



**FY 2022 ADULT EDUCATION AND LITERACY
PROFESSIONAL DEVELOPMENT AND TECHNICAL ASSISTANCE GRANT
NOTICE OF FUNDING OPPORTUNITY**

Adult Education and Literacy Technical Assistance Competitive Grant

	Data Field	
1.	Awarding Agency Name:	Illinois Community College Board
2.	Agency Contact:	Kathy Olesen-Tracey, Kathy.Olesen-Tracey@illinois.gov
3.	Announcement Type:	Initial announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	684
6.	Funding Opportunity Title:	Adult Education Leadership - Federal
7.	CSFA Number:	684-00-0464
8.	CSFA Popular Name:	Illinois Adult Education and Literacy Professional Development Network
9.	CFDA Number(s):	84.002
10.	Anticipated Number of Awards:	2 - 3
11.	Estimated Total Program Funding:	\$1,200,000
12.	Award Range	\$400,000 -\$1,200,000
13.	Source of Funding:	Federal
14.	Cost Sharing or Matching Requirement:	No
15.	Indirect Costs Allowed Restrictions on Indirect Costs	Yes Yes General administration costs are not to exceed 5% of the total allocation
16.	Posted Date:	April 15, 2021
17.	Application Range:	April 15, 2021 - May 28, 2021 at 11:59 P.M.
18.	Technical Assistance Session:	No



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A. Program Description

This information stipulates the requirements for submitting a Competitive RFP to provide technical assistance for the implementation of the Adult Education and Literacy Program (AEL). Eligible providers for technical assistance should read this information and visit the ICCB Adult Education and Literacy website at https://www.iccb.org/adult_ed/ to obtain more information about the program.

This document will be posted on the Illinois Community College Board (ICCB) website at <https://www.iccb.org/iccb/grant-opportunities/>. The Technical Assistance and Leadership services provided under this funding are designed to support the implementation of the Adult Education and Literacy Act (34 CFR § 463.1), a program is specifically aimed at assisting adults become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency.

Deliverables:

The following deliverables are required for the technical assistance for the AEL Technical Assistance Program. There are three funding priorities. An applicant may write for a single funding priority or any combination of priorities.

Funding Priority 1: Workplace Development (\$400,000.00)

- a. Coordination and delivery of the IET, ADA, Special Learning Needs, Equity areas for the Illinois Adult Education Professional Development Network.
- b. Execution and logistical support for Adult Education and Literacy conferences and workshops.
- c. Supporting ICAPS and Bridge Program development for the Adult Education and Literacy programs.
- d. Provide onsite technical assistance as needed.

Funding Priority 2: ABE/ASE and Assessment (\$400,000.00)

- a. Coordination and delivery of the ABE/ASE Content Standards for the Illinois Professional Development Network.
- b. Coordination and delivery of the ABE/ASE NRS Assessment Training
- c. Coordination for the MOUs and NRS Assessment purchases and distribution.
- d. Execution and logistical support for Adult Education conferences and workshops.
- e. Manage the Illinois Adult Education PDN database for training and evaluation.
- f. Provide onsite technical assistance.

Funding Priority 3: ESL, Evidence Based Reading Instruction, and Assessment (\$400,000.00)

- a. Coordination and delivery of the ESL Content Standards for the Illinois Professional Development Network.
- b. Coordination and delivery of the ELL NRS Assessment Training.
- c. Coordination and delivery of the Evidence Based Reading Instruction /STAR Reading for the Illinois Professional Development Network.
- d. Maintain the Illinois Adult Education Hotline.



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Budget Expenditure Categories: Allowable expenditures include

Education Department General Administrative Regulations (EDGAR)	
Expenditure categories	
<p>Compensation— Personnel 2 CFR 200.430</p>	<p>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.</p>
<p>Compensation— Fringe Benefits 2 CFR 200.431</p>	<p>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.</p>
<p>Travel Costs 2 CFR 200.474</p>	<p>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.</p>
<p>Equipment 2 CFR 200.33</p>	<p>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. <i>Please also see 2 CFR §200.439 Capital Expenditures.</i></p>
<p>Supplies 2 CFR 200.94</p>	<p>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.</p>
<p>Contractual Services</p>	<p>All products or services which are procured by contract. “Contract” means a legal instrument by which a non-Federal</p>



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2 CFR 200.318	entity purchases property or services needed to carry out the project or program under a Federal award.
Consultant/ Professional Service Costs 2 CFR 200.459	Costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the non-Federal entity.
Training and Education 2 CFR 200.472	The cost of training and education provided for employee development.
Indirect Cost/ General Administration 2 CFR 200.414	<p><u>Indirect costs</u>: 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.</p> <p><u>General Administration (Perkins Section 136(d))</u>: 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.</p>

B. Funding Information

This grant is provided through the Illinois Community College Board. Available appropriation is approximately \$1,200,000 total or \$400,000 per funding priority areas. An application may be for a single category or a combination of categories. However, partial award will not be made.

The grant period is from July 1, 2021 through June 30, 2022. A continuation plan must be submitted in the Spring of 2022 and funding for the second year is contingent upon a sufficient appropriation and a program's satisfactory performance in the preceding year.



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Budget modifications up to 10% or \$1,000 (whichever is higher) of the total budget line item do not require ICCB approval. Budget modifications over 10% or \$1,000 (whichever is higher) of the total budget line must have prior ICCB approval. To request a budget modification, submit an amended budget and explanation for the requested changes to ICCB.ael.compliance@illinois.gov.

All grant funds shall be subject to the Illinois Grant Funds Recovery Act (30 ILCS 705). All funds granted for the operation of this program must be used exclusively for the purposes stated in the approved proposal and must be expended in accordance with the approved budget and the grantee's policies and procedures related to such expenditures. Funds may only be expended for activities occurring during the grant period.

C. Eligibility Information

To be eligible, an applicant must be in the state of Illinois, in good standing with Illinois and be

- Local Educational Agencies (LEAs)
- Institutions of Higher Education (IHEs)
- Public or Private nonprofit agencies

Additionally, to be considered for funding under this AEL PDN TA Request for Proposal, an applicant of demonstrated effectiveness must include the following:

- A minimum of 5-years of professional development and technical assistance for programs serving adult education and literacy.
- A minimum of 5-years of experience in providing professional development on topics related to the Workforce Investment and Opportunities Act, service integration, Integrated Education and Training Programs (ICAPS), work-based learning, programs of study, career pathways, and curriculum and instruction for individuals with physical and cognitive disabilities.
- A minimum of 5-years of experience in providing professional development on ESL, Assessment, AEL Content Standards, virtual learning communities, and on-site technical assistance.
- Ability to travel on-site to funded programs and provide targeted technical assistance.

Funding for this project is contingent upon a sufficient federal appropriation and a program's satisfactory performance in the preceding year.

D. Application and Submission Information

All materials needed for the application are on the Illinois Community College Board's website at <https://www.iccb.org/iccb/grant-opportunities/>.

Application Deadline: no later than **11:59 p.m. (CST) May 28, 2021.**

- **Submit applications to ICCB.Submit.AELRFP@illinois.gov.**
- **Include PDN TA RFP in the subject line.**

The following Applications will not be considered for funding:



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- Applications received after the deadline
- Applications from applicants that do not meet the eligibility criteria
- Applications that are incomplete in any way or include unallowable uses of funds. *Uses of funds should follow federal EDGAR guidelines and requirements for uses of funds per Section 135b of Perkins V.*

DUNS and/or UEI

Applicants will also need their Dun and Bradstreet Universal Numbering System (DUNS) Number or a Unique Entity Identifier (UEI) 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:

- Be registered in SAM before submitting its application. To establish a SAM registration, go to www.SAM.gov and/or utilize this instructional link: [How to Register in SAM](#) from the www.grants.illinois.gov Resource Links tab.
- Provide a valid DUNS or UEI number in its application.
- Continue to maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an awarding agency. The ICCB will not make an award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements the applicant is not qualified to receive this award.

E. Application Package Materials: All Application Materials are located at <https://www.iccb.org/iccb/grant-opportunities/>

- **Cover Page** – Applicants must record the FY 2022 request with appropriate signatures from the Chief Executive Officer.
- **Uniform Grant Budget** – Applicants must record the FY22 requests under the appropriate line item listed on the attachment. The budget should include FY22 requested amount only. The Chief Executive Officer MUST sign the Certificate worksheet within the Uniform Budget.
- **Grant Narrative** –
 - *Funding Priority: Workplace Development and Special Learning Needs*
 - GOAL: Increase credential attainment for adult learners through professional development and technical assistance in ICAPS and Bridge Programs, ensure compliance with American with Disabilities Act, and integrate equity in program instruction.
 - Develop and facilitate a combined state conference to support adult education and career and technical education (Forum for Excellence).
 - Convene and facilitate the annual Transitions Academy which includes Provide training and technical assistance through a yearly Transitions Academy, creation of tools and resources, newsletter, mentoring, virtual learning committees, braided funding and webinars for development, implementation and scaling of Integrated Education and Training (IET)/ Integrated Career and Academic Prep System (ICAPS).



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- Provide training for IELCE for the Integrated Education and Training component.
 - Support an innovative Bridge approach to Civics education for IELCE programs.
 - Provide ICAPS/IET Virtual Learning Communities to support learning and sharing or promising practices.
 - Develop strategies for statewide workplace learning measures and quality assurances to meet the new OCTAE guidelines.
 - Provide professional pathway training and credentialing for transitions-related careers in adult education, i.e. Career Navigators, Bridge Specialists and Masters, ICAPS Specialists and Masters' Pathways.
 - Assist programs in creating Bridge Contextualized Curricula in multiple Career Pathways and IELCE programs.
 - Provide professional pathway training and credentialing for equity and special learning needs in adult education.
 - Provide on-site technical assistance to program in meeting program objectives.
 - Facilitate American with Disabilities Act training.
 - Assist the ICCB AEL Division with special projects as needed.
- *Funding Priority: ABE/ASE and Assessment*
GOAL: Increase education functioning level attainment and high school equivalency credential attainment for adult learners through technical assistance on assessments and standard based instruction.
- Negotiate MOUs with NRS Test Providers, obtain and ship materials to Adult Education and Literacy Providers.
 - Provide ongoing and comprehensive training related to the NRS approved assessments.
 - Provide ongoing evaluation on the impact of the technical assistance.
 - Provide on-site technical assistance to programs not meeting performance outcome targets.
 - Provide training on Illinois Adult Education Content Standards for Standard Proficient, Specialist, and Master Teacher Pathways.
 - Assist with planning and implementation of Illinois Adult Education and Literacy conferences.
 - Maintain a Technical Assistance evaluation database.
 - Moderate virtual learning communities connected to AEL initiatives.
 - Assist the ICCB AEL Division with special projects as needed.
- *Funding Priority: ESL, Evidence Based Reading Instruction, and Assessment*
GOAL: Increase education functioning level attainment for English Language Learners and adult learners through technical assistance on ELA, EBRI, digital literacy and associated content areas.
- Provide ongoing and comprehensive training related to the NRS approved assessments.
 - Provide ongoing evaluation on the impact of the technical assistance.
 - Provide on-site technical assistance to programs not meeting performance outcome targets.
 - Provide training on Illinois ELL Adult Education Content Standards for Standard Proficient, Specialist, and Master Teacher Pathways.



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- Facilitate trainings for Evidence Based Reading instruction /STAR
- Moderate virtual learning communities connected to AEL initiatives.
- Assist the ICCB AEL Division with special projects as needed.
- the Illinois Adult Education Hotline
- Assist the ICCB AEL Division with special projects as needed.

F. Application Review

Applications will be reviewed using a merit-based review process (2 CFR 200.204) using a committee of experts in the field of adult education and professional development. A rubric will be used to assess the extent to which the applicant meets the criteria in each category. There is 70 points per category. The point breakdown is as follows:

Funding Priority: Workplace Development and Special Learning Needs

- 40 points: Detailed activity information as related to outlined Deliverables.
- 20 points: Demonstrated Effectiveness in providing the Deliverables as outlined in Section C. Eligibility Information.
- 10 points: Budget is appropriate and follows all allowable uses of funds.

Funding Priority: ABE/ASE and Assessment

- 40 points: Detailed activity information as related to outlined Deliverables.
- 20 points: Demonstrated Effectiveness in providing the Deliverables as outlined in Section C. Eligibility Information.
- 10 points: Budget is appropriate and follows all allowable uses of funds.

Funding Priority: ESL, Evidence Based Reading Instruction, and Assessment

- 40 points: Detailed activity information as related to outlined Deliverables.
- 20 points: Demonstrated Effectiveness in providing the Deliverables as outlined in Section C. Eligibility Information.
- 10 points: Budget is appropriate and follows all allowable uses of funds.

Merit-Based Evaluation Appeal Process

- a. Competitive grant appeals are limited to the evaluation process. Evaluation scores may not be protested. Only the evaluation process is subject to appeal.
- b. An appeal must be received within 14 calendar days after the date that the grant award notice has been published.
- c. Response to Appeal: ICCB will acknowledge receipt of an appeal within fourteen 14 calendar days from the date the appeal was received and will respond to the appeal within 60 days or supply a written explanation to the appealing party as to why additional time is required.

G. Award Notification and Administration

- a. An award shall be made pursuant to a written determination based on the evaluation criteria set forth in the grant application and successful completion of finalist requirements.
- b. A Notice of State Award (NOSA) will be issued to the Merit Based finalists that have successfully completed all grant award requirements. Based on the NOSA, the Merit Based finalist is positioned to make an informed decision to accept the grant award.



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- c. Upon acceptance of the grant award, announcement of the grant award shall be published by the awarding agency to Grants.Illinois.gov.
- d. A written Notice of Denial shall be sent to the applicants not receiving awards.
- e. Upon acceptance of the NOSA, the awardee will receive a Uniform Grant Agreement. This Agreement must be signed by an authorized signatory and returned to the ICCB prior to any expenditure of funds.
- f. Funds may be requested at any interval upon return of the Uniform Grant Agreement.

H. Reporting. The funded program will provide quarterly reports to the ICCB identifying specific trainings and technical assistance provided and expenditure reports. Quarterly expenditure and quarterly performance reporting will use the following schedule:

QUARTERLY REPORTING SCHEDULE		
Report	Period	Due Date
Quarter 1	July 1 – September 30	October 30
Quarter 2	October 1 – December 31	January 30
Quarter 3	January 1– March 31	April 30
Quarter 4	April 1 – June 30	July 30
Quarter 5	July 1 – September 30	October 30

Final Expenditure Due: August 30, 2022

I. Statewide Agency Contact(s)

Dr. Kathy Olesen-Tracey
Senior Director for Adult Education and Literacy
Telephone: 217-557-2740
Email: Kathy.olesen-tracey@illinois.gov

J. Other Information

Funding is contingent upon a sufficient appropriation and a program's satisfactory performance throughout the year.

- JCAR Guidelines: <https://www.ilga.gov/commission/jcar/default.asp>