

**Uniform Notice of Funding Opportunity (NOFO)
Summary Information**

1.	Awarding Agency Name:	<i>Illinois Community College Board (ICCB)</i>
2.	Agency Contact:	<i>Whitney Thompson / (217)558-0318 / whitney.thompson@illinois.gov</i>
3.	Announcement Type:	<i>Initial announcement</i>
4.	Type of Assistance Instrument:	<i>Grant</i>
5.	Funding Opportunity Number:	<i>Required if this number was assigned by the funding entity</i>
6.	Funding Opportunity Title:	<i>FY2019 Career and Technical Student Organization Grant</i>
7.	CSFA Number:	<i>684-00-0465</i>
8.	CSFA Popular Name:	<i>Career and Technical Education Leadership</i>
9.	CFDA Number(s):	<i>84.048</i>
10.	Grant Period	<i>July 1, 2018 through June 30, 2019</i>
11.	Anticipated Number of Awards:	<i>3-4</i>
12.	Estimated Total Program Funding:	<i>\$45,000-\$60,000</i>
13.	Award Maximum	<i>\$15,000</i>
14.	Source of Funding:	<i>Federal pass-through</i>
15.	Cost Sharing/Matching Requirement:	<i>No</i>
16.	Indirect Costs Allowed	<i>Yes</i>
	Restrictions on Indirect Costs	<i>Yes, up to 5% of the total grant award Adherence to EDGAR 2CFR200; Section 135c of Carl D. Perkins Act</i>
17.	Posted Date:	<i>May 15, 2018</i>
18.	Closing Date for Applications:	<i>June 20, 2018</i>
19.	Technical Assistance:	<i>Technical assistance will be provided throughout the grant period to grant recipients.</i>

Notice of Funding Opportunity: FY2019 Career and Technical Student Organization Grant

A. Program Scope

The purpose of this competitive grant opportunity is to support Career and Technical Education Student Organizations (CTSOs) in enhancing student learning through contextual instruction, leadership and personal development, applied learning, and real world application. CTSOs funded through this opportunity must work with community college CTE programs and their students, but may also work with local high schools to further strengthen secondary to postsecondary partnerships and transitions.

The Carl D. Perkins Career and Technical Education Improvement Act of 2006 P.L. 109-270 (Perkins IV) permits funds to be used for the support of career and technical education student organizations that will support the closing of proficiency gaps for students and the continuous improvement of career and technical education. These organizations provide students with the opportunity to enhance their career, employability, and leadership skills through a variety of activities.

Grant Objectives:

- Strengthening academic as well as career and technical skills of students by providing contextual learning experiences as part of classroom lessons and leadership development.
- Utilizing CTSOs as educational laboratories in which students learn how to develop their leadership skills and professional potential by setting and accomplishing goals and tackling projects that promote problem-solving skills.
- Building on students' interests and helping motivate the student to strive toward educational excellence.
- Participating in community projects and business and industry networking events to enhance leadership and career development of students.

Performance Outcomes:

- Statewide Collaboration: Participate in periodic conference calls, webinars, and/or site visits as requested.
- Carry out all activities and deliverables as written in the grant application.
- Sharing of Lessons Learned: Provide information about your project via webinar or at statewide events as requested, which may include presenting final project outcomes at an Academy or at the *2020 Forum for Excellence* (September 2020).
- Programmatic and Financial Reporting as detailed in Section F of this NOFO.

B. Funding Information

Grant Period:

This grant is provided through Illinois Community College Board (ICCB) Perkins (Title I) Leadership funds. The grant period is from July 01, 2018 through June 30, 2019.

Funding Availability:

Grants will be funded at a maximum amount of \$15,000 per project, and 3-4 projects are expected to be funded. Recipients are not eligible to renew or extend existing grant-funded projects, but may supplement or scale current initiatives. In order to be eligible to receive funding, recipients must complete a grant proposal, which can be found on the ICCB [Career and Technical Education \(CTE\) website](#).

Funding Deadlines:

- Grant funds must be obligated by June 30, 2019.
- Good/products must be ordered by June 30, 2019.
- Services must be rendered by June 30, 2019.
- Grant funds must be requested by August 01, 2019.
- Grant funds must be expended by August 31, 2019.

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.

Cost Sharing or Matching:

Not applicable.

Allowable and Unallowable Expenditures:

Grant recipients must adhere to the Education Department General Administrative Regulations (EDGAR) Part 2 C.F.R. 200, the Grant Accountability Transparency Act (GATA), unless otherwise permitted under Section 135 of the Carl D. Perkins Career and Technical Education Improvement Act of 2006. For additional guidance on allowable and unallowable expenditures, please see this [Perkins expenditure resource](#).

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	An indirect cost rate of up to 5% of the total grant is allowable. This is in adherence to EDGAR 2 CFR 200 and Section 135c of Carl D. Perkins Act. 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

	<p>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>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.</p>
Other Expenditures	<p>Must first be approved in writing by appropriate ICCB staff. Please include a short description of any costs listed under this Budget Category.</p>

C. Eligibility Information

Eligible Applicants:

Organizations eligible to apply and receive this funding *must* be Illinois-based and meet the definition of a CTSO as defined by the National Coordinating Council for CTSOs (adopted July 2014), which is as follows:

- CTSOs enhance student learning through contextual instruction, leadership and personal development, applied learning, and real world application. They also work as an integral component of the classroom curriculum and instruction, building upon employability and career skills and concepts through the application and engagement of students in hands-on demonstrations and real life and/or work experiences through a Career and Technical Education (CTE) program. CTSOs help guide students in developing a career path, a program of study and provide opportunities in gaining the skills and abilities needed to be successful in those careers through CTSO activities, programs and competitive events. In addition, students have opportunities to hold leadership positions at the local, state, and national level and attend leadership development conferences to network with other students as well as business and industry partners.

Grant recipients must comply with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment, and equal employment opportunity including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), The Public Works Employment Discrimination Act (775 ILCS 10/1 *et seq.*), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 *et seq.*), and The Age Discrimination Act (42 USC 6101 *et seq.*).

An entity may apply for a grant but will not be eligible for a grant award until the entity has pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, www.grants.illinois.gov. During pre-qualification, Dun and Bradstreet verifications are performed including a check of Debarred and Suspended status and good standing with the Secretary of State (see below). The pre-qualification process also includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire. If applicable, the entity will be notified that it is ineligible for award as a result of the Dun and Bradstreet verification. The entity will be informed of corrective action needed to become eligible for a grant award.

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:

- Be registered in SAM before submitting its application. If you are not registered in SAM, this link provides a connection for SAM registration: <https://governmentcontractregistration.com/sam-registration.asp>;
- provide a valid DUNS number in its application;
- 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. It also must state that the State awarding agency may not make a Federal pass-through or State award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the State awarding agency is ready to make a Federal pass-through or State award, the State awarding agency may determine that the applicant is not qualified to receive a Federal pass-through or State award and use that determination as a basis for making a Federal pass-through or State award to another applicant.

D. Application and Submission Information

Application:

Grant application materials can be found on the [ICCB CTE website](#).

Submission:

- **Applications, including the Uniform Budget, are due by 5 p.m. on June 20, 2018.** All application documents should be signed and dated, where appropriate.
- All questions, applications, and required reports should be submitted electronically to cte@iccb.state.il.us. Paper copies are not permitted. Applicants will receive confirmation of receipt.
- All applicants, funded or not funded, will be notified by July 10, 2018.

E. Application Review Information

Criteria:

Applicants must demonstrate that they meet all requirements under this NOFO as described throughout. Applications that fail to meet the criteria as identified in Section C, "Eligibility Information" may not be scored and considered for funding. Submissions that are late or are in any way incomplete will not be considered for funding. Likewise, any submissions which contain unallowable expenditures will not be considered. The following criteria will be used to evaluate applications:

Project Quality (80%)

- Activities are thoroughly described, supported by evidence, include specific tasks and timelines, and relate to the identified objectives.
- Expected outcomes are well-defined, measureable, reasonable, and relate to the identified activities and objectives.
- Integration with key partners, internal and external, and strength of those partnerships, as well as detailing each partner's role.
- All respective sections of the proposal are complete and the submitted budget is accurate and devoid of errors.

Project Impact (20%)

- The innovative approach and potential impact on CTE development and quality in the Illinois. There is a clear vision for scalability and replicability in the future.
- The applicant has documented that it has the institutional capacity to effectively implement the project.

Review and Selection Process:

A team of agency staff will use the criteria listed in this section of the NOFO to review the applications, and will award points accordingly. Decisions to award grants and the funding levels will be determined per application based upon compliance with the requirements of this NOFO and the grant proposal. The ICCB holds the authority to fund or not fund applications based on the above criteria and applicants may not appeal the ICCB's final funding decision based on their evaluation score. Applicants may, however, appeal the evaluation/selection process. This appeals process can be found within the [Merit Based Review Policy](#) on pages three and four.

***Merit Based Review, 2 CFR 200.204.** For competitive grants unless prohibited by Federal statute, the Federal awarding agency must design and execute a merit review process for applications. This process must be described or incorporated by reference in the applicable funding opportunity (see Appendix I to this part, Full text of the Funding Opportunity.) See also Section 200.203 Notices of funding opportunities. An appeals process must be described and incorporated with the merit based review process.*

F. Award Administration Information

State Award Notices:

Successful applicants will be notified in writing by the ICCB (note that this notification is not an authorization to begin performance). Subsequently, a Notice of State Award

(NOSA) will be distributed by the ICCB prior to the issuance of a grant agreement. The NOSA will specify terms and conditions added to the award based on the results of the fiscal and administrative internal control questionnaire and the programmatic risk assessment. All components as relayed above will be provided electronically to the email address provided by the recipient in the grant proposal. All applicants, funded or not funded, will be notified by July 10, 2018.

Administrative and National Policy Requirements:

Refer to Section B, “Funding Information,” Indirect Costs for details on indirect rate requirements and limitations.

Required Programmatic and Financial Reporting:

Recipients are required to submit quarterly programmatic and expenditure reports to cte@iccb.state.il.us. The reporting schedule is detailed below. Reporting templates and other instructions will be made available to grant recipients at a later date.

FY2019 Reporting Schedule		
Quarter	Period	Date Due
1	July 01, 2018 - September 30, 2018	October 30, 2018
2	October 01, 2018 - December 31, 2018	January 30, 2019
3	January 01, 2019 - March 31, 2019	April 30, 2019
4	April 01, 2019 - June 30, 2019	July 30, 2019

G. State Awarding Agency Contact(s)

Questions:

Please direct all questions to cte@iccb.state.il.us.

Programmatic contact:

Whitney Thompson / (217)558-0318 / whitney.thompson@illinois.gov

Compliance contact:

Natasha Allan / (217)785-0139 / natasha.allan@illinois.gov

H. Other Information

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.