

# State Fiscal Year 2026 Adult Education and Literacy Professional Development and Technical ASSISTANCE GRANT- NOTICE OF FUNDING

**AELFA Technical Assistance Renewal Grant**

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|  | **Data Field** |  |
| 1. | Awarding Agency Name: | Illinois Community College Board |
| 2. | Agency Contact: | Kathy Olesen-Tracey |
| 3. | Announcement Type: | Renewal |
| 4. | Type of Assistance Instrument: | Grant |
| 5. | Funding Opportunity Number: | N/A |
| 6. | Funding Opportunity Title: | Illinois Adult Education and Literacy Professional Development Network |
| 7. | CSFA Number: | 684-00-0464 |
| 8. | CSFA Popular Name: | AEL PDN |
| 9. | CFDA Number(s): | 84.002 |
| 10. | Anticipated Number of Awards: | 1 |
| 11. | Estimated Total Program Funding: | $360,000.00 |
| 12. | Award Range | Priority 1: Up to $300,000 & Priority 2: Up to $60,000  \*This may be a combined budget, but each priority may not exceed the award range. |
| 13. | Source of Funding: | Federal |
| 14. | Cost Sharing or Matching Requirement: | No |
| 15. | Indirect Costs Allowed Restrictions on Indirect Costs | Yes Yes  General administration costs are not to exceed 5% of the total allocation. 8% indirect rate on MTDC subject to 5% administrative cap (direct and indirect administration). |
| 16. | Posted Date: | May 27, 2025 |
| 17. | Application Range: |  |
| 18. | Technical Assistance Session: | N/A |

This information stipulates the requirements for submitting a grant application to provide technical assistance for the implementation of the Adult Education and Literacy Program (34 CFR § 463.1). Eligible providers for technical assistance should read this information and visit the ICCB Adult Education and Literacy website at <https://www.iccb.org/iccb/grant-opportunities/> to obtain more information about the program.

# Program Deliverables

The following deliverables are required for the technical assistance for the AEL Technical Assistance Program. There are two funding priorities which can be submitted under one grant renewal application. Directions for submitting proposals are identified in the Grant Application Section.

# Priority 1: Support for English Language Acquisition Instruction, Evidence Based Reading Instruction, and Assessment, Technology Integration through In Person, On Site, and Virtual Support.

* + Coordinate and deliver professional development and technical assistance to WIOA Title II providers related to the English Language Acquisition Content Standards.
  + Coordinate and deliver ELL NRS Assessment Training to WIOA Title II providers.
  + Coordinate and deliver the Evidence Based Reading Instruction /STAR Reading for the Illinois Professional Development Network.
  + Coordinate and deliver professional development and technical assistance for Technology Integration.
  + Support the Integrated English Language and Civics Education Program.
  + Engage with the Illinois Adult Education Professional Development Network Partners to coordinate offerings, including courses in the iLEARN system and conference events.
  + Assist the ICCB Division of Adult Education with projects related to English Language Acquisition, technology integration, and Evidence Based Reading instruction.

# Priority 2: Promote and Maintain the Illinois Adult Education Hotline.

* Maintain the Adult Education Hotline through managing customer-based phone calls, text messages, and online forms to connect potential adult learners with ICCB Funded Adult Education Programs.
* Promote the Hotline through social media posts and other relevant outreach strategies.

Allowable expenditures are identified in the Education Department General Administrative Regulations (EDGAR).

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| **Compensation — Personnel**  **2 CFR 200.430** | 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. |
| **Compensation— Fringe Benefits**  **2 CFR 200.431** | 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 |

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|  | 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. |
| **Travel Costs 2**  **CFR 200.474** | 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. |
| **Equipment**  **2 CFR 200.33** | 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 $10,000. An applicant organization may classify equipment at a lower dollar value but cannot classify it higher than $10,000. *Please also see 2 CFR §200.439 Capital Expenditures.* |
| **Supplies**  **2 CFR 200.94** | 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. |
| **Contractual Services 2**  **CFR 200.318** | 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. |
| **Consultant/ Professional Service Costs**  **2 CFR 200.459** | 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. |
| **Training and Education 2 CFR 200.472** | The cost of training and education provided for employee development. |
| **Indirect Cost/ General Administration**  **2 CFR 200.414** | Indirect costs: 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. |

# Funding Information

This grant is provided through the Illinois Community College Board. The grant period is from July 1, 2025, through June 30, 2026.

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.

# Eligibility Information

To be eligible, an applicant must have received initial funding in the FY25 Adult Education and Literacy Professional Development and Technical Assistance Competitive Grant. **Note:** Funding for this project is contingent upon a sufficient federal appropriation and a program’s satisfactory performance in the preceding year.

# Application and Submission Information

All materials needed for the application are on Amplifund and the Illinois Community College Board’s website at [https://www.iccb.org/iccb/grant-opportunities/.](https://www.iccb.org/iccb/grant-opportunities/)

**Application Deadline:** no later than 5:00 **p.m. (CST) June 27th, 2025**

* Submit application materials [via](mailto:via) Amplifund.
* Direct link to the application in Amplifund: <https://il.amplifund.com/Public/Opportunities/Details/ff547234-64c1-4cd0-a1fe-534611192bbb>
* Amplifund Support: [contact@amplifund.com](mailto:contact@amplifund.com) , phone no# (216-377-5500)

# E. Prerequisites and Unique Entity Identifier:

# Applicants must meet GATA pre-award requirements, including the pre-qualification requirements. See <https://gata.illinois.gov/grantee.html> for more information.

Applicants will need their 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.go](http://www.sam.gov/)v and/or utilize this instructional link[: How t](https://www.illinois.gov/sites/GATA/Documents/How%20to%20Register%20in%20SAMS.pdf)o [Register in SA](https://www.illinois.gov/sites/GATA/Documents/How%20to%20Register%20in%20SAMS.pdf)M from the [www.grants.illinois.gov](http://www.grants.illinois.gov/) Resource Links tab.
  + Provide a valid 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 SAM requirements. If an applicant has not fully complied with the requirements the applicant is not qualified to receive this award.

1. **Application Package Materials:** Applications submitted under this grant program will undergo a review process. 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. All Application Materials are located in Amplifund, the State of Illinois grant management system, and at [https://www.iccb.org/iccb/grant-](https://www.iccb.org/iccb/grant-opportunities/) [opportunities/](https://www.iccb.org/iccb/grant-opportunities/)

* **Uniform Grant Application** – Applicants must record the FY2026 request with appropriate signatures from an authorized party.
* **Uniform Grant Budget** – Applicants must record the FY26 requests in detail by budget category for each line item and present appropriate narrative on each worksheet of the attachment. The budget should include FY26 requested amount only.
* Authorized Party must sign the Certificate worksheet within the Uniform Budget.

# Scope of Work/Services to Be Provided

Provide a comprehensive proposed calendar of events which addresses the following:

* In person and virtual professional development training sessions in each of the required content areas (English Language Acquisition, NRS assessment, Evidence Based Reading, and Technology Integration).
* On-site (ICCB Title II Providers) technical assistance for programs based on ICCB’s Request
* Sharing promising practices by highlighting success.
* Support and promote the Adult Education and Literacy Hotline. Identify how individuals will access the hotline (text messaging, online forms, phone calls). Discuss the hours of operation and the supports for English Language Learners. Identify how leads will be shared with Title II Adult Education Providers and how the information will be tracked.
* Include indicators of success. Discuss how professional development and technical assistance will be evaluated using a comprehensive evaluation framework.
* Identify how transference of learning from participants will lead to improved student outcomes.
* Award Notification
* 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.
* 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.
* A written Notice of Denial shall be sent to the applicants not receiving awards.

1. **Reporting:** The funded program will provide programmatic and expenditure quarterly reports to the ICCB identifying the programmatic outcomes, participation metrics, challenges and strategies for addressing them. Quarterly expenditure and quarterly performance reporting will use the schedule stipulated in the grant agreement.

# Statewide Agency Contact(s)

Dr. Kathy Olesen-Tracey

Senior Director for Adult Education and Literacy Telephone: 217-557-2740

Email: [Kathy.olesen-tracey@illinois.gov](mailto:Kathy.olesen-tracey@illinois.gov)

1. **Other Information:** Funding is contingent upon sufficient appropriation and a program ‘satisfactory performance throughout the year.