time-specific format
- \_\_\_ **4. Budget Summary (Attachment 3):** Submit budget information on the forms provided and make sure the forms are signed by the official authorized to submit the proposal.
- \_\_\_ **5. Budget Breakdown and Amendment Budget Summary (Attachment 4):** This Form must be used to itemize and explain each expenditure amount. Anticipated expenditures must be described and correlated to the line items set forth on the Budget Summary and Payment Schedule and Proposal Narrative.
- \_\_\_ **6. Certifications and Assurances (Attachments 5-10):** Each applicant, is required to submit the certification forms attached: Certifications and Assurances and Standard Terms of the Grant (5); Certificate Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions (6); Certificate Regarding Lobbying (7); Disclosure of Lobbying Activities (7A, B, and C); Program Specific Terms of the Grant (8); General Education Provisions Act (GEPA) (9); and Federal Funding Accountability and Transparency Act (FFATA) (10). These must be signed by the official legally authorized to submit the proposal and to bind the applicant to its contents.
- \_\_\_ **7. Supporting Activity Documentation:** Applicant may attach documentation to demonstrate successful experiences in the statewide activities defined in the *Background and Program Specifications* section of the RFP.

### **Proposal Narrative Requirements**

1. Describe the capacity of the applicant to design, develop, and implement the grant activities identified to meet the purpose of the RFP (use Attachment 2A).
2. Identify how project personnel and, if applicable, consultants will be identified, utilized, and evaluated (use Attachment 2A).
3. List all individuals (including contractors) who could potentially be employed and/or contracted with by providing the information below (use Attachment 2B).
  - A. Project title and name (if known);
  - B. Project responsibilities;
  - C. Rate of pay; and
  - D. Percentage of time full-time equivalency (FTE) on project for salaried staff (use Attachment 2B).
4. Describe the key objectives to accomplish each of the activities identified in the *Program Specifications* section (use Attachments 2C-F). Supporting documents should demonstrate innovative experience relative to each activity may be attached to the proposal submission.
5. For each of the activities identified in the *Program Specifications* section, describe in detail the information listed below (use Attachments 2C-F). Supporting documents to demonstrate innovative experience relative to each objective may be attached to the proposal submission.

- A. Implementation Steps/Work Plan;
- B. Staff Responsible;
- C. Timeline/Completion Date;
- D. Proposed Funding for the Activity;
- E. Project Deliverables; and
- F. Evaluation.

### **Criteria for Review and Approval of Proposals**

1. Proposals will be evaluated in a competitive review process in accordance with the applicable criteria set forth below and the ISBE Merit-Based Review and Selection Process. Proposals will be scored on the criteria outlined below and ranked by score. The total number of possible points is 100. Final determination of funding will be made by the State Superintendent based upon the recommendations resulting from the review process.
2. Grantee Capability (30 points): The applicant demonstrates the capacity to fully design, develop and implement a project of this magnitude and scope for statewide delivery.
3. Quality of the Project Strategy and Implementation/Work Plan (60 points): The proposed plan demonstrates thorough planning, communication, and new innovative ideas to deliver the project activities identified in the program specifications, reflecting timely coordination efforts to facilitate activities intended to maximize participation, to support the grant program purpose, and to meet the program objectives.
4. Budget and Cost-Effectiveness (10 points): The proposal represents a cost-effective use of State resources, as evidenced by the amounts requested to support activities.

Following the notification of grant awards, an applicant may request copies of reviewer comments by contacting Kristy Harvell at [kharvell@isbe.net](mailto:kharvell@isbe.net). All requests must be submitted in writing. (e.g. e-mail).

### **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 [http://isbe.net/funding\\_opps/pdf/ISBE-merit-based-review.pdf](http://isbe.net/funding_opps/pdf/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