Notice of Funding Opportunity and Grant Guidelines

Scope

The purpose of this grant is to support the improvement and innovation of Career and Technical Education (CTE) programming throughout the Illinois community college system. The selected focus areas align with statewide need and national initiatives in CTE. Grant recipients will be able to choose from the three improvement project areas below. These project areas are general in nature to provide for local innovation and flexibility in implementation. Each objective adheres to Section 135 of the Carl D. Perkins Career and Technical Education Improvement Act of 2006.

Eligibility and Funding

Eligible grant recipients include postsecondary institutions that receive basic formula funding under the Carl D. Perkins Career and Technical Education Act of 2006.

This grant is provided through Illinois Community College Board Perkins (Title I) Leadership funds. A maximum of $50,000 will be available per recipient.

Objectives

Colleges may select from the three broad project areas below. Within the application, the college will need to demonstrate need, capacity, and dedication to successful completion of the project. Each objective is briefly described below with specific examples of project foci. Colleges are not limited to these example components and may focus on other innovative activities that fit within one or several of the objective areas. It is highly recommended that grant recipients use evidence-based research and approaches in designing and implementing their project.

1. **Curriculum Development-** Colleges can choose to implement a curriculum development project in order to provide institutions with the opportunity to improve CTE programming by building, evaluating, and implementing CTE curriculum. Exceptional project examples may include the following:
   * Implementing innovative instructional models such as competency-based education. Competency-based education focuses on determining a student’s achievement by evaluating proficiency within a set of learning outcomes and objectives moving away from traditional time-based constraints. Activities may include developing and articulating competency-based education programming, or evaluating the feasibility of the competency-based education learning model into existing constructs.
   * Furthering the alignment of coursework by contextualizing and integrating academic and CTE offerings. Contextualizing academic courses provides relatable instruction to the CTE program of study. Integration can be accomplished through team-teaching models or contextualization of CTE textbooks and subsequent coursework, among other activities.
   * Enhancing or developing institutional career pathways and/or program of study development. Institutions may engage in career pathway development, alignment, and/or evaluation activities to ensure the inclusion of multiple entry and exit points, rigorous and integrated content, or focus on strengthening components which make up a successful program of study (i.e. curriculum alignment, stackable credentials, dual credit, etc.). Additionally, institutions may develop or expand programming to align with priority sectors as identified in their local or regional WIOA plans.
2. **Support Services for CTE Students-** Community colleges serve a diverse group of students with varying needs. Student support services and related projects can help assist students, particularly those with barriers to success, persist and complete their program of study. Support initiatives and activities may include but are not limited to the following:

* supplemental instruction,
* high touch academic advising and career guidance,
* testing and assessment preparation for CTE-related certifications and licenses,
* assistance for students transitioning into employment or seeking additional education and training, and
* services and activities to assist special populations students, as defined by the Perkins Act, in overcoming barriers to success (including a comprehensive needs assessment).

1. **Work-based Learning** provides CTE students the opportunity to learn technical, academic, and essential employability skills in a real work environment while also increasing credential attainment and workforce preparation. Colleges may create partnerships, develop programs, and increase opportunities for work-based learning. These experiences can be provided through various means providing students with strong experiences in and understanding of all aspects of industry and may include the following:

* Apprenticeships combine structured on-the-job training with academic and technical instruction in curricula tied to the attainment of industry-recognized skills and leading to an industry credential. The training is often provided by the employer, who hires the apprentice at the commencement of the program and pays the apprentice during the program.
* Internships and clinical experiences allow students to explore a particular career by providing a hands-on opportunity to work within the desired field.
* Job shadowing and career exploration activities allow students to observe a particular occupation or career through a professional and supervised opportunity.

Grant Period

This grant is provided through Illinois Community College Board Perkins (Title I) Leadership funds. A maximum of $50,000 will be available per recipient.

**Grant Period: January 15, 2018 through June 30, 2019**

**Funding Deadlines:**

* Grant funds must be obligated by June 30, 2019.
* Good/products must be ordered by June 30, 2019/received by August 31, 2019.
* Services must be rendered by June 30, 2019.
* Grant funds must be requested by August 1, 2019.
* Grant funds must be expended by August 31, 2019.

**Deliverables**

**Grant Recipients are required to**:

1. Participate in periodic conference calls, webinars, or site visits as requested.
2. Provide information about your project via webinar or at statewide events as requested. This includes presenting final project outcomes at the 2019 Forum for Excellence (September 2019).
3. Adhere to the Education Department General Administrative Regulations (EDGAR) Part 2 C.F.R. 200 and the Grant Accountability Transparency Act (GATA), including all risk compliance procedures.
4. Submit quarterly programmatic and expenditure reports, including a final summary brief. Reporting periods and submission dates are as follows:

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| FY2018/2019 Reporting Schedule | | |
| Quarter | **Period** | **Date Due** |
| 1 | January 15, 2018 - March 31, 2018 | April 30, 2018 |
| 2 | April 01, 2018 - June 30, 2018 | July 30, 2018 |
| 3 | July 01, 2018 - September 30, 2018 | October 30, 2018 |
| 4 | October 01, 2018 - December 31, 2018 | January 30, 2019 |
| 5 | January 01, 2019 - March 31, 2019 | April 30, 2019 |
| 6 | April 01, 2019 - June 30, 2019 | July 30, 2019 |
|  | **Final Summary Brief** | July 30, 2019 |

**Technical Assistance**

Technical assistance during the grant period will be provided by the ICCB staff and/or its affiliates. Please direct all questions to [cte@iccb.state.il.us](mailto:cte@iccb.state.il.us).

Supplanting

Perkins funds should supplement, not supplant, non-federal funds expended for CTE activities. Examples of supplanting are as follows:

An eligible recipient uses Perkins funds to provide services that the recipient:

* was required to make available under other federal, state, or local law, except as permitted by Section 324(c) of Perkins IV;
* was provided with non-federal funds the year prior; or,
* was provided with non-federal funds for non-CTE students but charged to Perkins for CTE students.

Submission Guidelines

* All questions, applications, and required reports should be submitted to: [cte@iccb.state.il.us](mailto:cte@iccb.state.il.us).
* **Applications, including the Uniform Budget, are due by 5 p.m. on December 15, 2017**. All application documents should be signed and dated, where appropriate.
* All applicants will be notified by December 31, 2017.

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| Education Department General Administrative Regulations (EDGAR)  Allowable Expenditure Category Guidelines | |
| **Compensation—Personnel**  **2 CFR 200.430** | Compensation for personnel services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. |
| **Compensation— Fringe Benefits**  **2 CFR 200.431** | Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. Except as provided elsewhere in these principles, the costs of fringe benefits are allowable provided that the benefits are reasonable and are required by law, non-Federal entity-employee agreement, or an established policy of the non-Federal entity. |
| **Travel Costs**  **2 CFR 200.474** | Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-Federal entity. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip. |
| **Equipment**  **2 CFR 200.33** | Equipment is defined as an article of tangible personal property that has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. An applicant organization may classify equipment at a lower dollar value but cannot classify it higher than $5,000. Please also see 2 CFR §200.439 Capital Expenditures. |
| **Supplies**  **2 CFR 200.94** | All tangible personal property [other than those described in §200.33 Equipment]. Generally, supplies include any materials that are expendable or consumed during the course of the grant. |
| **Contractual Services**  **2 CFR 200.318** | All products or services which are procured by contract. “Contract” means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. |
| **Training and Education**  **2 CFR 200.472** | The cost of training and education provided for employee development. |
| **Indirect Cost/General Administration** | Indirect costs: those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted without effort disproportionate to the results achieved. Indirect costs must be classified within two broad categories: “Facilities” and “Administration.” “Facilities” is defined as depreciation on buildings, equipment and capital improvement, interest on debt associated with certain buildings, equipment and capital improvements, and operations and maintenance expenses. “Administration” is defined as general administration and general expenses such as the director's office, accounting, personnel and all other types of expenditures.  General Administration (Perkins Section 136(d)): organized administrative activities that provide assistance and support to CTE students, including activities specifically designed to provide administrative or managerial support for CTE programs and any special services provided for CTE students. |
| **Other Expenditures** | Must first be approved in writing by appropriate ICCB staff. Please include a short description of any costs listed under this Budget Category. |
| **Not Allowable**  Grant funds may not be used to support the following expenses:   * Tuition for teachers/faculty * Tuition/fees for students * Stipends for students | |

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| Grant Proposal | | | | | | | | | | | | | | | | |
| **COLLEGE** | | | | | | | |  | | | | | | | | |
| Amount Requested | | | | | | | |  | | | | MAXIMUM AMOUNT: $50,000 | | | | |
|  | |  | | |  |  | |  |  |  |  | |  |  |  | |
| **Project Manager**  Name/Title | | | | | | | |  | | | | | | | | |
| Telephone/Email | | | | | | | |  | | | |  | | | | |
| **Fiscal Contact**  Name/Title | | | | | | | |  | | | | | | | | |
| Telephone/Email | | | | | | | |  | | | |  | | | | |
| **Objectives**  Select which objective area(s), the college project will fulfill. | | | | | | | | | | | | | | | | |
|  |  | | **Curriculum Development** | | | | | | | | | | | | | |
|  |  | | | **Support Services for CTE Students** | | | | | | | | | | | | |
|  |  | | | **Work-Based Learning** | | | | | | | | | | | | |
| Narrative | | | | | | | | | | | | | | | | |
| **Project Title**  Name your project(s). | | | | | | | |  | | | | | | | | |
| **Project Description**  Provide a brief, high-level summary of your project (no more than 300 words). | | | | | | | |  | | | | | | | | |
| **Project Need**  What is the need for this project at your institution? Utilize data or other supports to demonstrate need for financial assistance. | | | | | | | |  | | | | | | | | |
| **Activities and Timeline**  Describe your action plan. The plan **must** include specific activities, tasks, timelines, and milestones. Each milestone must address a specific goal/project outcome. | | | | | | | |  | | | | | | | | |
| **Partnerships**  Provide a list of the institutional, community, industry, and secondary partners you anticipate collaborating with on this project including their **role in the project.** Do these partners intend to monetarily supplement this project? | | | | | | | |  | | | | | | | | |
| **Expected Outcomes/Impact**  What are the expected outcomes and impact of this project at your institution? These goals/outcomes should correspond to the goals iterated in the Activities portion of this Narrative. | | | | | | | |  | | | | | | | | |
| **CTE Improvement**  How does this project support the improvement and innovation of CTE programming? | | | | | | | |  | | | | | | | | |
| **Sustainability**  How does the college plan to scale or sustain this project following the end of the grant period? | | | | | | | |  | | | | | | | | |
| **Assurance of Non-Supplanting**  Please confirm that funding provided by this grant will not be used to supplant current activities. | | | | | | | | I confirm that funding provided by this grant will not be used to supplant current activities, projects, or initiatives at the college. | | | | | | | | |

By submitting this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures and disbursements made with these funds are for the purposes and objectives set forth in the terms and conditions of the applicable Federal or State award or program participation agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (2 C.F.R. 200.41)

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Signature Date