Guidelines

Background & Authority

The ICCB is soliciting interest by colleges in providing services to the soon to be opened Illinois Department of Corrections (IDOC) facility, Robinson Correctional Center, located at: 13423 East 1150th Avenue, Robinson, IL 62454, in Illinois Eastern Community College’s (IECC) district.

This application is due to the ICCB no later than **December 21, 2017**. Contract start date will be negotiated between IDOC and the community college.

According to **Section 1501.307 Cooperative Agreements and Contracts** decisions about the provision of instruction at the IDOC falls first and primarily to the home district within which the facility resides. However, in this instance, IECC has opted to forego providing services. As such, under the authority of **Section 1501.307 Cooperative Agreements and Contracts, g), 3)** of the ICCB administrative rules this decision falls to the ICCB:

3) If a district in which military installations, correctional institutions, or other state or federal institutions are located elects not to provide previously approved units of instruction to these institutions, any other college may apply to the ICCB to do so. If more than one college applies, the ICCB will select a college using the following criteria:

A) The proximity of the college to the institution.

B) The availability at the college of the instructional units needed by the institution.

C) The cost of providing the instructional units for the institution.

D) The college's past experience in offering similar units of instruction.

Note that the ICCB staff will make recommendations in close consultation with the IDOC. Colleges should not enter into an agreement directly with the IDOC without first seeking and obtaining approval from the ICCB. Issues that may affect transition of services between institutions will be considered as decisions are finalized to ensure as seamless a transition as possible in the event that providers are changing.

Agreements entered into between the IDOC and the approved college, for new offerings, should be no less than five years in length.

As a reminder, while colleges may claim credit hour reimbursement against this grant, the reimbursement received will be factored into the final agreement and will be considered program income against the grant. For example, if a college receives a contract for $300,000 and then submits $100,000 in credit hour claims to the ICCB, the IDOC is actually only going to provide the college with $200,000. These withholdings are not subject to the lag time associated with credit hour grant reporting and will be required per fiscal year. Finally, credit hours claimed in this way are not eligible to be included in Equalization calculations.

Robinson Correctional Center

Robinson Correctional Center is a minimum security adult male facility, located in southeastern Illinois, just one mile northeast of the City of Robinson in Crawford County. The facility is approximately 6.5 miles from the Indiana border and 230 miles due south of Chicago.

The facility is comprised of 23 buildings, which provide more than 200,000 square feet of serviceable space. This includes six housing units, each containing 10 dormitory rooms, an administration building, control center, mailroom, armory and main gate. Also included are an academic/vocation building, a multi-purpose building with a gym and non-denominational chapel, a medical unit, segregation unit, food service building and a building housing identification, personal property, commissary and laundry. Outside the perimeter fence sits a maintenance building, warehouse and a training facility. The entire complex occupies approximately 100 acres.

Application

1. Please fill out the application on the next two pages and submit it to:

Natasha A. Allan

Associate Director for Career and Technical Education

Illinois Community College Board

401 East Capitol Avenue

Springfield, IL 62701-1711

[P]: (217)785-0139

[E-mail]: [natasha.allan@illinois.gov](mailto:natasha.allan@illinois.gov)

1. Applications should be submitted no later than **December 21, 2017**.
2. Feel free to attach additional documentation as deemed necessary. Note that any narrative provided is limited to a total of three (3) pages.

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| Proposal | | | | | | | | | | | | | |
| **COLLEGE PROPOSING TO OFFER SERVICES** | | | |  | | | | | | | | | |
| **IDOC Institution** | | | | Robinson Correctional Center | | | | | | | | | |
|  |  |  | |  |  |  | |  | |  | |  |  |
| **College Contact**  Name/Title | | | |  | | | | | | | | | |
| Telephone/Email | | | |  | | | | |  | | | | |
| Criteria for Consideration: | | | | | | | | | | | | | |
| 1. **Please describe the geographic proximity of the institution to the IDOC facility in question.** | | | | | | | | | | | | | |
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| 1. **Please describe the ability to provide programming in the two areas identified by the IDOC that will be offered at the Robinson Correctional Center.** | | | | | | | | | | | | | |
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| 1. **Does your college have current approved programs in the areas identified?** | | | | | | | | | | | | | |
| Custodial Maintenance  YES NO | | | Horticulture  YES NO | | | | Culinary Arts  YES NO | | | | Restaurant Management  YES NO | | |
| 1. **Please describe the college's past experience in offering similar units of instruction.** | | | | | | | | | | | | | |
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| 1. **Complete the attached budget. Provide an estimated annual cost for starting up these programs at the IDOC.** *Note: These amounts will be considered preliminary.* | | | | | | | | | | | | | |

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| Budget | | |
| **Budget Category** | **$ Amount** | **Description** |
| Personnel  (Salaries & Wages) |  |  |
| Fringe Benefits |  |  |
| Travel |  |  |
| Equipment |  |  |
| Supplies |  |  |
| Contractual Services |  |  |
| Training & Education |  |  |
| Other  (requires Prior Approval) |  |  |
| Indirect Costs/General Administration  (may not exceed 5%) |  |  |
| **Total Cost** |  |  |