

**Fiscal Year 2025**

Homelessness and Housing Insecurity Support Pilot Project

Notice of Funding Opportunity (NOFO)

**Application Due Date/Time:** December 16, 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: | *Homelessness and Housing Insecurity Support Pilot 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: | *10* |
| **12.** | Estimated Total Program Funding: | *$250,000* |
| **13.** | Award Range | *Up to $25,000* |
| **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: | *November 13, 2024* |
| **18.** | Closing Date for Applications: | *December 16, 2024 11:59 p.m.* |
| **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 eligible applicants to participate in the **Homelessness and Housing Insecurity Support Pilot Project** by applying for grants, which are GATA-exempt (as noted on the title page), of up to $25,000 per institution. ICCB will fund a minimum of 10 grants to selected community colleges to support the development of pilot programs to respond to the specific needs of students experiencing homelessness or housing insecurity.

Lack of funding has been identified as a barrier to the work of Housing and Opportunities that are Useful for Students’ Excellence (HOUSE) Liaison, which is a role established with [Illinois PA 102-0093](https://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=102-0083), the Higher Education Housing and Opportunities Act, in August 2022. This grant is intended to explore how additional funding can help HOUSE Liaisons and others on campus support students. The purpose of this grant is to support colleges as they create pilot programs to develop and expand campus-level supports for student experiencing homelessness or housing insecurity and to increase collaboration with local resources. Student stipends are allowable in this grant program, see the student stipend guidance on the ICCB’s grant opportunities page for details on administering student stipends.

**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 objective of this grant is to support colleges as they create pilot programs to develop and expand campus-level supports for student experiencing homelessness or housing insecurity and/or to increase collaboration with local resources. All funded colleges will be expected to identify gaps in services and specific areas of support needed for their student population. Additionally, applicants must select from at least **one of the** three objectives. ICCB strongly recommends choosing only one of the three objectives based on campus need and capacity. All activities should align with at least one of the goals. The objectives are detailed below.

* **Objective 1:** Develop campus-level activities related to student outreach efforts, training for HOUSE Liaisons and other campus staff, and/or efforts to deepen collaboration across campus divisions to increase support for students.
* **Objective 2:** Create direct student support pilot programs on campus to assist students who are at risk for homelessness or who are currently experiencing homelessness.
* **Objective 3:** Develop or enhance collaboration with local resources to provide increased support for students experiencing homelessness or housing insecurity, including building partnerships and expanding collaboration with local McKinney-Vento Liaisons to help with the transition between high school and college and/or working with the college’s local Continuum of Care and other local resources including emergency shelters, domestic and sexual violence centers, and food pantries to help support students' needs.

**D. Required and Allowable Activities**

The expectation is that applicants will propose activities that will align with best practices for supporting students experiencing homelessness or housing insecurity. Activities to be carried out by grantees include the following. Please note that this list is **not** exhaustive.

**Priority Activities**

The expectation is that applicants will use local data to identify gaps in services and specific areas of support needed for their student population to develop and expand campus-level support for students experiencing homelessness or housing insecurity. As previously stated, applicants must select from at least **one of the** three objectives.

**Example of Allowable Activities**

Objective 1: Examples of Allowable Activities:

* Convene appropriate campus stakeholders on campus to examine current services and supports available to students and work with stakeholders to update, revise, and expand, services for students experiencing homelessness or housing insecurity.
* Provide outreach and support at college locations other than the main college campus
* Provide training and professional development to campus staff to help provide holistic support to students experiencing homelessness or housing insecurity.
* Institute targeted outreach and events for students.

Objective 2 Examples of Allowable Activities:

* Provide support to students around basic needs and transportation.
* Provide support for families at risk of or experiencing homelessness through childcare support referrals, etc.
* Establish student stipend for emergency funds to avoid eviction or to establish temporary housing.
* Develop agreements with local temporary housing organizations or hotels offering housing.

Objective 3: Examples of Allowable Activities:

* Work with external partners to facilitate regional conversations.
* Convene and support a community of practice focused on regionally specific student supports related to housing.
* Review and evaluate national and other states’ efforts to support students experiencing homelessness or housing insecurity that may guide implementation in Illinois.

**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 and demographics to be served. Applicants should use data as evidence for their selection.
* **Statement of Need:** Institutional data should be provided to clearly identify need for additional support for students experiencing homelessness or housing insecurity at the institution.
* **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 work 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. The goals and objectives must be measurable and include long-term indicators of success.

* **If applicable, provide a description of any planned partnerships (e.g. local McKinney Vento Liaisons in the college’s district).** Provide the number of partnerships, including internal campus departments and external partners and provide 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, the Illinois center for Specialized Professional Support, and other partners. Within the Work Plan, applications should address how they will carry out the following activities:
  + *Identify gaps in services and specific areas of support needed for the student population to develop and expand campus-level support for students experiencing homelessness or housing insecurity.*
  + *Detail description of how they will carry out the chosen objective from the three possible objectives outlined in the NOFO above.*
  + *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 other wrap-around services for services.
* **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. unable to schedule an event with collaborative partners). 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.**

If applicable, institutions 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 (modified for non-GATA) (*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 **11:59 p.m., December 16, 2024**, to [iccb.studentservices@illinois.gov](mailto:iccb.studentservices@illinois.gov). Grant application and materials may be found on the ICCB website at https://www.iccb.org/grant-opportunities/.

All questions must be submitted electronically to deana.schenk@illinois.gov. in the subject line: [**Organization’s Name**] FY25 Homelessness and Housing Insecurity Support Pilot 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 January 20, 2025.

**G. Funding Information**

* *Grant Period:* The grant period is January 1, 2025-December 31, 2025
* *Funding Availability:* A total of $250,000 is appropriated from the General Revenue Fund to the ICCB for grants to eligible entities for the implementation of the Homelessness and Housing Insecurity Support Pilot Project 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.
* Pre-award expenses from January 1, 2025 forward, are allowable.
* 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 as 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 Homelessness and Housing Insecurity Support Pilot Project** | | |
| **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, if applicable: 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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