



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

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

**Illinois Community College Board**



**Fiscal Year 2025**

**Digital Instruction for Adult Education**

**Application Due Date/Time: December 1st, 2024, by 5:00 pm  
(CST)**

**Submit Application via Amplifund**



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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, Director for Adult Ed, and Literacy <a href="mailto:rupa.sameer@illinois.gov">rupa.sameer@illinois.gov</a>
3.	Announcement Type:	Initial announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	3272-2635
6.	Funding Opportunity Title:	Digital Instruction for Adult Education
7.	CSFA Number:	684-00-3272
8.	CSFA Popular Name:	Digital Instruction for Adult Education
9.	CFDA Number(s):	N/A
10.	Grant Period	Jan 1st, 2025– Dec 31st, 2025
11.	Anticipated Number of Awards:	25-50
12.	Estimated Total Program Funding:	\$1,750,000
13.	Award Range	\$75,000
14.	Source of Funding:	State
15.	Cost Sharing/Matching Requirement:	No
16.	Indirect Costs Allowed Restrictions on Indirect Costs	Yes No
17.	Posted Date:	September 16th, 2024
18.	Closing Date for Applications:	December 1st, 2024
19.	Technical Assistance:	Technical and accessibility assistance will be provided throughout the grant period to grant recipients.



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### BACKGROUND AND PURPOSE

The Illinois Community College Board (ICCB) is inviting currently funded Title II Adult Education programs to apply for the Digital Instruction for Adult Education. Adult learner access to technology and digital skills instruction is essential for effectively transitioning into postsecondary education or the workforce. As new technology continues to emerge, adult education programs must adapt and upgrade their technology infrastructure to better serve adult learners. The purpose of this grant is to provide funding for adult education programs to improve their technology infrastructure, support technology integration in the classroom, and improve distance learning options for adult learners. The ICCB will provide approximately \$1.75 million in grant funding opportunities to be administered for the purposes of this grant.

#### A. ELIGIBLE APPLICANTS

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

#### B. 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 as 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.
- 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.

#### C. GRANT OBJECTIVES

The intent of the grant is enhancing the technology resources and infrastructure that aid in adult basic education or English language instruction. Technology can increase access to instruction and support services for adult education learners as well as increase efficiencies for providers. With this funding, adult education programs can better assist people who lack basic skills in developing the academic and professional abilities that will allow adults 16 years of age and older, including English language learners, to enter postsecondary education or work-based training.

#### D. ALLOWABLE EXPENDITURES:

The expectation is that applicants will propose activities that will align with statewide priorities indicating opportunities and activities that **promote equity and diversity**. Grantees should utilize



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existing frameworks and resources, where applicable. Other allowable activities to be carried out by grantees include:

- Technology purchases designed to increase learner access to adult education programs (e.g., distance/ virtual education) in order to increase measurable skill gains and transitions to either postsecondary education or the workplace, including updating servers to support the increase of distance learning and web-based instruction.
- Increased learner access to computers made available via lending libraries.
- Increased learner access to wireless hotspots and digital tools to reduce barriers and racial inequities in education and training access.
- Upgraded onsite computer labs with technology over 5 years old.
- Technology purchases create efficiencies and mitigate capacity in program operations.
- Technology purchases to convert classrooms into flipped or flex classrooms.
- Making available tablets and technology updates for justice involved individuals. This could include secure tablets in correctional facilities to technology infrastructure for classroom lab environments.

Please note that this grant process does not interfere or supersede any local procurement policies and procedures.

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## GRANT DELIVERABLES

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Application Deadline: Friday, December 1, 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 at <https://il.amplifund.com/Public/Opportunities/Details/435c87b8-4f24-43cf-9f47-f31e9b528582>

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

### E. APPLICATION PACKAGE:

All required information and attachments must be included as part of the application to be considered. Application materials include:

1. **Uniform Grant Application:** This is a form in Amplifund.



2. **Uniform Budget:** The template is provided in Amplifund. Download the template and upload each of the budgets.
  - The Chief Executive Officer or authorized signature must sign the Certificate worksheet within the Uniform Budget.
  - You must submit a budget for all eligible funding streams, including State Basic, State Performance, and Federal Basic.
3. **Grant Narrative:** Download the Grant Narrative Directions in Amplifund and upload the completed grant narrative. The eligible applicant must submit a narrative using the Narrative Template with a 12-point font. The Narrative includes the following sections:
  - I. Executive Summary
  - II. Program Background
  - III. Current Technology Infrastructure
  - IV. Challenges
  - V. Impact on Stakeholders
  - VI. Emerging Technological Trends
  - VII. Alignment with Organizational Goals
  - VIII. Stakeholder Input
  - IX. Conclusion
  - X. Project Work Plan
4. **Scope of Work:** This is a document, labeled Scope of Work, in Amplifund. Download the document, complete, and upload.
5. **Programmatic Risk Assessment:** All applicants must submit a Programmatic Risk Assessment form for each grant program. 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/>

Submit required programmatic and fiscal reports on a quarterly basis per the schedule below IN Amplifund.

Reporting Schedule for the FY2024 Technology Grant		
Quarter	Period	Date Due
1	January 1 <sup>st</sup> , 2025 – March 31st, 2025	April 30th, 2025
2	April 1st, 2025 – June 30th, 2025	July 30th, 2025
3	July 1st, 2025 – Sept 30th, 2025	Oct 30th, 2025
4	Oct 1 <sup>st</sup> , 2025 – Dec 31 <sup>st</sup> , 2025	Jan 30 <sup>th</sup> , 2026

(Reporting templates and other instructions will be made available to grant recipients later. Close out reports will be due by March 1<sup>st</sup>, 2026)



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## APPLICATION/SUBMISSION INFORMATION

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### F. 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 the 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.

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## FUNDING INFORMATION

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### *Grant Period:*

The grant period is Jan 1, 2025 -Dec 31, 2025.

### *Funding Availability:*

A total of \$1,750,000 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 program will be considered.



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### *Funding Deadlines.*

**Please note that no extensions will be given for expending funds.**

- a. Grant funds must be obligated by December 31, 2025.
- b. Good/products must be ordered by December 31, 2025/received by March 1<sup>st</sup>, 2026.
- c. Services must be rendered by December 31, 2025.
- d. Grant funds must be expended by March 1, 2026.
- e. 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 percent 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 percent of the award will need budget modification approval.

### *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.

- a. 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.
- b. 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
- c. 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 percent 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 MTDCS 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.

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## REVIEW CRITERIA AND SELECTION PROCESS

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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.



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- Programs should clearly outline their approach to integrating digital instruction and technology infrastructure. This includes detailed plans for technology purchases, instructional strategies, and support services. (Weight: 30 percent).
- The proposal should demonstrate how the program will enhance learner access to technology, improve measurable skill gains, and support transitions to postsecondary education or the workforce (Weight: 20 percent).
- Programs are encouraged to incorporate innovative solutions and creative strategies to overcome current challenges in Digital instruction. This could include new methodologies, partnerships, or technological advancements that are not yet widely implemented (Weight: 20 percent)
- The budget should be realistic, detailed, and aligned with the program's objectives. It should also demonstrate cost- effectiveness and efficient use of grant funds. (Weight: 15 percent).
- Programs must demonstrate their capacity to implement the proposed activities effectively, including staff qualifications and previous experience with similar projects. Sustainability plans beyond the grant period should also be outlined. (Weight: 15 percent).

**(Consortiums applying for this grant must clearly indicate all partnering organizations in their application and detail each partner's role and contribution to the proposed project.)**

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### STATE AWARDING AGENCY CONTACT

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