

**Fiscal Year 2025**

Mental Health Early Action on Campus Support Expansion Project

Notice of Funding Opportunity (NOFO)

**Application Due Date/Time:** October 31, 2024, 5:00 p.m.

**Submit Application To:** [iccb.studentservices@illinois.gov](mailto:iccb.studentservices@illinois.gov)

Note: Exempt from GATA

**NOTICE OF FUNDING OPPORTUNITY (NOFO) SUMMARY INFORMATION**

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| **1.** | Awarding Agency Name: | *Illinois Community College Board (ICCB)* |
| **2.** | Agency Contact: | *Deana Schenk, Senior Director for Student Success and Learning Renewal, deana.schenk@illinois.gov* |
| **3.** | Announcement Type: | *Initial announcement* |
| **4.** | Type of Assistance Instrument: | *Grant* |
| **5.** | Funding Opportunity Number: | Not applicable |
| **6.** | Funding Opportunity Title: | *Mental Health Early Action on Campus Support Expansion Project* |
| **7.** | CSFA Number: | Not applicable |
| **8.** | CSFA Popular Name: | Not applicable |
| **9.** | CFDA Number(s): | Not applicable |
| **10.** | Grant Period | *January 1, 2025 – December 31, 2025* |
| **11.** | Anticipated Number of Awards: | *24* |
| **12.** | Estimated Total Program Funding: | *$3,600,000* |
| **13.** | Award Range | *$150,000* |
| **14.** | Source of Funding: | *State* |
| **15.** | Cost Sharing/Matching Requirement: | *No* |
| **16.** | Indirect Costs Allowed  Restrictions on Indirect Costs | *Yes*  Indirect costs are capped at 15% of the budget (this is not an alternative rate) |
| **17.** | Posted Date: | *September 18, 2024* |
| **18.** | Closing Date for Applications: | *October 31, 2024, 5:00 p.m.* |
| **19.** | Technical Assistance: | *A Bidder’s Conference webinar will be held on October 1, 2024 at 2:00 p.m. Webinar link is provided at the end of this NOFO.*  *Additional technical and accessibility assistance will be provided throughout the grant period to grant recipients.* |

**A. Background and Purpose**

The Illinois Community College Board (ICCB) is inviting eligible applicants to participate in the **Mental Health Early Action on Campus Support Expansion Project** by applying for grants, which are GATA-exempt (as noted on the title page), up to $150,000 per institution. ICCB will fund a minimum of 24 grants to selected community colleges to support existing MHEAC activities, expand existing supports, and implement new strategies to support mental health.

This project is designed to assist and support colleges in scaling equitable, evidence-based mental health supports based on MHEAC requirements.

For the purposes of this grant the term***Underserved Students*** *is* defined as students who have not had equitable access to services or have not received mental health supports at your institution. This will be determined regionally based on data from your institution to identify demographics of students who do not seek or receive services.

**B. Eligible Applicants**

Community colleges in the State of Illinois are invited to submit proposals under this Notice of Funding Opportunity (NOFO).

**C. Grant Objectives**

The objectives of this grant are to support new, expanded, and enhanced services to meet the mental health needs of students. The requirements align with the requirements of the Mental Health Early Action on Campus Act including screening and improved access to services. Applicants must select from at least **one of the** four objectives and are additionally able to select more than one of the four objectives based on campus needs and capacity. All activities should align with at least one of the goals. The objectives are detailed below.

* **Objective 1: Develop and expand Peer Support Programs.** Institutions will focus on efforts to develop, implement, enhance, and/or expand peer support programs. *Peer support programs may be housed within resident assistant programs, counseling centers, or wellness centers on campus.* Appropriate supervision by trained professional of peer programming and students should be provided. (Virtual options may be used with appropriate vetting to ensure virtual services are utilizing best practices).
* **Objective 2: Continued development to expand the number of students served through local partnerships to meet the statutorily established 1:1250 counselor to student ratio.** Institutions will focus on expanding services to students by implementing, enhancing, and/or expanding local partnerships both with public health organizations and private mental health practices. This expansion can be achieved by full-time, part-time, or contractual partnerships. Campuses should be able to document the current status of counselor to student ratio and explain how the ratio was determined and address the impact of expanded services to both lower the ratio and serve students through campus operations.
* **Objective 3: Mental health services targeting gaps in services, with an emphasis on underserved students**. Based on individual campus data, institutions will identify students not currently being fully served and work to expand services to these groups through full-time staff, part-time staff, contractual, or virtual services or other targeted services. The focus should go beyond those students currently being fully served toward those who fall within the gaps of services. Both underserved and fully served students should be defined for this objective.
* **Objective 4:** **Development of Medicaid and other reimbursement procedures for mental health services.** Institutions will work with stakeholders to develop and implement policies, procedures and processes related to Medicaid for mental health services to create a sustainable path to continued expansion of services.

**D. Required and Allowable Activities**

The expectation is that applicants will propose activities that will align with statewide priorities, as described in the Act, around mental health services to promote equitable access to student mental health supports**.** Allowable activities to be carried out by grantees include the following. Please note that this list is **not** exhaustive.

**Priority Activities**

Detailed reporting, including institutional data on students served and services provided, is to be provided by all funded institutions. Institutions must choose at least **one of the four** objectives listed above.

**Example of Allowable Activities**

Objective 1: Examples of Allowable Activities:

* Training and professional development for staff supervising peer programs
* Payment for peers engaged as peer supports
* Subscription costs for online peer support programs

Objective 2 Examples of Allowable Activities:

* Contractual agreements with mental health providers for services not provided on campus
* Outreach and events to introduce students to available resources

Objective 3: Examples of Allowable Activities:

* Establish services at college locations other than the main college campus
* Outreach and events for targeted students

Objective 4: Examples of Allowable Activities:

* Training, professional development, or enrollment to submit Medicaid or other reimbursement requests
* Collaboration with technical assistance providers or other stakeholders
* Subscriptions/payment for services to facilitate means to submit reimbursement to Medicaid or other reimbursement requests

**E. Application Package**

**This is a competitive process.** 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. Applicants will receive a receipt of application. However, applicants **will not** be notified if there are items that are missing from their application. Applicants must use the templates provided on **the ICCB website:** [**https://www.iccb.org/grant-opportunities/**](https://www.iccb.org/grant-opportunities/)**.** Applicants must complete each section of the Application in its entirety including the following information in the order listed below and utilizing a header for each Numbered Section. The application must be organized as listed below.

1. **GATA-Exempt Grant Application**

Applicants must complete each section of the Application in its entirety including the following information in the order listed below and utilizing a header for each Numbered Section.

1. **Cover Page**

The cover page must include the public higher institution’s name, address, telephone number, and website, as well as the contact information, including email address, telephone number and extension, and fax number of the President/CEO, Chief Financial Officer, and Project Coordinator/Administrator.

The cover page must include a statement that stipulates: “This application is being submitted on behalf of the <Institution’s Name>, and, if awarded, the applicant agrees to abide by the provisions and guidelines set forth in the application and by the ICCB. Furthermore, the application has been approved by an individual authorized to act on behalf of the institution.

1. **Abstract**

Provide a one-page (or less) abstract that may be single-spaced and describes the following:

* A description of the proposed activities and services,
* A list of anticipated staff, consultants, partners, and services providers with whom the institution will engage,
* A list of the principal objectives and measurable goals.

1. **Project Narrative**

The Project Narrative submitted under this NOFO should be organized, clear, and understandable. The eligible applicant must submit a narrative of **no more than ten pages** (charts and graphs are a part of the page limitation), double-spaced, 12-point font that must include the following information in the order listed below and utilizing a header for each of both bulleted Narrative Sections.

**Narrative Sections**

* **Basic Project Information**: Concise summary of the anticipated number of students to be served, populations to be served (Provide a description of the target population of students to be served, if applicable (e.g., ethnicity, gender, socio-economic status of community, specific regional consideration). Applicants should use data as evidence for their selection.)
* **Statement of Need:** Institutional data should be provided to clearly identify need for additional mental health services.
* **Program Justification:** This statement should provide data on potential student impact.
* **Fiscal Need:** The grant reviewer may not understand the specific financial needs of your institution and/or chosen program area(s) of focus. Financial need should be explicitly addressed.
* **Regional Context:** Provide a regionally specific context for the services proposed.
* **Detailed description of the identified approach** **and measurable project goals and objectives/Overall Program Goals/Indicators of Performance:**

Identify the anticipated number of students to be served as well as other project goals and describe how the institution will determine success of the programming.

* **Description of any partnerships** provide the number of partnerships and a brief description of the role each partner will play in the grant project. ***Letters of Commitment/Support must be included for all external partners.***
* **Project Work Plan** Clearly describe the project activities and associated timeline for each activity to be carried out during the grant period and person(s) responsible for each activity to be carried out during the grant period. The activities should clearly relate to the goals of the grant. *A chart or table is encouraged*. Please note that your work plan may change during the grant as a result of technical assistance offered by ICCB, ICSPS and the Illinois Campus Cares Technical Assistance Center and other partners. Within the Work Plan, applications should address how they will carry out the following activities:
  + *Building mental health services capacity.*
  + *All other activities carried out under the grant to support project goals*.
* **Programs developed or expanded** including the anticipated number of students to be served with new or expanded programs. Should include a description of the impact the project will have on students, the community, the institution, etc.
* **Description of applicant’s capacity and experience** Description of the applicant’s capacity to execute the project including a description of previous experience in implementing successful grant programs of a similar nature, and related activities such as wrap-around services for the target population.
* **Scalability or Replicability:** Description of how the project could be scaled or replicated by others in the State. *All resources and products developed with grant funds will be provided from the grantee to the ICCB to share with the field.*
* **Contingency Plan:** Description of plan and budget in the event that the program plan must change, and funds are not able to be spent as defined in the original narrative and budget (e.g. unsuccessful hiring of staff for peer support programming). Applicants should think critically about this section. In the event that an applicant is unable to spend grant funds as originally planned, it is helpful to have a substantial starting place when trying to determine how to change course. *No more than one page.*

1. **Letters of Commitment from External Partners.**

Intuitions must include signed copies of letters of commitment, with details of partnership and capacity, from each identified external partner.

1. **Uniform Budget**

All applicants must submit a proposed budget on the State of Illinois Uniform Grant Budget Template (*template provided*). Applicants should submit budgets based upon the total estimated costs for the project. Costs must be reasonable and necessary to achieve program objectives to be allowable costs. Grantees should ensure that they have the institutional capacity to fully execute this grant and all funding provided with it. Grants funds must be expended within the allowable timeframes of the grant period.

**F. Application/Submission Information**

Each grant application package must be submitted no later than 5:00 p.m., October 31, 2024, to iccb.studentservices@illinois.gov. Grant application and materials may be found on the ICCB website at https://www.iccb.org/grant-opportunities/.

One bidder’s conference webinar will be held. Bidder’s conference attendance is not mandatory. A recording of the information will be available.

**October 1, 2024 @ 2 p.m.**

**Participants may join the webinar using this link:** [**https://illinois.webex.com/illinois/j.php?MTID=med84a16cb806e4736922280d108c0205**](https://illinois.webex.com/illinois/j.php?MTID=med84a16cb806e4736922280d108c0205)

Webinar Meeting Number:

2631 817 0002

Webinar password:

6sJHkKppW44 (67545577 when dialing from a phone or video system)

All questions must be submitted electronically to [mackenzie.montgomery@illinois.gov](mailto:mackenzie.montgomery@illinois.gov). in the subject line: [**Organization’s Name**] FY25 Mental Health Early Action on Campus Support Expansion Project. All questions will be posted in an FAQ on the ICCB website.

**Paper copies of the applications are not permitted.** Applicants will receive confirmation of receipt of the e-mail containing the attachments. It is up to the applicant to ensure that all items in the package are attached and sent in the e-mail.

All applicants, funded or not funded, will be notified by December 1, 2024.

**G. Funding Information**

* *Grant Period:* The grant period is January 1, 2025-December 31, 2025
* *Funding Availability:* A total of $3,600,000 is appropriated from the General Revenue Fund to the ICCB for grants to eligible entities for the implementation of the Mental Health Early Action on Campus Act as outlined under this NOFO. Only one grant application per college.
* Recipients are not eligible to renew or extend existing grant-funded projects but may supplement or scale current initiatives.
* *Funding Deadlines.* ***Please note that no extensions will be given for expending funds****.*
* Grant funds must be obligated by December 31, 2025
* Goods/products must be ordered by December 31, 2025/received by February 28, 2026.
* Grants awarded will be “fixed amount awards”. Contracts extending beyond the period of performance are permissible but must be ordered by December 31, 2025 and must be paid in full by February 28, 2026.
* Grant funds must be expended by February 28, 2026
* *Indirect Costs are capped at 15% of the budget. Institutions use their approved indirect cost rate (as documented on the GATA grantee portal) to accumulate eligible indirect costs up to the cap.*
* *Allowable and Unallowable Costs* Grant recipients must provide budget narrative explaining the reasonableness and necessity of all costs.

**H. Grant Deliverables**

* Carry out deliverables of the proposed scope of work, encompassing all required activities for the selected Objective(s).
* Work to meet or exceed all of the identified indicators of performance.
* Report on achievement of performance metrics via required quarterly reporting and other supplemental reports as necessary.
* Participate in any required professional development, technical assistance, or learning workshops.
* "Fixed Amount Award" means a type of grant agreement providing a specific level of support without regard to actual costs incurred under the award. While total funding will be predetermined for awards, reporting will be required. Grantee will receive the specific sum of the award regardless of the actual costs incurred.
* Submit required programmatic and fiscal reports on a quarterly basis per the schedule below to:

[ICCB.studentservices@illinois.gov](mailto:ICCB.studentservices@illinois.gov) and [ICCB.grantpayments@illinois.gov](mailto:ICCB.grantpayments@illinois.gov)

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| **Reporting Schedule for the FY2025 Mental Health Early Action on Campus Expansion Grant** | | |
| **Quarter** | **Period** | **Date Due** |
| **1Q** | January 1, 2025-March 31, 20255 | April 30, 2025 |
| **2Q** | April 1, 2025-June 30, 2025 | July 30, 2025 |
| **3Q** | July 1, 2025-September 30, 2025 | October 30, 2025 |
| **4Q** | October 1, 2025-December 31, 2025 | January 30, 2026 |
| **Final** | January 1, 2025 – December 31, 2025 | February 28, 2026 |

(Reporting templates and other instructions will be made available to grant recipients at a later date.)

**I. Review Criteria and Selection Process**

The ICCB staff will use the criteria listed in this Notice of Funding Opportunity (NOFO) and a scoring rubric 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 scoring of the grant proposal.

Applicants must demonstrate that they meet all requirements under this NOFO as described throughout. Applications will be scored based on the following criterion, which are further detailed on the scoring rubric:

* Application, Cover Page, and Abstract: 10 Points
* Basic Project Information and Statement of Need: 10 Points
* Overall Project Goals/Indicators of Performance: 25 Points
* Project Work Plan and Partnerships: 30 Points
* Desired Project Impact: 5 Points
* Capacity, Effectiveness, Scalability, Replicability, and Contingency Plan: 15 Points
* Uniform Budget: 5 Points

**J. State Awarding Agency Contact**

Deana Schenk, Senior Director for Student Success and Learning Renewal

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Phone: (**217) 524-5502**