



## ILLINOIS BOARD OF HIGHER EDUCATION

1 NORTH OLD CAPITOL PLAZA, SUITE 333  
SPRINGFIELD, ILLINOIS 62701-1377

### MEMORANDUM

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**Interim Executive Director**  
Nyle Robinson

**TO:** The Illinois Higher Education Community

**FROM:** Nyle Robinson, Interim Executive Director

**DATE:** March 4, 2019

**RE:** Request for Proposals (RFP): Fiscal Year 2020 Grants  
Illinois Cooperative Work Study Program  
Due Date: April 30, 2019 at 9:00 am

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In anticipation of receiving funding for the Illinois Cooperative Work Study Grant (ICWS) in Fiscal Year 2020 (FY2020), the Illinois Board of Higher Education is seeking applications for the FY2020 ICWS grant program. The ICWS program aligns with Goal 2 of the *Public Agenda* by allowing students to reduce their reliance on student loans while providing a link between academic programs and employment; aligns with Goal 3 of the *Public Agenda* by prioritizing work study opportunities for students seeking degrees in high-demand fields; and aligns with Goal 4 of the *Public Agenda* by increasing the pool of funds for job training, which can result in businesses expansions in Illinois and full-time employment for students after graduation.

**Eligible Institutions:** Applicants eligible to receive grants are approved public and private, associate- and baccalaureate-degree granting Illinois colleges and universities.

**Grant Period:** The grant period will be July 1, 2019 to August 31, 2020.

**Application Deadline:** Only one proposal per institution may be submitted for this program. The application materials for FY2020 must be emailed to [Grants@ibhe.org](mailto:Grants@ibhe.org) and/or [bennett@ibhe.org](mailto:bennett@ibhe.org). The complete application must be received by 9:00 a.m. on April 30, 2019. The application is included in this document and will also be available on the IBHE website at <https://www.ibhe.org/icws.html>.

**Contact Person:** For more information on this RFP, contact Bruce Bennett, Budget Officer at 217-557-7344 or e-mail at [bennett@ibhe.org](mailto:bennett@ibhe.org) or [Grants@ibhe.org](mailto:Grants@ibhe.org).

## Background and Program Specifications

The Illinois Cooperative Work Study Program was established in 1991 to support student cooperative work study programs. The Board of Higher Education administers the program and makes grants to public and nonpublic institutions of higher education.

Grants will be awarded for proposals submitted based on evaluation criteria included in the administrative rules. Proposals are requested for projects that will:

- benefit students academically and financially,
- reduce reliance on student loans,
- enhance public-private sector partnerships, and
- encourage students to seek permanent employment in Illinois.

## Program Objectives

Grants shall be made for projects that support Illinois resident undergraduate students. In addition, the Board shall consider whether the projects:

- *expand opportunities for students to pursue internships, clinical placement, cooperative programs with business and industry, and other work opportunities linked to a student's academic program;*
- *strengthen cooperation between higher education, business, industry, and government;*
- *encourage social and community service;*
- *maximize the use of matching contributions from business and industry, and governmental and social agencies;*
- *create new opportunities for public/private partnerships;*
- *integrate other components of student financial aid to reduce reliance on student loans; and*
- *encourage students to seek permanent employment in Illinois.*

Within the project narrative and goals and objectives, institutions must *demonstrate* how these objectives will be achieved.

## Fiscal Information

The Illinois Governor's FY2020 proposed budget recommended \$980,500 for the ICWS grant program. A final allocation for the FY2020 ICWS grant program will not occur until a FY2020 budget is passed by the Illinois General Assembly and signed by the Illinois Governor.

The maximum request amount from each institution is \$50,000. Grant funds must be used for student wages and salaries and for the cost of a grant specific audit. *No grant funds shall be used for administrative costs.*

## Proposal Format

Each proposal must be submitted in the format outlined below. Please review the attachments carefully. The following may be used as a checklist in assembling your completed proposal.

- 1. Uniform Application for State Grant Assistance (Attachment 1):** This form must be completed, dated, signed by the President/CEO of the applicant institution.
- 2. Project Synopsis (Attachment 2):** Limit to one page, double-spaced. Briefly describe the goals and objectives of the program. Since this synopsis may be used in public information documents, please refrain from using technical language not readily understood by the general public.
- 3. Project Narrative (Attachment 3):** Limit to five double-spaced pages. Please provide a comprehensive description of the goals, objectives, and the activities proposed to accomplish each objective of the project; the participants to be served; timelines; and personnel responsible for completing the activities. An explanation of each of the following items must be addressed:
  1. How the ICWS program will be coordinated with existing work-study programs at the institution;
  2. How the ICWS program will be coordinated with financial aid programs serving students at the institution;
  3. The institution's planned procedures for student selection and criteria for program participants;
  4. The anticipated academic benefits resulting from the work experience; i.e., the match between and enhancement of theoretical and applied learning;
  5. The planned relationship between students, faculty and employers, how students will be supervised, how goals are set, student employee evaluations, and expected results; and
  6. How the institution will provide information on the subsequent employment of graduates who participate in the program.
- 4. Budget (Attachment 4):** Provide a completed budget request form. Cooperative Work Study funds are to be used only for student salaries and audit expenses related to the grant. Grant funds may not be used for any administrative costs.
- 5. Institutional Contributions (Attachment 5):** Indicate the amount your institution contributes with in-kind and institutional contributions to the Illinois Cooperative Work Study program. An in-kind contribution is a non-cash input which can be given a cash value. Examples of in-kind contributions may include program director's salary and fringe benefits associated with running the program. Contributions directly from the institution used to pay for student salaries, fringe benefits, etc. are considered institutional contributions.
- 6. List of Participating Employers (Attachment 6).** Please list all participating employers who have submitted letters of intent to participate in the program. Employers must be external and not associated with the institution receiving the award.
- 7. Linkage to Student's Academic Program Summary (Attachment 7).** Please briefly describe how the work opportunity is linked to a student's academic program for each employer listed in Attachment 6.

**8. Employer's letters (Attachment 8).** A letter of intent on the employer's letterhead that clearly outlines the employer's commitment must include:

- the number of positions available;
- the length of the internship (weeks, hours, etc.)
- how the work opportunity is linked to an academic program;
- the total wage to be paid to the student; and
- the employer's share or percentage of the total wage.

A signed contract of intent between the institution and the employer may be substituted for the letter of intent. Employers must submit a new letter of intent each year to participate in the program.

**9. Evaluation Plan (Attachment 9):** Describe an evaluation plan that details how the project's effectiveness will be assessed in relationship to the stated objectives of the project.

**Items #10 is for informational purposes only and not required as part of the application submission.**

**10. Compiled Statues and Program Rules.** Informational Purposes Only. Not required to be submitted with application.

## Criteria for Review and Approval

Proposals will be reviewed and rated by Illinois Board of Higher Education staff. The following criteria will be used to rate the proposals. **(100 total possible points)**

1. **Addresses policy issues related to workforce and economic development.** The proposal provides clear evidence of addressing issues relative to workforce and economic development, including strengthening cooperation between higher education institutions, K-12 education, business, industry and government; creating new opportunities for public/private partnerships; and encouraging students to seek permanent employment in Illinois. **(20 points)**
2. **Leveraging Resources.** The proposal provides clear evidence of integrating other components of student financial aid to reduce reliance on student loans; maximizes the use of matching contributions from business, industry and government; and shows alignment between the Cooperative Work Study Program and other campus work study programs. **(25 points)**
3. **Enhancing Academic, Employment, and Community Relationships.** The proposal provides for expansion of student internships linked to a student's academic field and encourages social and community service. **(15 points)**
4. **Program Articulation.** The proposal clearly articulates the student selection process; the relationships between students, faculty and employers; and defines responsibilities for student supervision and evaluation. Employer letters of intent to participate in the program clearly define the commitment including number and length of positions and employer share of wage or salary. **(25 points)**
5. **Program Evaluation.** The proposed evaluation process is designed to assess the effectiveness of the activities in relation to the goals and objectives. It includes clearly-stated performance measures and tracking information for follow up of students' permanent employment in Illinois. Interim evaluation is provided, if applicable. **(10 points)**

**Budget.** The proposed budget is cost-effective and is consistent with the scope of the proposed objectives and activities. It reflects a balanced ratio of cost per student to requested funding. The budget reflects maximized use of matching contributions. **(5 points)**

**UNIFORM APPLICATION FOR STATE GRANT ASSISTANCE**

**Agency Completed Section**

1. Type of Submission:  Pre-application  Application  Change/Corrected Application
2. Type of Application:  New  Continuation (i.e. multiple year grant)  Revision (modification to initial application)
3. Name of the Awarding State Agency: Illinois Board of Higher Education
4. Catalog of State Financial Assistance (CSFA) Number: 601-00-0748
5. CSFA Title: Illinois Cooperative Work Study Grant

**Catalog of Federal Domestic Assistance (CFDA)**

Not Applicable

1. CFDA Number: \_\_\_\_\_
2. CFDA Title: \_\_\_\_\_

**Funding Opportunity Information**

Not Applicable

1. Competition Identification Number: \_\_\_\_\_
2. Competition Identification Title: \_\_\_\_\_

**Applicant Completed Section**

1. Legal Name (Name used for Data Universal Number System (DUNS) registration and grantee pre-qualification):	
2. Common Name (Doing Business As-DBA):	
3. Employer/Taxpayer Identification Number (EIN,TIN):	
4. Organizational Data Universal Number System (DUNS Number):	
5. Federal System for Award Management Commercial and Government Entity Code (SAM Cage Code):	

6. Business Address:

Street	
City:	
State:	
County:	
Zip:	

**Applicant's Organization Unit**

1. Department Name:	
2. Division Name:	

**Applicant's Name and Contact Information to be contacted for questions involving this Application**

1. First Name:	
2. Last Name:	
3. Suffix:	
4. Title:	
5. Organizational Affiliation:	
6. Telephone Number:	
7. E-mail address:	

**Areas Affected**

1. Areas affected by the Project (cities, counties, state-wide):	
2. Legislative and Congressional Districts of Applicant:	
3. Legislative and Congressional Districts of Program/Project:	

**Applicant's Project**

1. Description Title of Applicant's Project:	
2. Proposed Project Term:	July 1, 2019 to August 31, 2020
3. Estimated Funding (include all that apply):	
Amount Requested from the State:	
Applicant Contribution (e.g., in kind, matching):	
Local Contribution:	
Other Source of Contribution:	
Program Income:	

**Applicant Certification:**

By signing this application, I certify (1) to the statements contained in the list of certifications\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\* and agree to comply with any resulting terms if I accept and award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 218, Section 1001)

(\* )The list of certifications and assurances, or an internet site where you may obtain this list is contained in the Notice of Funding Opportunity.

I AGREE

<b><u>Authorized Representative</u></b>
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1. First Name:	
2. Last Name:	
3. Suffix:	
4. Title	
5. Telephone Number:	
6. E-mail address:	

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7. Signature of Authorized Representative

8. Date Signed-Authorized Representative

## **ATTACHMENT 2**

### **ILLINOIS COOPERATIVE WORK STUDY PROGRAM FY2020 PROJECT SYNOPSIS**

Limit to one page, double-spaced. Briefly describe the goals and objectives of the program. Since this synopsis may be used in public information documents, please refrain from using technical language not readily understood by the general public.

**ILLINOIS COOPERATIVE WORK STUDY PROGRAM  
FY2020 PROJECT NARRATIVE**

Limit to five double-spaced pages. Please provide a comprehensive description of:

- the project's goals and objectives as they relate to the goals of the ICWS program;
- the activities proposed to accomplish each objective of the project;
- the participants to be served;
- timelines for activities; and
- the personnel responsible for completing the activities.

An explanation of each of the following items must be addressed:

1. How the ICWS program will be coordinated with existing work-study programs at the institution;
2. How the ICWS program will be coordinated with financial aid programs serving students at the institution;
3. The institution's planned procedures for student selection and criteria for program participants;
4. The anticipated academic benefits resulting from the work experience; i.e., the match between and enhancement of theoretical and applied learning;
5. The planned relationship between students, faculty and employers, how students will be supervised, how goals are set, student employee evaluations, and expected results; and
6. How the institution will provide information on the subsequent employment of graduates who participate in the program.

**ILLINOIS COOPERATIVE WOR STUDY PROGRAM  
FISCAL YEAR 2020  
PROPOSED BUDGET  
CSFA#601-00-0748**

Institution				
DUNS#				
Estimated number of student participants by academic program:				
Education		Nursing		Engineering
Mathematics		Computer/Information		Phy. Sciences
Business, Mgmt. & Marketing		Unknown/Other		
TOTAL of All Student Participants				

Grant Amount Requested:

Student Salaries	\$	
Student Fringe Benefits	\$	
Audit <sup>1</sup>	\$	
<b>TOTAL REQUESTED</b>	<b>\$</b>	

The amount and source of matching contributions earmarked for the project:

In-kind institutional contribution <sup>2</sup>	\$	
Non in-kind institutional contribution <sup>3</sup>	\$	
Total Institutional Contribution	\$	
Total Matching Contributions <sup>4</sup>	\$	
Total # of External Sources		

<sup>1</sup> The independent examination verifying grant expenditures and compliance with the terms of the grant agreement and applicable statutes and rules.

<sup>2</sup> An in-kind contribution is a non-cash input which can be given a cash value. Examples of in-kind contributions may include: program director's salary and fringe benefits associated with running the program.

<sup>3</sup> Non in-kind contributions are funds directly from the institution used to pay for student salaries, student fringe benefits, etc.

<sup>4</sup> Please indicate the amount external organizations such as business, industry, and government contributes to student salaries and fringe benefits.

**ILLINOIS COOPERATIVE WORK STUDY PROGRAM  
FY2020 INSTITUTIONAL CONTRIBUTIONS**

Indicate the amount your institution contributes with in-kind and institutional contributions to the Illinois Cooperative Work Study program. An in-kind contribution is a non-cash input which can be given a cash value. Examples of in-kind contributions may include: program director’s salary and fringe benefits associated with running the program. Contributions directly from the institution used to pay for student salaries, student fringe benefits, etc. are considered institutional contributions. Listed below is a general format with budget lines, if additional lines are needed, please submit in a separate document.

**In-Kind Contributions**

1.		\$	
2.		\$	
3.		\$	
4.		\$	
5.		\$	
6.		\$	
7.		\$	
8.		\$	
9.		\$	
10.		\$	
11.		\$	
12.		\$	
13.		\$	
14.		\$	
15.		\$	
TOTAL In-Kind Contributions		\$	

**Institutional Contributions**

1.		\$	
2.		\$	
3.		\$	
4.		\$	
5.		\$	
6.		\$	
7.		\$	
8.		\$	
9.		\$	
10.		\$	
11.		\$	
12.		\$	
13.		\$	
14.		\$	
15.		\$	
TOTAL Institutional Contributions		\$	
TOTAL ALL Contributions		\$	

**ILLINOIS COOPERATIVE WORK STUDY PROGRAM  
FY2020 PARTICIPATING EXTERNAL EMPLOYERS**

Please list all participating employers who have submitted letters of intent to participate in the program. Employers must be external and not associated with the institution receiving the award.

External Employer Name

Matching Contribution

1.		\$	
2.		\$	
3.		\$	
4.		\$	
5.		\$	
6.		\$	
7.		\$	
8.		\$	
9.		\$	
10.		\$	
11.		\$	
12.		\$	
13.		\$	
14.		\$	
15.		\$	
16.		\$	
17.		\$	
18.		\$	
19.		\$	
20.		\$	
21.		\$	
22.		\$	
23.		\$	
24.		\$	
25.		\$	
26.		\$	
27.		\$	
28.		\$	
29.		\$	
30.		\$	
TOTAL Contributions from Employers		\$	

**ATTACHMENT 7**

**ILLINOIS COOPERATIVE WORK STUDY PROGRAM  
FY2020 Linkage to Student’s Academic Program Summary**

Please briefly describe how the work opportunity is linked to a student’s academic program for each employer listed in Attachment 6.

Description of linkage to student’s academic program by employer

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## **ATTACHMENT 8**

### **ILLINOIS COOPERATIVE WORK STUDY PROGRAM FY2020 EMPLOYER'S LETTERS OF INTENT**

Employers must submit a new letter of intent each year to participate in the program. The letter of intent, on the employer's letterhead, must be uploaded and clearly outline the employer's commitment by including each of the following:

- how the work opportunity is linked to an academic program;
- the number of positions available;
- the length of the internship (weeks, hours, etc.)
- the total wage to be paid to the student; and
- the employer's share or percentage of the total wage; and
- if there is a possibility of permanent employment after the internship ends.

A signed contract of intent between the institution and the employer may be substituted for the letter of intent. All of the items listed above must be included in the contract.

## **ATTACHMENT 9**

### **ILLINOIS COOPERATIVE WORK STUDY PROGRAM FY2020 PROGRAM EVALUATION PLAN**

Describe an evaluation plan that details how the project's effectiveness will be assessed in relationship to the stated objectives of the project.

The project's evaluation plan should provide clearly stated performance measures. A plan for accessing follow-up information on students who participated in the program must be included.

## Attachment 10 (Informational Purposes Only)

### HIGHER EDUCATION

#### **(110 ILCS 225/) Illinois Cooperative Work Study Program Act.**

(110 ILCS 225/1) (from Ch. 144, par. 2951)

Sec. 1. Short title. This Act may be cited as the Illinois Cooperative Work Study Program Act.

(Source: P.A. 87-513.)

(110 ILCS 225/2) (from Ch. 144, par. 2952)

Sec. 2. Definitions. In this Act:

"Board" means the Illinois Board of Higher Education.

"Nonpublic institution of higher education" means an educational organization, other than a public institution of higher education, that provides a minimum of an organized 2 year program at the private junior college level or higher and that operates in conformity with standards substantially equivalent to those of the public institutions of higher education.

"Public institution of higher education" means the University of Illinois, Southern Illinois University, Chicago State University, Eastern Illinois University, Governors State University, Illinois State University, Northeastern Illinois University, Northern Illinois University, Western Illinois University, the public community colleges of this State, and any other public universities, colleges and community colleges now or hereafter established or authorized by the General Assembly.

"Cooperative work study" means an academically related work and study experience with business, industry, government or other agencies and organizations. Cooperative work study may include, but is not limited to, summer internships, clinical placements, internships and work experiences during the academic year.

(Source: P.A. 89-4, eff. 1-1-96.)

(110 ILCS 225/3) (from Ch. 144, par. 2953)

Sec. 3. Creation and implementation of program. A program of financial assistance to support student cooperative work study programs in higher education is established to benefit students academically and financially, reduce reliance on loans, enhance public-private sector partnerships, and encourage students to seek permanent employment in Illinois.

The Board shall administer the program of financial assistance and shall distribute the funds appropriated by the General Assembly for this purpose in the form of grants to public or nonpublic institutions of higher education to expand opportunities for students to pursue internships, clinical placement, cooperative programs with business and industry, and other work opportunities linked to a student's academic program. In awarding grants under this Act, the Board shall consider whether programs:

- (1) strengthen cooperation between higher education, business, industry, and government;
- (2) promote school/college partnerships;
- (3) encourage social and community service activities;
- (4) maximize the use of matching contributions from business and industry, governmental and social agencies, and participating colleges and universities to support student wages;

## Attachment 10 (Informational Purposes Only)

(5) create new opportunities for partnerships between the public and private sectors;

(6) integrate other components of student financial aid to reduce reliance on student loans; and

(7) meet other criteria that the Board determines are appropriate.

The Board shall assure that a representative number of the grants support cooperative work study programs that support work experiences for students in academic programs of engineering, science, math, and education.

No grant may be awarded under this Section for any program of sectarian instruction or for any program designed to serve a sectarian purpose.

As part of its administration of the Act, the Board may require evaluations, audits or reports in relation to fiscal and academic aspects of any program for which a grant is awarded under this Act. The Board shall annually submit to the Governor and General Assembly a budgetary recommendation for grants under this Act.

The Board may adopt rules it deems necessary for administration of this Act.

(Source: P.A. 87-513.)

(110 ILCS 225/4) (from Ch. 144, par. 2954)

Sec. 4. Effective date. This Act takes effect July 1, 1991.

(Source: P.A. 87-513.)

**TITLE 23: EDUCATION AND CULTURAL RESOURCES**  
**SUBTITLE A: EDUCATION**  
**CHAPTER II: BOARD OF HIGHER EDUCATION**  
**PART 1015 ILLINOIS COOPERATIVE WORK STUDY PROGRAM**  
**SECTION 1015.10 PURPOSE**

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**Section 1015.10 Purpose**

*The purpose of the Illinois Cooperative Work Study Program is to provide a program of financial assistance to support student cooperative work study programs in higher education to benefit students academically and financially, reduce reliance on loans, enhance public-private sector partnerships, and encourage students to seek permanent employment in Illinois. (Section 3 of Public Act 87-513 (the Act), adopted September 13, 1991, effective September 13, 1991)*

**Section 1015.20 Definitions**

"Administrative costs" means costs other than student wages and salaries, items that go into the hands of students, cost reimbursements to students, and the cost of audits.

"Board" means the Illinois Board of Higher Education.

"Cooperative work study" means an academically related work and study experience with business, industry, government or other agencies and organizations. Cooperative work study may include, but is not limited to, summer internships, clinical placements, internships and work experiences during the academic year.

"Illinois resident student." To qualify as an Illinois resident student, one of the following two requirements must be met:

At least one parent, step-parent, or court appointed guardian must reside in Illinois; or

The emancipated (self-supporting) student must have lived in Illinois, in some capacity other than as a student at an Illinois public or nonpublic institution of higher education, for a period of 12 consecutive months immediately prior to the enrollment.

"Nonpublic institution of higher education" means an Illinois educational organization, other than a public institution of higher education, that provides a minimum of an organized two-year program at the private junior college level or higher and that operates in conformity with standards substantially equivalent to those of the public institutions of higher education.

## Attachment 10 (Informational Purposes Only)

*"Public institution of higher education" means the University of Illinois, Southern Illinois University, the several universities and colleges under the governance of the Board of Governors of State Colleges and Universities, the several Regency Universities under the jurisdiction of the Board of Regents, the public community colleges of this State, and any other public universities, colleges and community colleges now or hereafter established or authorized by the General Assembly. (Section 2 of the Act)*

### **Section 1015.30 Eligible Applicants**

Eligible applicants are nonpublic and public institutions of higher education.

### **Section 1015.40 Selection of Projects for Grants**

- a) Grants shall be made for projects that support Illinois resident undergraduate students. In addition, the Board shall consider whether the projects:
  - 1) *expand opportunities for students to pursue internships, clinical placement, cooperative programs with business and industry, and other work opportunities linked to a student's academic program;*
  - 2) *strengthen cooperation between higher education, business, industry, and government;*
  - 3) *promote school/college partnerships;*
  - 4) *encourage social and community service;*
  - 5) *maximize the use of matching contributions from business and industry, governmental and social agencies, and participating colleges and universities to support student wages;*
  - 6) *create new opportunities for partnerships between the public and private sectors;*
  - 7) *integrate other components of student financial aid to reduce reliance on student loans;*
  - 8) *support work experiences for students in academic programs of engineering, science, math, and education;*
  - 9) *encourage students to seek permanent employment in Illinois. (Section 3 of the Act)*
- b) In addition, projects shall:

## Attachment 10 (Informational Purposes Only)

- 1) *not serve a sectarian purpose*; (Section 3 of the Act)
  - 2) not include partisan political activity;
  - 3) either be new initiatives or projects that supplement, but not supplant, existing initiatives; and
- 4) comply with applicable state and federal laws, including but not limited to, equal employment opportunity, minimum wage, and occupational health and safety.

### Section 1015.50 Grant Application Procedures

- a) At any time that grant funds become available or that the Board has reason to believe that grant funds may become available, the Board shall notify in writing the chief executive officer of every public and nonpublic institution of higher education in the State of Illinois of the availability or projected availability of such funds. Such notice shall contain, at a minimum, the following information:
  - 1) The deadline for the submission of applications, which deadline shall not be less than 45 days from the date of mailing of such notice; and
  - 2) The date which such grants will be made and the deadline for the completion of grant projects, which deadline shall not be more than two years.
- b) Grant project proposals shall contain, at a minimum:
  - 1) Synopsis;
  - 2) Statement of goals and specific objectives consistent with Section 1015.40;
  - 3) Detailed description of the proposed project, including activities, completion schedule, operating procedures and justification for funding;
  - 4) The amount(s) and source(s) of matching contributions earmarked for the project;
  - 5) Evaluation procedures to determine the effectiveness of the project; and
  - 6) Proposed budget, including audit, which is an allowable expenditure of grant funds. Administrative costs are not an allowable expenditure of grant funds.
- c) The Board staff shall review application documents of all institutions for compliance with the application and eligibility requirements. The Board staff

## Attachment 10 (Informational Purposes Only)

may request additional documents or a meeting between its staff and institutional representatives to discuss questions about application documents. In the event that material submitted by an applicant institution is incomplete or not of sufficient detail to provide an understanding of the proposed project or its justification, the Board staff will request additional information for clarification or substantiation.

- d) The Board shall notify each applicant in writing concerning whether or not it received a grant.
- e) Application information may be obtained from and shall be submitted to:

Illinois Cooperative Work Study Program  
Illinois Board of Higher Education  
~~4 West Old Capitol Square, Room 500~~  
1 N. Old State Capitol Plaza, Suite 333  
Springfield, Illinois 62701

### Section 1015.60 Grant Criteria

- a) **Non-Discrimination.** No recipient shall discriminate on the basis of race, creed, sex, handicap, color, or national origin in the employment, training, or promotion of personnel or in the implementation of the program funded by the grant.
- b) **Grant Period.** Grants shall be for the period stated in the grant agreement but in no event for more than two years.
- c) **Unexpended Grant Funds.** Any unexpended portion of the grant funds shall be refunded to the Board.
- d) **Record Keeping.** All costs charged to the program shall be supported by properly executed documents. Such records shall be kept separately from the documents and maintained for a period of three years after receipt of final payment.
- e) **Evaluation.** Within ninety days after the end of the grant period, the recipient shall submit to the Board an evaluation of the project. The evaluation of the project shall include systematic and objective procedures for appraising the project with respect to how closely the purposes were fulfilled and an explanation of any deviation therefrom.
- f) **Audit.** Within ninety days after the end of the grant period the recipient shall submit an audit of expenditure of grant funds provided under this program prepared by an external auditor who is registered as a public accountant by the Illinois Department of Professional Regulation. Any recipient which fails to submit an audit shall refund the entire grant amount to the Board. Complete payment of grant funds for any continuing project shall be contingent upon submission of the evaluation and audit for the previous grant period.

## Attachment 10 (Informational Purposes Only)

g) Contracts. All grants awarded under this program shall be made through contractual agreements between the Board and the recipient. Such agreements shall comply with the provisions of the Grant Funds Recovery Act (Ill. Rev. Stat. 1989, ch. 127, pars. 2301 et seq.).

### **Section 1015.70 Audit Requirements**

- a) Institutions shall contract with an external auditor who is registered as a public accountant by the Illinois Department of Professional Regulation.
- b) The auditor shall obtain copies of the following grant documents: the executed grant agreement and a copy of this Part.
- c) The auditor shall verify the expenditure of grant funds as provided for in the grant agreement and this Part.
- d) The auditors shall provide an audit including a description of the tests performed and the audit findings to the Board within 90 days after the termination of the grant period or within 90 days after the end of the institution's fiscal year for institutions electing to fulfill the audit requirements as part of their annual audit as provided by the Illinois Grant Funds Recovery Act (Ill. Rev. Stat. 1989, ch. 127, par. 2302).
- e) Refunds shall be made to the State by institutions for the following reasons:
  - 1) Grant funds not expended;
  - 2) Grant funds expended for purposes not allowed under this Part or under the grant agreement;
  - 3) Grant funds received by the grantee for which the grantee is subsequently determined not to be eligible.
- f) The cost of an audit is an allowable use of grant funds.