



*Lazaro Lopez, Ed.D.*  
*Chairman*

*Brian Durham, Ed.D.*  
*Executive Director*

**Illinois Community College Board**



**FISCAL YEAR 2025**

**EXPANSION OF ESL SERVICES FOR ADULT EDUCATION PROVIDERS WORKING  
WITH ASYLEES, REFUGEES, AND MIGRANTS**

**APPLICATION DUE DATE/TIME: DECEMBER 1ST, 2024, BY 5:00PM (CST)**



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UNIFORM NOTICE OF FUNDING OPPORTUNITY (NOFO) SUMMARY INFORMATION

1.	Awarding Agency Name:	Illinois Community College Board (ICCB)
2.	Agency Contact:	Rupa Sameer <a href="mailto:rupa.sameer@illinois.gov">rupa.sameer@illinois.gov</a> Director for Adult Education and Literacy
3.	Announcement Type:	Initial Announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	2549-2401
6.	Funding Opportunity Title:	FY2024 Expansion of English Language Services for Adult Education Providers Working with Asylees, Refugees, and Migrants.
7.	CSFA Number:	684-00-3320
8.	CSFA Popular Name:	English Language Services for Adult Education Providers
9.	CFDA Number(s):	
10.	Grant Period	Jan 1st, 2025 – Dec 31st, 2025
11.	Anticipated Number of Awards:	10-30
12.	Estimated Total Program Funding:	\$750,000
13.	Award Range:	\$50,000
14.	Source of Funding:	State
15.	Cost Sharing/Matching Requirement:	No
16.	Indirect Costs Allowed	Yes
	Restrictions on Indirect Costs	No
17.	Posted Date:	September 16th, 2024
18.	Closing Date for Applications:	December 1 <sup>st</sup> , 2024
19.	Technical Assistance:	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 currently funded Title II Adult Education programs to apply for the Expansion of English Language Services for Adult Education Providers grant. As of September 2023, IL has seen more than 23,400 New Arrivals arrive seeking asylum. This grant will support the increasing numbers of asylees, refugees, and migrants by helping them gain skills in English Language Acquisition. The grant will also provide a system of support for the work providers are doing in partnership with emergency shelters and respite centers. The purpose of this grant is to prepare adults who are English Language Learners through ELL classes and activities that lead to self-sufficiency as parents, workers, and citizens.

## B. ELIGIBLE APPLICANTS

Current ICCB-funded Title II Adult Education and Literacy programs are invited to submit proposals under this Notice of Funding Opportunity (NOFO).

## C. TARGET POPULATION

The ICCB is committed to serving the populations that are most in need of the services as identified under the Illinois Unified Plan <http://illinoisworknet.com/UnifiedStatePlan2020>.

An eligible individual to receive Adult Education and Literacy services is an individual:

- Who has attained 16 years of age.
- Who is not enrolled or required to be enrolled in secondary school under state law.
- Who are basic skills deficient.
- Who does not have a secondary school diploma or its recognized equivalent and has not achieved an equivalent level of education.
- Or is an English Language Learner.

## D. GRANT OBJECTIVES

The intent of the grant is to expand capacity for English language services for providers working with asylees, refugees, and migrants. With this funding, adult education providers can better assist new arrivals with their transition to living in the United States. This grant aims to support all demographics with a primary focus on immigrants, asylees, and refugees. It addresses the urgent needs arising from the current immigrant crisis by providing essential assistance to help these individuals transition to a better quality of life. These funds will help programs to equipping them with the necessary skills and resources to integrate successfully into their new communities. This funding provides opportunities for English language learners to increase their basic skills in listening, speaking, reading, and writing. This funding is intended to expand existing offerings and serve additional learners. It is not intended to supplant existing English Language Services.

By hiring qualified ESL instructors with a background in working with asylees, refugees, and migrants, the New Arrivals population will be better served and have access to curriculum that



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addresses their skill set. Programs will offer technology for students to access remote learning. Providers will recruit students while offering wrap-around services to retain new learners.

Assessment of the students and program will occur throughout the grant cycle.

### **E. ALLOWABLE EXPENDITURES**

Funds may be used to serve eligible participants in the target population for the FY24 Expansion of English Language Services award. This includes money used to work with and support Adult Education students who are: asylees, refugees, migrants, immigrants, and English Language Learners.

English Language Learner curriculum can be purchased to support learner success with increased measurable skill gains and transitions to either workplace or postsecondary education.

It is expected that providers will use a variety of resources to provide wrap-around support services to serve this population.

### **F. GRANT DELIVERABLES**

Carry out deliverables of the proposed scope of work.

Submit required programmatic and fiscal reports on a quarterly basis. Details and dates will be provided in the Grant Agreement.

Reporting templates and other instructions will be made available to grant recipients later.

### **G. APPLICATION PACKAGE**

Applications submitted under this grant program will undergo a merit-based review process. All three 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. Applicants must use the templates provided on the ICCB website: <http://www2.iccb.org/iccb/grant-opportunities/>.

The application must be organized as listed below.

- *Uniform Grant Application*  
Applicants must complete each section of the Uniform Grant Application in its entirety beginning on page 2. If a question is not applicable, please enter NA.



- Application Narrative

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 and utilizing a header for each Numbered Section.

1. *Statement of Need*

Population to be Served: Provide a description of the target population of students to be served (Use DAISI data – NRS Core Performance Report, Table 1 and the SIUE Index of Need). Applicants should identify key challenges and barriers learners face, including language barriers, education barriers, legal issues, employment, housing, and social integration.

Applicants should use data as evidence for their selection. This data can be found in many sources such as the Index of Need (<https://www2.iccb.org/data/research-tools/district-census-data/>), the DAISI NRS Core Performance Report, Table 1, or local, more recent data available on the influx of migrants and their educational needs.

2. *Services to Be Provided*

Project Work Plan: Clearly describe the project activities and associated timeline 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.

Description of the curriculum (example, Burlington English) or support resources to be provided: Include explanations of how the curriculum will lead to improved learner outcomes and how the determination of purchases is made.

Location of Services: Identify where services and instruction will be offered. How will individuals be recruited or informed about available services?

Partners: What internal and external partners will participate in this project? How will you connect with new students and with agencies supporting newly arrived immigrants. Discuss if these relationships are newly formed to address the needs of the expanding immigrant population. Applicants should clearly define the role of all partnering agencies.

3. *Overall Project Goals/ Indicators of Performance*

Identify how the project goals identified in your proposal are aligned with your Area Plan.

Identify the Number of additional English Language Learners that will be served (from current baseline of services) and the wrap around support services provided. Discuss how these wrap-around supports will lead to increased student persistence.



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Discuss how this funding will be used to increase adult learner outcomes such as increased Education Functioning Levels, completion of Bridge programming, completion of Integrated Career and Academic Programs, or participation in a workplace literacy program.

- 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 should be in line with allowable costs under the Grant Accountability and Transparency Act. 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.

For information on allowable uses of funds and other administrative requirements: <https://www2.illinois.gov/sites/GATA/Pages/ResourceLibrary.aspx>.

- Programmatic Risk Assessment

All applicants must submit the Programmatic Risk Assessment form as part of their Application Package. Download the Programmatic Risk Assessment from the application forms found on the opportunity in Amplifund, complete it, and upload the completed form. The form must remain in an excel file

Training and resources regarding the Programmatic Risk Assessment can be found at <https://www.iccb.org/grant-opportunities/>.

## H. APPLICATION/SUBMISSION INFORMATION

**Application Deadline: Friday, December 1st, 2024, by 5:00 PM CST.**  
**Applications received after the deadline will not be considered.**

All materials needed for the application are on the State of Illinois' grants application site

<https://il.amplifund.com/Public/Opportunities/Details/0f794789-2ae1-48b9-9d13-ae479ce584a6>

Please go to <https://www.iccb.org/grant-opportunities/> to access resources that will guide you through the Amplifund process.

**Applications not received via Amplifund will not be considered.**

**Amplifund Support:**

Email: [contact@amplifund.com](mailto:contact@amplifund.com) • Phone (216) 377-5500



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### I. GRANT PRE-QUALIFICATION

Interested institutions may apply for a grant but will not be eligible for a grant award until the institution has pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal located at [www.grants.illinois.gov](http://www.grants.illinois.gov).

During pre-qualification, the Unique Entity Identifier (UEI) verifications are performed including a check of Debarred and Suspended status and good standing with the Secretary of State. The prequalification 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 because of the UEI verification. The entity will be informed of corrective action needed to become eligible for a grant award.

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 UEI number in its application.
- Continue to always maintain an active SAM registration with current information during which it has an active award.
- ICCB will not make an award to an applicant until the applicant has fully complied with all applicable UEI and SAM requirements.
- Grant recipients must comply with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment, and equal employment.

### J. FUNDING INFORMATION

*Grant Period:*

The grant period is January 1st, 2025 – December 31st, 2025.

*Funding Availability:*

A total of \$750,000 is appropriated from the General Revenue Fund to the ICCB for grants to eligible entities for educational purposes as outlined under this NOFO. Only one grant application per adult education provider will be considered.

*Funding Deadlines.*

- Grant funds must be obligated by December 31st, 2025.





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- Good/products must be ordered by December 31st, 2025/received by March 1st, 2026.
- Services must be rendered by December 31st, 2025.
- Grant funds must be expended by March 1st, 2025.
- Final budget modifications are due by November 15, 2025.

### *New FY25 Budget Modification Rule*

Line-item transfers are capped at \$50,000 and overall transfers are limited to 10% of the award. Budgets changes where a line item is changed over \$50,000 or where the budget changes during the term amount to 10% of the award will need budget modification approval.

Training materials and resources for the Programmatic Risk Assessment can be found at:

### *Cost Sharing or Matching:*

No cost sharing or matching is required.

### *Indirect Cost Rate:*

To charge indirect costs to a grant, the applicant organization must have an annually negotiated indirect cost rate agreement (NICRA). There are three types of NICRA's. Federally Negotiated Rate. Organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. ICCB will accept the federally negotiated rate.

### *State Negotiated Rate.*

The organization must negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate or elect to use the De Minimis Rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the notice of award.

### *De Minimis Rate.*

An organization that has never received a Federally Negotiated Rate may elect a De Minimis rate of 10% of modified total direct cost (MTDC). Once established, the De Minimis rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDS annually to accept the De Minimis rate.

### *Allowable and Unallowable Costs:*

Grant recipients must adhere to the Grant Accountability Transparency Act (GATA) unless otherwise permitted.





## K. REVIEW CRITERIA AND SELECTION PROCESS

The ICCB staff will use the criteria listed in this Notice of Funding Opportunity (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:

- Applicants must provide a detailed description of the target population, identifying key challenges and barriers, including language, education, legal issues, employment, housing, and social integration. Data should be used to substantiate the selection of the target population. (Weight: 25 percent)
- Applicants must clearly describe the project activities and timeline, curriculum or support resources, location of services, and methods of recruitment. This section should also outline partnerships with internal and external agencies and define the roles of these partners. (Weight: 25 percent)
- Applicants must align project goals with their area plan, identify the number of additional learners to be served, and discuss wrap-around support services. The section should also outline how these supports will enhance learner persistence and outcomes such as educational functioning levels, completion of bridge programming, or participation in workplace literacy programs. (Weight: 30 percent)
- Applicants must submit a budget using the State of IL Uniform Grant budget Template. The budget should reflect allowable costs and demonstrate the institution's capacity to manage the grant funds effectively. (Weight: 20 percent)

Applicants must demonstrate that they meet all requirements under this NOFO as described throughout.

## L. STATE AWARDING AGENCY CONTACT

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