



**TO:** Current ICCB Funded Providers for Early School Leaver Transition Program

**FROM:** Whitney Thompson, Deputy Director for Workforce Education

**DATE:** April 11, 2023

**RE:** FY2024 Renewal for FY2022 - FY2024 Notice of Funding Opportunity for the Early School Leaver Transition Program

1.	Awarding Agency Name:	Illinois Community College Board (ICCB)
2.	Agency Contact:	Angela Gerberding, <a href="mailto:angela.gerberding@illinois.gov">angela.gerberding@illinois.gov</a>
3.	Announcement Type:	Renewal
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	
6.	Funding Opportunity Title:	Career and Technical Education Early School Leaver Transition Program
7.	CSFA Number:	684-00-0822
8.	CSFA Popular Name:	ESLTP Grant
9.	CFDA Number(s):	NA
10.	Grant Period	Initial: July 1, 2021 – June 30, 2022; Renewal (Year 3): July 1, 2023 - June 30, 2024
11.	Anticipated Number of Awards:	9
12.	Estimated Total Program Funding:	\$600,000
13.	Award Range:	Maximum: \$60,000
14.	Source of Funding:	State
15.	Cost Sharing/Matching Requirement:	Yes, 25% either cash or in-kind
16.	Indirect Costs Allowed	Yes
	Restrictions on Indirect Costs	General administration costs are not to exceed 5% of the total allocation.
17.	Posted Date:	April 10, 2023
18.	Closing Date for Applications:	May 15, 2023; no later than 5:00 p.m.
19.	Intent to Apply Notice:	N/A
20.	Technical Assistance:	N/A

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## 1. PROGRAM DESCRIPTION

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### **1. Purpose**

This information stipulates the requirements for submitting a Competitive RFP for the Early School Leaver Transition Program (ESLTP). Eligible providers should read this information and visit the ESLTP website at: [http://www2.iccb.org/adult\\_ed/funding-plans/funding/fy24-esltp-grant/](http://www2.iccb.org/adult_ed/funding-plans/funding/fy24-esltp-grant/) to obtain more information about the program. The website contains information on the following topics: resources and research, curriculum framework, effective practices and professional development. This document will be posted on the Illinois Community College Board (ICCB) website at <http://www2.iccb.org/iccb/grant-opportunities/>.

The ESLTP is designed for out-of-school youth between the ages of 16 and 24 whose NRS reading scores are at or above the 8.0 grade level equivalency and their math scores are at or above a 6.0 level. Students must demonstrate a willingness to

- Complete a secondary level of education.
- Participate in school and work-based learning (WBL) experiences related to career choices.
- Transition to postsecondary education and/or into employment.

The program is specifically aimed at helping out-of-school youth to become reoriented and motivated to complete their education by allowing students to participate in adult education instruction as well as career and work training activities.

The overarching goal of the ESLTP is to assist students in achieving high school completion or a High School Equivalency credential as the basis for entry into postsecondary education/training and meaningful employment by incorporating Model one of the Integrated Career Academic and Preparation System (ICAPS) outlined as an Integrated Education and Training (IET) model. Only those youth who demonstrate a willingness to meet these goals and who are able to benefit from this program will be enrolled.

In its vision, mission, and goals, the Illinois Community College Board (ICCB) provides successful programs for students who do not complete high school through its Adult Education and Literacy (AEL) system. The goal of the ESLTP within that system is to provide:

- Alignment with the skill needs of industry within the State economy or regional economy
- Assistance to students in the completion of the High School Equivalency examination or alternative high school credit toward graduation
- Exposure to workforce employability skills (career awareness, exploration and development) as defined by the Illinois Essential Employability Skills framework
- Assistance to students in preparation for employment through work-based learning opportunities (apprenticeships, pre-apprenticeships, internships, on the job training (OJT) and job shadowing)
- Assistance for students to transition to postsecondary Career and Technical Education (CTE) programs within one of the 16 nationally recognized career clusters, specifically those identified as high growth sector needs within the geographic area
- Assistance and counseling to support students in achieving educational and career goals.
- Ensure diversity, equity, and inclusion.

The ICCB has designated funds for the ESLTP to enhance potential success and to better prepare youth to meet the demands of the workforce while assisting them in movement along a career pathway and into community college education. In order to accomplish these goals, the ESLTP activities must be coordinated with the AEL program. This will allow for better delivery of instructional activities designed to enhance academic preparation towards the completion of the

High School Equivalency examination or high school credits toward graduation while providing the skills necessary for successful transitions into postsecondary education and employment.

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## 2. BUDGET AND FUNDING INFORMATION

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This grant is provided through the Illinois Community College Board. Available appropriation is approximately \$600,000.00. However, programs are only able to request up to \$60,000.00. A 25% cash and/or in-kind match is required. Funding for this project is contingent upon a sufficient state appropriation and a program's satisfactory performance in the preceding year.

The grant period is from July 1, 2021 through June 30, 2024. Renewal plans must be submitted annually and funding is contingent upon a sufficient appropriation and a program's satisfactory performance in the preceding year.

Budget modifications up to 10% or \$1,000 (whichever is higher) of the total budget line item do not require ICCB approval. Budget modifications over 10% or \$1,000 (whichever is higher) of the total budget line must have prior ICCB approval. To request a budget modification, submit an amended budget and explanation for the requested changes to Angela Gerberding, [angela.gerberding@illinois.gov](mailto:angela.gerberding@illinois.gov) of the Illinois Community College Board.

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. No sub-granting is allowed under this agreement.

**Allowable Activities** - Allowable expenditures include:

- A. **Personnel** for the cost of employing and/or covering the cost of full- or part-time ESLTP coordinators, support staff, teaching faculty, advisors, counselors, and other staff necessary for the development of an ESLTP that will lead to students' success. **The cost of adult education or high school completion instruction is not an allowable activity and should be coordinated with the AEL administrator.**
- B. **Fringe Benefits** allowances paid by the grant on behalf of the employees. These amounts are not included in the gross salary and may include such items as retirement benefits, health and life insurance costs, and employer's contribution to social security. The costs of benefits should be proportional to the salary in the corresponding line item and funding source. Programs are not allowed to charge the employer's contribution of State Universities Retirement System (SURS), State Employees Retirement System (SERS), or Teachers Retirement System (TRS) on the budget.
- C. **Travel and Professional Development** for expenses up to 5% of the grant total for employees funded in whole or in part by ESLTP to attend required meetings and conferences, particularly those that build upon the improvement of skills. At least two staff development activities per year will be hosted by the ICCB, and attendance by the ESLTP instructor/coordinator is mandatory.
- D. **Equipment** as 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 \$5,000. An applicant organization may classify equipment at a lower dollar value but cannot classify it higher than \$5,000.
- E. **Supplies and Materials** for ESLTP funded classes, advising and counseling applicants and students, office operations, data collection and accountability, and other supplies necessary for smooth operation of the ESLTP. This also includes student transportation to

and from ESLTP classes (including alternative high school completion or High School Equivalency classes and ESLTP Career Awareness and Development Instruction), ESLTP Work-Based Learning, and travel to and from work and/or class during the first month of employment and/or postsecondary education after completion of ESLTP (bus tokens, gas cards, etc.).

- F. **Contractual Services** for the cost of 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.
- G. **Telecommunications** to be used for direct program telecommunications (i.e. cell phones, office phones, virtual platforms for class instruction, internet, etc.).
- H. **Training and Education** for the costs associated with employee development. Include rental space for training (if required), training materials, speaker fees, substitute teacher fees, and any other applicable expenses related to the training.
- I. **General Administration** costs which are not to exceed 5% of the approved FY local ESLTP allocation.

### **Cash or In-kind Match**

The ICCB requires current providers to provide a cash or in-kind match at a minimum of 25% towards the provision of service under this grant. **This match cannot be funds that are already used for matching on another grant.**

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## **3. ELIGIBILITY INFORMATION**

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To be considered for funding under this ESLTP Request for Proposal, an applicant of demonstrated effectiveness may include the following:

- Local Educational Agencies (LEAs)
- Community–Based Organizations (CBOs) or Faith–Based Organizations (FBOs)
- Volunteer Literacy Organizations
- Institutions of Higher Education (IHEs)
- Public or Private nonprofit agencies
- Libraries
- Public–housing authorities
- Non-profit institutions that are not previously listed and has the ability to provide adult education and literacy activities to eligible individuals
- A consortium or coalition of the agencies, organizations, institutions, libraries, or authorities previously listed; and
- A partnership between an employer and an entity previously listed.

Additionally, there are several criteria that will be used to determine applicant eligibility.

- A. The eligible applicant has documented the need to serve individuals in the community who are most in need of adult education and literacy services and those who are in need of career pathway services (specifically out-of-school youth) and including individuals who have literacy skills or who are English language learners (i.e. literacy statistics, regional and local needs as identified under the Unified State Plan, area plans, etc.).
- B. The applicant demonstrates the ability to serve eligible individuals with disabilities including those with learning disabilities.
- C. The applicant demonstrates past effectiveness in improving the literacy skills of the target audience including those with low literacy levels, and the applicant demonstrates the ability to meet or exceed the levels of performance as well as carrying out career awareness and work-based learning activities. Levels of performance include

maintaining the continuous enrollment of a minimum of 50 active students, providing 200 minutes per week of classroom instruction, and 15 hours of work-based learner per semester.

Applications from applicants that do not meet the eligibility criteria will not be reviewed.

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 and provide a valid UEI number in the application.

The eligible applicant is required to provide a 25% match in either cash or in-kind services.

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## 4. APPLICATION AND SUBMISSION INFORMATION

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### **4.1 Grant Period and Pre-Application Processes**

Renewal of funding for year 2 (July 1, 2022, through June 30, 2023) and year 3 (July 1, 2023, through June 30, 2024) of the grant cycle is contingent upon state allocations and the program's ability to meet the required services.

- (1) Complete the pre-qualification under Grant Accountability and Transparency Act portal. <https://grants.illinois.gov/portal/>
- (2) Respond to the Renewal by the due date.
- (3) Complete all required portions.
- (4) Meet all deadlines and other elements as specified.
- (5) Meet all eligibility requirements.

All grantees are subject to Risk-Based Monitoring as determined by Internal Control Questionnaire responses.

### **4.2 Application Requirements and Expectations**

All materials needed for the application are on the State of Illinois' grants application site at <https://il.amplifund.com/Public/Opportunities/Details/4c2cedba-24d3-4427-9062-411ef22c603f>.

All application submissions must come through this grants application site. **No applications will be accepted outside of this site.**

A successful plan must:

- A. Employ full-time or part-time staff to fulfill duties such as:
  - Early School Leaver Transition Program Instructor/Coordinator must hold a minimum of a Bachelor's degree and have 2,000 hours of relevant work experience. This may include work in career counseling, business, marketing, and management.
  - Administering and coordinating ESLTP activities.
  - Enrolling, advising, and supervising ESLTP participants.
  - Assessing participants for job skills and career interests.
  - Teaching Career Awareness and Development Instruction course for program participants.
  - Coordinating work-based learning for program participants.
  - Collecting and recording program data in the Virtual ESLTP Data Application (Veda) for Early School Leaver Transition Program.

- B. Maintain enrollment of a minimum of 50 active program participants per ESLTP site who meet the following program guidelines:
- Out of school youth between the ages of 16 and 24
  - NRS level reading at or above the 8.0 grade level equivalency and NRS level math at or above 6.0.
- An active program participant is defined as having received 12 hours of instruction and has no more than three (3) consecutive unexcused absences.
- C. Coordinate participant enrollment in AEL instruction. Meet with adult education staff and other education staff regularly to determine student progress toward successful completion of a High School Equivalency credential/HS diploma.
- D. Collaborate with AEL and CTE staff and faculty, advising staff, and other pertinent school, community, workforce and business partners to assist in program planning as well as assist participants in transitioning to postsecondary education and/or employment. The ESLTP must establish measurable goals designed to assist participants to successfully transition thereby increasing student employment potential and earning power and incorporate diversity, equity, and inclusion.
- E. Programs are encouraged to partner with available TITLE I Youth Career Pathways programs to ensure ESLTP students have access to additional resources to support student success.
- F. The ESLTP Career Awareness and Development Instruction (CADI) - Two hundred (200) minutes per week of classroom and/or individual instruction required for all Early School Leaver Transition Program participants (100%). Instruction must provide students with knowledge necessary for successful transitions into postsecondary education and/or employment. Course content must incorporate contextualized instruction, transition services, and primarily focus on career development that includes career exploration, career planning within a career pathway, and understanding the world of work aligned with the Illinois Essential Employability Skills Framework and incorporate diversity, equity, and inclusion.
- Students must develop a transition plan that outlines their career goals and corresponding education plan and a transition portfolio containing all applicable materials needed to make a successful transition to postsecondary education and/or employment.
    - Transition portfolios may include, but are not limited to, resume and cover letter, postsecondary education program application and letters of recommendation, digital and financial literacy activities, applicable test scores, transcripts, and financial aid application.
- G. ESLTP Work-Based Learning (WBL) – Fifteen (15) hours of work-based experience (apprenticeships, pre-apprenticeships, internships, on the job training (OJT) and job shadowing) required for Early School Leaver Transition Program participants. Experiences must support participants' career and education goals and provide knowledge and skills necessary for successful transitions into postsecondary education and/or employment.
- WBL hours may be generated through any one of the following activities (*this list is not comprehensive if the program has additional opportunities please consult ICCB*): paid employment, apprenticeships, pre-apprenticeships, internships, mentorships, job shadowing, class shadowing, volunteer work and community service, and/or interviewing professionals in a selected career pathway. You can access the ICCB Career Pathway Dictionary at [https://icsps.illinoisstate.edu/images/pdfs/CTE/Perkins\\_V/6Perkins\\_V\\_Resource\\_IL-Career-Pathways-Dictionary.pdf](https://icsps.illinoisstate.edu/images/pdfs/CTE/Perkins_V/6Perkins_V_Resource_IL-Career-Pathways-Dictionary.pdf) and

information about the Work Based Learning Continuum in the Perkins V State Plan at <https://www.iccb.org/cte/perkins/>

o An ESLTP Work-Based Learning Training Memorandum is encouraged to be completed for each student participating in work-based learning. The WBL Training Memorandum documents the location, type, and duration of the experience and specifies the responsibilities of the participant, ESLTP coordinator, and WBL supervisor.

o The ESLTP coordinator is responsible for coordinating placements and monitoring participants' progress. ESLTP CADI and ESLTP WBL may be completed concurrently or consecutively; however, students must be enrolled in CADI prior to WBL placement. ESLTP coordinator must enroll at least 90% of ESLTP participants in WBL.

H. Track local required data elements necessary for reporting purposes and maintain accurate and up to date records in the Virtual ESLTP Data Application (Veda).

**Focus Options** - One of the main goals of the ESLTP is to break down barriers for students to access career pathways and result in employment opportunities for out-of-school youth. To accomplish this goal, projects may focus on

- A. Priority Populations: Developing strategies for effectively serving individuals with barriers to employment and for coordinating programs and services among workforce partners while including diversity, equity, and inclusion. Projects may include the integration of employment and training activities with
  - Child support services, and assistance provided by State and local agencies carrying out part D of title IV of the Social Security Act (42 U.S.C. 651 et seq.)
  - Cooperative extension programs carried out by the University of Illinois.
- B. Programs carried out for individuals with disabilities, including programs carried out by State agencies relating to intellectual disabilities and developmental disabilities, activities carried out by Statewide Independent Living Councils established under section 705 of the Rehabilitation Act of 1973 (29 U.S.C. 796d), programs funded under part B of chapter 1 of title VII of such Act (29 U.S.C. 796e et seq.), and activities carried out by centers for independent living, as defined in section 702 of such Act (29 U.S.C. 796a).
- C. Programs that target services to out of school youth.
- D. Programs that target services to out of school youth in the Child Welfare and Foster Care System.
- E. Youth covered under Deferred Action for Childhood Arrivals (DACA).
- F. Adult education and literacy activities, including those provided by public libraries.
- G. Activities in the corrections system that assist ex-offenders in reentering the workforce.
- H. Digital literacy and financial literacy activities.

### **4.3 Application Package**

The application must be completed in its entirety including all applicable attachments.

- *Cover Page* – Applicants must record the FY 2024 request, matching funds, and estimated number of students that will be served in addition to the contact information for Chief Executive Officer, Chief Fiscal Officer, Project Administrator, and Project Coordinator. The Chief Executive Officer MUST sign the Cover Page.
- *Matching Funds* – Applicants must indicate the sources and amount of other funds used to assist in reaching the 25% match requirement.
- *Uniform Grant Budget* – Applicants must record the FY24 requests under the appropriate line item listed on the attachment. The budget should include FY24 requested amount only.

The Chief Executive Officer MUST sign the Certificate worksheet within the Uniform Budget.

- *Grant Narrative* – The grant narrative will address the following:
  - o Program Need
  - o Applicant Capacity and Past Effectiveness
  - o Program Design
  - o Student Recruitment, Enrollment, and Retention
  - o Career Awareness and Development Instruction
  - o Transition Services
  - o Support Services
  - o Work-Based Learning and Work-Based Learning Sites
  - o Program Evaluation

A copy of this NOFO and all pertinent documents in addition to being within the State of Illinois' grants application site can also be found at the Illinois Community College Board website for your convenience. <http://www2.iccb.org/iccb/grant-opportunities/>

**Application Deadline:** no later than 5:00 p.m. (CST) May 18, 2023.

Applications received after the deadline will not be considered. Applications from applicants that do not meet the eligibility criteria or that are incomplete will not be considered. All required information and attachments must be included as part of the plan to be considered. Applications not received via the State of Illinois' grants application site at <https://il.amplifund.com/Public/Opportunities/Details/4c2cedba-24d3-4427-9062-411ef22c603f> will not be considered.

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## 5. APPLICATION DIRECTIONS AND REVIEW PROCESS

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The Illinois Community College Board will review the submissions that meet the criteria as prescribed in the Request for Proposals. Plans will be reviewed by ICCB Adult Education and Workforce staff.

### **5.1 Application Directions**

All materials needed for the application are on the State of Illinois' grants application site at <https://il.amplifund.com/Public/Opportunities/Details/4c2cedba-24d3-4427-9062-411ef22c603f>.

All application submissions must come through this grants application site. ***No applications will be accepted outside of this site.***

All Grantees:

- Must submit all required information to be eligible for funding.
- Must register through the State of Illinois General Accountability and Transparency Act portal: <https://grants.illinois.gov/portal/> .
- Must include a Unique Entity Identifier (UEI) or show proof of registration
- Submit the documents listed below if there have been any changes from FY23.
  - o Must provide evidence of incorporation as applicable.
  - o Must provide evidence of IRS not-for-profit status (Section 501(c)(3) of the Internal Revenue Code (Only private not-for-profit organizations must provide the Evidence of Not-for-Profit Status.)
  - o Must provide a list of current board members including name, address, telephone numbers, and e-mail addresses.
  - o Must submit proof of adequate liability insurance.



- Must adhere to the General Assurances and Terms of Grant as outlined in this application.

## **5.2 Renewal Review Process**

### **Review Process**

- ICCB staff will review proposed updates to the Original Grant Narrative. Feedback and instructions on required changes will be provided by the ICCB Workforce Education Staff.

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## **6. AWARD ADMINISTRATION, MONITORING, AND DATA INFORMATION**

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### **6.1 Award Administration**

1) An award shall be made pursuant to a written determination based on the evaluation criteria set forth in the FY2023 NOSA, submission of the required documents, and all GATA prerequisites addressed in the Application Directions.

2) A Notice of State Award (NOSA) will be issued to the ESLTP Funded Programs 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.

3) Upon acceptance of the grant award, announcement of the grant award shall be published by the awarding agency to Grants.Illinois.gov.

### **6.2 Monitoring**

All funded programs will be reviewed either on-site or by desk review to ensure compliance with federal, state, and ICCB policies, regulations, and procedures. Each applicant must complete a risk assessment through the State of Illinois Grant Accountability and Transparency Act (GATA) portal. This assessment will determine risk condition as outline in GATA. The GATA requirements are posted at <https://www.illinois.gov/sites/gata/Pages/default.aspx>.

Programs are expected to meet all FY24 performance targets as established by the ICCB.

### **6.3 Data Collection, Reporting, and Accountability**

**Data Collection.** The Virtual ESLTP Data Application (VEDA) will be used by **all** Early School Leaver Transtion Program providers to electronically track and report student data. Using the data in VEDA, programs will be required to submit semi-annual reports.

Quarterly expenditure and performance reporting will use the following schedule of each fiscal year of the ESLTP Grant:

<b>Quarter</b>	<b>Period of Performance</b>	<b>Report Due Date</b>
Quarter 1	July 1 – September 30	October 30
Quarter 2	October 1 – December 31	January 30
Quarter 3	January 1 – March 31	April 30
Quarter 4	April 1 – June 30	July 30

These reports should be submitted on time and electronically via Amplifund.

Each funded provider will be expected to meet all performance outcomes and activities performed under this grant.

#### **6.4 Terms of the Grant**

- (1) Programs may be asked to clarify or revise certain aspects of their proposals. Grantees will receive an award letter from the Illinois Community College Board that specifies the amount of the award(s) and sign a grant agreement detailing terms of the grant.
- (2) Successful applicants will assure that they possess legal authority to enter into a grant agreement with the ICCB and, by doing so, will certify that they are in compliance with applicable State and Federal rules and regulations as stipulated in the grant agreement. False assurances or certifications will cause the grant to be voided.
- (3) Funds are disbursed up-front once all elements are satisfied and there is a fully-executed grant agreement. Once the state of Illinois Comptroller's Office has received appropriate documentation from ICCB and the Comptroller completes its process, the funds are then released in full to the grantee. The grantee is responsible for returning unspent funds to ICCB at the end of the grant cycle.
- (4) All state funds shall be subject to the Illinois Grant Funds Recovery Act (30 ILCS 705), the Grant Accountability and Transparency Act (30 ILCS 708). 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.
- (5) These funds may not be used to support HSE Testing Administration or to pay for test taker testing fees. This is not an allowable cost.

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### **7. CONTACT INFORMATION**

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**Angela Gerberding**  
Director for Work-Based Learning  
**Illinois Community College Board**  
401 E. Capitol Avenue  
Springfield, IL 62701  
**Telephone:** 217-558-2162  
**Fax:** 217-558-6700  
**Email:** [angela.gerberding@illinois.gov](mailto:angela.gerberding@illinois.gov)