



FY 2025 – FY26 ADULT EDUCATION AND LITERACY PROFESSIONAL DEVELOPMENT AND TECHNICAL ASSISTANCE GRANT- NOTICE OF FUNDING

AELFA Technical Assistance Competitive Grant

| | Data Field | |
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| 1. | Awarding Agency Name: | Illinois Community College Board |
| 2. | Agency Contact: | Kathy Olesen-Tracey |
| 3. | Announcement Type: | Initial announcement |
| 4. | Type of Assistance Instrument: | Grant |
| 5. | Funding Opportunity Number: | N/A |
| 6. | Funding Opportunity Title: | Illinois Adult Education and Literacy Professional Development Network |
| 7. | CSFA Number: | 684-00-0464 |
| 8. | CSFA Popular Name: | AEL PDN |
| 9. | CFDA Number(s): | |
| 10. | Anticipated Number of Awards: | 1 - 2 |
| 11. | Estimated Total Program Funding: | \$395,000.00 |
| 12. | Award Range | Priority 1: Up to \$325,000 Priority 2: Up to \$70,000 |
| 13. | Source of Funding: | Federal |
| 14. | Cost Sharing or Matching Requirement: | No |
| 15. | Indirect Costs Allowed | Yes |
| | Restrictions on Indirect Costs | Yes General administration costs are not to exceed 5% of the total allocation |
| 16. | Posted Date: | February 23 rd , 2024 |
| 17. | Application Range: | |
| 18. | Technical Assistance Session: | N/A |



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This information stipulates the requirements for submitting a Competitive RFP to provide technical assistance for the implementation of the Adult Education and Literacy Program (34 CFR § 463.1). Eligible providers for technical assistance should read this information and visit the ICCB Adult Education and Literacy website at <https://www.iccb.org/iccb/grant-opportunities/> to obtain more information about the program.

A. Program Deliverables

The following deliverables are required for the technical assistance for the AEL Technical Assistance Program. There are two funding priorities. An applicant may write for a single funding priority or any combination of priorities. Directions for submitting proposals are identified in the Grant Application Section.

Priority 1: Support for English Language Acquisition Instruction, Evidence Based Reading Instruction, and Assessment, Technology Integration through In Person, On Site, and Virtual Support.

- Coordinate and deliver professional development and technical assistance to WIOA Title II providers related to the English Language Acquisition Content Standards.
- Coordinate and deliver ELL NRS Assessment Training to WIOA Title II providers.
- Coordinate and deliver the Evidence Based Reading Instruction /STAR Reading for the Illinois Professional Development Network.
- Coordinate and deliver professional development and technical assistance for Technology Integration.
- Support the Integrated English Language and Civics Education Program.
- Engage with the Illinois Adult Education Professional Development Network Partners to coordinate offerings, including courses in the iLEARN system and conference events.
- Assist the ICCB Division of Adult Education with projects related to English Language Acquisition, technology integration, and Evidence Based Reading instruction.

Priority 2: Promote and Maintain the Illinois Adult Education Hotline.

- Maintain the Adult Education Hotline through managing customer-based phone calls, text messages, and online forms to connect potential adult learners with ICCB Funded Adult Education Programs.
- Promote the Hotline through social media posts and other relevant outreach strategies.

Allowable Expenditures are identified in the Education Department General Administrative Regulations (EDGAR).

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| <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</p> |



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| | 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. <i>Please also see 2 CFR §200.439 Capital Expenditures.</i> |
| 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. |
| 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 | <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 |



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| | 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. |
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B. Funding Information

This grant is provided through the Illinois Community College Board. Available appropriation is approximately a range from \$70,000,00 to \$395,000,000.00.

The grant period is from July 1, 2025, through June 30, 2026. A continuation plan must be submitted in the Spring of 2025 and funding for the second year is contingent upon sufficient appropriation and a program’s satisfactory performance in the preceding year.

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

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 3-years of professional development and technical assistance for programs serving adult education and literacy.
- A minimum of 3-years of experience in providing professional development on topics related to the Workforce Investment and Opportunity Act, service integration, English Language Acquisition, and curriculum and instruction leading to increased student outcomes.
- A minimum of 3-years of experience in providing professional development on National Reporting Assessments, English Language Proficiency Standards, virtual learning communities, and on-site technical assistance.
- Ability to travel on-site to funded programs and provide targeted technical assistance.

To be considered for funding to support the Adult Education Hotline, an applicant of demonstrated effectiveness must include the following:

- Demonstrated capacity to manage a multilingual hotline / call center with text messaging and online communication to connect potential adult learners to Title II funded Adult Education Programs.

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



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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 5:00 p.m. (CST) **April 8th, 2024.**

- Submit application materials to ICCB.Submit.AELRFP@illinois.gov.
- Include PDN TA and Hotline RFP in the subject line.

The following applications will not be considered for funding:

- 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.*

Unique Entity Identifier:

Applicants will need their 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 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 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: Applications submitted under this grant program will undergo a merit-based review process. All parts of the application package must be completed by the deadline to be considered. Applicants should ensure that all elements are clearly addressed and are strongly encouraged to use headers to address all elements or some consistent form of response delineation. Applicants will receive a receipt of application. However, applicants will not be notified if there are items that are missing from their application. All Application Materials are located at <https://www.iccb.org/iccb/grant-opportunities/>

- **Uniform Grant Application** – Applicants must record the FY2025 request with appropriate signatures from the Chief Executive Officer.
- **Uniform Grant Budget** – Applicants must record the FY25 requests under the appropriate line item listed on the attachment. The budget should include FY25 requested amount only. The Chief Executive Officer must sign the Certificate worksheet within the Uniform Budget.



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- **Grant Narrative**

To submit a proposal for Priority 1: Support for English Language Acquisition Instruction, Evidence Based Reading Instruction, and Assessment, Technology Integration through In Person, On Site, and Virtual Support (Up to \$325,000.00), the eligible applicant must submit a narrative of no more than five pages, double-spaced, 12-point font that must include the following information in the order listed below. Using Headers for each Numbered Section is encouraged.

1. **Strategies for providing program support for English Language Acquisition, Technology Integration, Assessment, and Evidence Based Reading Instruction.** Discuss how the applicant will provide a series of professional development training events, both virtually and in-person, for adult education instructors, administrators, and support staff focused on improving student outcomes for English Language Acquisition, NRS Assessment, technology integration, and Evidence Based Reading Instruction.

Identify the applicant's capacity and staff experience for providing the required professional development.

2. **Services to Be Provided**

Provide a comprehensive proposed calendar of events which addresses the following:

- In person and virtual professional development training sessions in each of the required content areas (English Language Acquisition, NRS assessment, Evidence Based Reading, and Technology Integration).
- In person and virtual Institutes related to the English Language NRS Assessments, Evidence Based Reading, and Technology Integration.
- Participation in the Adult Education conferences – The Annual Forum for Excellence and the WIOA Summit.
- On-site (ICCB Title II Providers) technical assistance for programs based on ICCB's Request.
- Sharing promising practices by highlighting success.

3. **Indicators of Performance**

- Discuss how professional development and technical assistance will be evaluated using a comprehensive evaluation framework.
- Identify how transference of learning from participants will lead to improved student outcomes.

To submit a proposal for Priority 2: Promote and Maintain the Illinois Adult Education Hotline (Up to 70,000.00) the eligible applicant must submit a narrative of no more than three pages, double-spaced, 12-point font that must include the following information in the order listed below. Using Headers for each Numbered Section is encouraged.

1. **Infrastructure**

Discuss the Proposed Hotline's infrastructure. Identify how individuals will access the hotline (text messaging, online forms, phone calls). Discuss the hours of operation and the supports for English Language Learners. Identify how leads will be shared with Title II Adult Education Providers and how the information will be tracked.



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2. Outreach

Discuss how the hotline will be promoted.

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. The point breakdown is as follows:

Priority 1 Professional Development and Technical Assistance/ 100 points maximum

30 points: Strategies for providing program support for ELA, Technology Integration, Assessment, and Evidence Based Reading Instruction.

25 points: Applicant's capacity and staff experience.

25 points: A comprehensive calendar of events includes in-person and virtual events.

20 points: Indicators of Performance.

Priority 2: Hotline/ 100 points maximum

50 points: Infrastructure

50 points: Outreach

Merit-Based Evaluation Appeal Process

- Competitive grant appeals are limited to the evaluation process. Evaluation scores may not be protested. Only the evaluation process is subject to appeal.
- An appeal must be received within 14 calendar days after the date that the grant award notice has been published.
- 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

- 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.
- 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.
- Upon acceptance of the grant award, announcement of the grant award shall be published by the awarding agency to Grants.Illinois.gov.
- A written Notice of Denial shall be sent to the applicants not receiving awards.
- 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.
- Funds may be requested at any interval upon return of the Uniform Grant Agreement.



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H. Reporting: The funded program will provide programmatic and expenditure quarterly reports to the ICCB identifying the programmatic outcomes, participation metrics, challenges and strategies for addressing them. Quarterly expenditure and quarterly performance reporting will use the schedule stipulated in the grant agreement:

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 sufficient appropriation and a program's satisfactory performance throughout the year.