

**Career and Technical Education Professional Development  
and Technical Assistance Grant**

1.	Awarding Agency Name:	Illinois Community College Board
2.	Agency Contact:	Natasha Allan, <a href="mailto:natasha.allan@illinois.gov">natasha.allan@illinois.gov</a>
3.	Announcement Type:	Initial announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	684
6.	Funding Opportunity Title:	Postsecondary Perkins Title I Leadership Grants- Professional Development
7.	CSFA Number:	684-00-1574
8.	CSFA Popular Name:	CTE Professional Development & Technical Assistance
9.	CFDA Number(s):	84.048
10.	Anticipated Number of Awards:	1
11.	Estimated Total Program Funding:	\$375,000
12.	Award Range:	N/A
13.	Source of Funding:	Federal Perkins
14.	Cost Sharing or Matching Requirement:	No
15.	Indirect Costs Allowed and Applicable Restrictions	Yes, restricted to 5% of total award amount
16.	Posted Date:	April 15, 2021
17.	Application Range:	April 15,2021 through May 28, 2021 at 11:59 p.m.
18.	Technical Assistance Session:	No

**A. Program Description**

This information stipulates the requirements for submitting a competitive request for proposal to provide professional development for and technical assistance to community college career and technical education (CTE) programs, programs of study, faculty, and administrators. Specifically, this grant will support the professional development of and technical assistance to community college Perkins Administrators carrying out the implementation of the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V). Eligible providers should carefully read this Notice of Funding Opportunity (NOFO) and visit the ICCB CTE website at <https://www.iccb.org/cte/> to obtain more information about CTE and Perkins V.

This NOFO and all respective grant application materials will be posted on the Illinois Community College Board (ICCB) website at <https://www.iccb.org/iccb/grant-opportunities/>.

- i. **Deliverables:** The deliverables for this grant are as follows. These deliverables are broad in nature. Applicants should refer to Section E., Application Package Materials for more specific goals and deliverables.
  - 1. Coordination and delivery of the CTE Professional Development Network.
  - 2. Assisting community colleges in the recruitment, retention, and support of special populations students, as defined in Perkins V.
  - 3. Execution and logistical support for CTE conferences and workshops.
  - 4. Supporting Civil Rights Reviews for the Illinois community college system.
  - 5. Development and implementation of training modules for postsecondary CTE educators transitioning from the workforce to the teaching profession.
  - 6. Creation and publication of print materials and maintenance of technical assistance websites.
  
- ii. **Budget Expenditure Categories:** Allowable expenditures include the following:

<b>Education Department General Administrative Regulations (EDGAR)</b>	
Expenditure categories	
<b>Compensation— Personnel</b>  <b>2 CFR 200.430</b>	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.
<b>Compensation— Fringe Benefits</b>  <b>2 CFR 200.431</b>	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><b>Travel Costs</b> <b>2 CFR 200.474</b></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><b>Equipment</b> <b>2 CFR 200.33</b></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><b>Supplies</b> <b>2 CFR 200.94</b></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><b>Contractual Services</b> <b>2 CFR 200.318</b></p>	<p>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.</p>
<p><b>Consultant/ Professional Service Costs</b> <b>2 CFR 200.459</b></p>	<p>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.</p>
<p><b>Training and Education</b> <b>2 CFR 200.472</b></p>	<p>The cost of training and education provided for employee development.</p>
<p><b>Indirect Cost/ General Administration</b> <b>2 CFR 200.414</b></p>	<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>
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## B. Funding Information

This grant is provided through the Illinois Community College Board and **spans two years**. **Available appropriation for year one is \$375,000.**

The grant period is from July 1, 2021, through September 30, 2023. A continuation plan/scope of work adjustment may be requested in May 2022. Additionally, a Uniform Budget must be submitted prior to the start of each fiscal year. Funding is contingent upon a sufficient appropriation and a program's satisfactory performance in the preceding year.

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.cte@illinois.gov](mailto:ICCB.cte@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 one of the following:

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

Additionally, to be considered for funding under this grant, an applicant must have demonstrated effectiveness in the aforementioned Deliverables of this NOFO. This demonstrated competencies include the following:

- A minimum of 5-years of professional development and technical assistance for programs supporting Perkins Administrators and supporting special populations.
- A minimum of 5-years of experience in providing professional development on topics related to supporting special populations students, postsecondary CTE civil rights reviews, ICAPS programs, work-based learning, programs of study, and career pathways.
- A minimum of 5-years of experience in the development and implementation of statewide conferences like the Forum for Excellence and the Illinois Transitions Academy.
- Ability to travel on-site to funded programs and provide targeted technical assistance.

## 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/>.

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

- **Submit applications to [ICCB.cte@illinois.gov](mailto:ICCB.cte@illinois.gov).**
- **Include "CTE PD and TA Grant" as 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 and requirements for uses of funds per Section 135b of Perkins V.*

ii. **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](http://www.SAM.gov) and/or utilize this instructional link: [How to Register in SAM](#) from the [www.grants.illinois.gov](http://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 will be located at <https://www.iccb.org/iccb/grant-opportunities/>, along with this NOFO.

1. **Grant Cover Page and Work Plan** – Applicants must complete and submit a grant Cover Page and Work Plan. This is where the applicant will detail how it will fulfill each of the grant Deliverables and accompanying Objectives. Applicants should be as specific as possible. *Note: The Work Plan encompasses activities for year one only. If it so chooses, an applicant may note that an Activity will carry over into the next year, as well.* The following information must be provided:

- **Deliverable 1: Coordination and delivery of the Professional Development Network.** This includes the following objectives:
  - Objective 1: Perkins Administrator Cohort Meetings, 2 per fiscal year
  - Objective 2: Postsecondary CTE Learning Community, monthly/as-needed basis

- Objective 3: Other professional development that aligns with the Illinois State Plan for Perkins V and national initiatives in CTE
- **Deliverable 2: Assisting community colleges in the recruitment, retention, and support of special populations students.**
  - Objective 1: Assisting colleges in supporting the new special populations laid out by Perkins V (youth who are in or have aged out of the foster care system, youth with a parent who is a member of the armed forces and is on active duty, homeless individuals, out-of-workforce individuals). This can include additional resource creation, technical assistance visits, webinars, etc.
- **Deliverable 3: Execution and logistical support for conferences and workshops.**

This includes the following:

  - Objective 1: Forum for Excellence- The Forum for Excellence is Illinois' premier, annual CTE and Adult Education conference. Participants include CTE/Perkins and Adult Education Administrators, CTE and Adult Education faculty and staff. This will require applicant to partner with an Adult Education professional development partner of the ICCB's choosing. 1 conference in September.
  - Objective 2: Illinois Transitions Academy- The Transitions Academy is designed to assist colleges and partnerships working on developing ICAPS (Integrated Career and Academic Preparation System) programs by increasing awareness of the expanding partnership between Career and Technical Education and Adult Education as it relates to the ICAPS models, IET Models, and Career Pathways. This will require applicant to partner with an Adult Education professional development partner of the ICCB's choosing. 1 conference in TBD.
  - Objective 3: CTE Counselor Academy- The CTE Counseling Academy is designed to showcase community college CTE recruiters/admissions counselors and provide opportunities to build relationships between secondary and postsecondary career advisors. The Academy will be delivered in a format TBD.
- **Deliverable 4: Supporting Civil Rights Reviews for the Illinois community college system.**
  - Objective 1: Assist the ICCB CTE team in conducting 4 civil rights reviews per year. This *may* consist of the following:
    - Conduct preliminary professional development training with selected colleges to provide resources and offer explanation of the Civil Rights Review. All in person professional development will be delivered virtually, in the safest format possible to mitigate the spread of COVID-19. All recommendations by the CDC, IDPH, ICCB and ISU will be followed and if COVID-19 is a threat a virtual option will be utilized.
    - Assist ICCB in conducting the Civil Rights Review(s) at the selected Illinois Community Colleges.
    - Contract with a facilities consultant to assist the ICCB Onsite Review Team in reviewing the selected college's facilities and cataloging documents.
    - Assist ICCB in the development and deliverance of a coordinator training for the community college system on issues related to Civil Rights Review and compliance.
- **Deliverable 5: Development and implementation of training modules for postsecondary CTE educators transitioning from the workforce to the teaching profession.**

- Objective 1: Development, implementation, and expansion of the Training and Instructional Practices for Postsecondary Success (TIPPS modules)
- **Deliverable 6: Creation and publication of print materials and maintenance of technical assistance websites.** This includes but is not limited to the following:
  - Objective 1: Postsecondary CTE Grant Manual
  - Objective 2: Integrated Career and Academic Preparations System (ICAPS) website
  - Objective 3: CTE Networking Directory
  - Objective 4: Illinois Civil Rights Review online tool

## 2. Uniform Budget

**F. Application Review Information:** 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 are 70 points total. The point breakdown is as follows:

- 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.

### i. 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.
- c. Upon acceptance of the grant award, announcement of the grant award shall be published by the awarding agency to [Grants.Illinois.gov](http://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 an 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:** Pursuant to EDGAR guidelines, grant recipients are required to submit quarterly reports. **Quarterly reporting templates will be provided at a later date.** Quarterly reports will be due 30 days after the end of each quarter and should be submitted to [ICCB.cte@illinois.gov](mailto:ICCB.cte@illinois.gov). *Extensions for delayed report submissions must be granted prior to the reporting deadline. Extensions will be granted for no longer than seven days past the due date.* If a report due date falls on a Saturday or Sunday, recipients may submit their report the following Monday.

<b>QUARTERLY REPORTING SCHEDULE</b>		
<b>Report</b>	<b>Period</b>	<b>Due Date</b>
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

**I. Statewide Agency Contact(s)**

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