

**State of Illinois**  
*JB Pritzker, Governor*

**Board of Higher Education**  
*John Atkinson, Chair*  
*Ginger Ostro, Executive Director*



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# ***Nursing School Grant Program Grant Application Packet***

*Fiscal Year 2022*

Contents:

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*Application Release: April 30, 2021*  
*Application Deadline: June 15, 2021*

## PROGRAM SUMMARY

This grant program seeks to increase the number of registered professional nurses with high-quality postsecondary credentials to meet the demands of the Illinois economy. Grants are awarded to Illinois institutions of higher education that prepare registered professional nurses at the associate, baccalaureate, and master entry level. Nursing schools that meet the eligibility criteria will be able to compete for grant awards. Grant proposals must improve or expand existing nursing programs using strategies that are supported by current research and best practices. Also, proposals must relate to institutional performance measures and goals.

### AWARDS

Grants are awarded on a competitive basis. The anticipated appropriation to the program for fiscal year 2022 is \$373,900, the same level as last year. It is anticipated that there will be multiple grantees with a range of awards from \$25,000 to \$100,000, pending the quality of the proposals. The grant period is from the date of last signature to the agreement in 2021 thru June 30, 2022. Funds are to be expended or encumbered prior to July 1, 2022.

Awards will be released in two parts. Fifty percent upon execution of the grant agreement between IBHE and the grantee. The release of the remainder is dependent upon the terms of the grant agreement.

### ELIGIBILITY

Participation is open to Illinois institutions offering registered professional nursing programs at the associate, baccalaureate, and master level. Eligibility is determined by program level as follows:

Requirements	Associate Degree in Nursing (ADN)	Baccalaureate (BSN)	Baccalaureate (RN-BSN Completion)	Master (MSN Entry)
1) Approved by the Illinois Department of Financial and Professional Regulation (IDFPR)	Required	Required	Not Applicable	Required
2) Accredited by the Accreditation Commission for Education in Nursing (ACEN) or the Commission on Collegiate Nursing Education (CCNE)	Required	Required	Required	Required
3) An articulation agreement in place with at least one Illinois institution of higher learning that offers a baccalaureate degree in nursing	Required*	Not Applicable	Not Applicable	Not Applicable

\* A copy of an articulation agreement must be included with the application when the proposal is for an Associate Degree in Nursing (ADN).

### USE OF FUNDS

Grant awards may be used for the following:

- Hire additional qualified nursing faculty and staff.
- Develop or expand instructional programs (e.g., online, weekend, evening).
- Develop or expand academic support services or programs.
- Secure additional clinical instruction sites.
- Improve or increase space for classrooms or laboratories.
- Purchase equipment and other program-related instructional materials.

Two or more eligible institutions may submit a cooperative project and identify one institution to be the grantee and fiscal agent.

### SELECTION PROCESS

Nursing schools that meet the eligibility criteria will be able to compete for grant awards by submitting grant proposals. These proposals must improve or expand existing nursing programs using strategies that are supported by current research and best practices. Also, proposals must relate to institutional performance measures and goals.

The grant awards for eligible nursing programs shall be determined using a competitive process to review applications. The Board's standards for approval include, but are not limited to, the following criteria, considerations and weightings:

- 25% Evidence of effective project objectives and performance goals, including evidence of current research and best practices.
- 25% Proposed use of funds and budget justification demonstrating an effective use of program resources.
- 15% Evidence of an effective plan to evaluate progress.
- 10% Evidence of institutional support and sustainability of grant-funded activities.
- 25% Other Board considerations. Evidence of proposals that will help to address equity gaps in enrollment, course completion, graduation, or licensure by students who are African American, Latinx, low-income, first generation college, from rural communities, working adults, or students with disabilities. Proposals may include more than one of the equity gaps and student populations.

**NEW!**

Priority for funding will be given to the following which are listed in order starting with the top priority:

1. Funding for baccalaureate completion programs to facilitate student articulation from an ADN program offered by a community college to a BSN or RN-BSN program offered by a 4-year institution.
2. Funding for continuation of a grant previously awarded.
3. Funding for a new grant to expand or improve an eligible nursing program.

**DUE DATE:** Submit application materials on or before June 15, 2021.

**QUESTIONS:** Contact Karen Helland at [helland@ibhe.org](mailto:helland@ibhe.org) or (217) 689-2544.

## **STEPS TO SUBMIT APPLICATION MATERIALS**

Each application and proposal must be submitted pursuant to the Grant Accountability and Transparency Act (GATA) and as outlined below.

### **PRE-AWARD REQUIREMENTS**

Institutions must meet the GATA pre-award requirements, including the submission of the FY22 Internal Controls Questionnaire (ICQ) before a grant award can be processed. See GATA website at <https://www2.illinois.gov/sites/GATA/Grantee/Pages/default.aspx> for more information about grantee requirements. The Grantee Portal is at <https://grants.illinois.gov/portal/>.

### **UNIFORM APPLICATION FOR STATE GRANT ASSISTANCE (Attachment A)**

This application must be completed, printed, dated, and signed. Application form is on the IBHE website at <https://www.ibhe.org/nsgp.html>.

### **UNIFORM GRANT BUDGET TEMPLATE (Attachment B)**

Budget line items for this program are limited to personnel services, fringe benefits, travel, equipment, supplies, contractual services, consultant (professional services), training and education, and direct administrative costs. Template is on the IBHE website at <https://www.ibhe.org/nsgp.html>.

Submit the Uniform Grant Budget Template with the application.

### **IBHE APPLICATION & PROPOSAL FORM (Attachment C)**

Two or more eligible institutions may submit a cooperative project and identify one institution to be the grantee and fiscal agent.

Complete the form and submit. Form is on the IBHE website <https://www.ibhe.org/nsgp.html>

### **ARTICULATION AGREEMENT**

Associated degree programs must also provide a copy of an articulation agreement in place with at least one Illinois institution that offers a baccalaureate degree in nursing.

### **SUBMIT TO IBHE**

You may send application materials by e-mail to [helland@ibhe.org](mailto:helland@ibhe.org) or mail to FY22 Nursing School Grant, Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite #333, Springfield, IL 62701.

**ATTACHMENT A:  
Uniform Application for State Grant Assistance**

See IBHE website at [www.ibhe.org](http://www.ibhe.org)

FY22 Nursing School Grant

<b>Uniform Application for State Grant Assistance</b>		
<b>Agency Completed Section</b>		
1.	Type of Submission	<input type="checkbox"/> Pre-application <input checked="" type="checkbox"/> <b>Application</b> <input type="checkbox"/> Changed / Corrected Application
2.	Type of Application	<input checked="" type="checkbox"/> <b>New</b> <input type="checkbox"/> Continuation (i.e. multiple year grant) <input type="checkbox"/> Revision (modification to initial application)
3.	Date / Time Received by State	<b>Completed by State Agency upon Receipt of Application</b>
4.	Name of the Awarding State Agency	<b>Illinois Board of Higher Education</b>
5.	Catalog of State Financial Assistance (CSFA) Number	<b>601-00-1592</b>
6.	CSFA Title	<b>Nursing School Grants</b>
<b>Catalog of Federal Domestic Assistance (CFDA)    X Not applicable (No federal funding)</b>		
7.	CFDA Number	<b>N/A</b>
8.	CFDA Title	<b>N/A</b>
9.	CFDA Number	<b>N/A</b>
10.	CFDA Title	<b>N/A</b>
<b>Funding Opportunity Information    X Not Applicable</b>		
11.	Funding Opportunity Number	<b>N/A</b>
12.	Funding Opportunity Title	<b>N/A</b>
<b>Competition Identification    X Not Applicable</b>		
13.	Competition Identification Number	<b>N/A</b>
14.	Competition Identification Title	<b>N/A</b>

<b>Applicant Completed Section</b>		
<b>Applicant Information</b>		
15.	Legal Name (Name used for DUNS registration and grantee pre-qualification)	
16.	Common Name (DBA)	

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17.	Employer / Taxpayer Identification Number (EIN, TIN)	
18.	Organizational DUNS number	
19.	SAM Cage Code	
20.	Business Address	Street address, City, County, State, County, Zip + 4
<b>Applicant's Organizational Unit</b>		
21.	Department Name	
22.	Division Name	
<b>Applicant's Name and Contact Information for Person to be Contacted for <i>Program</i> Matters involving this Application</b>		
23.	First Name	
24.	Last Name	
25.	Suffix	
26.	Title	
27.	Organizational Affiliation	
28.	Telephone Number	
29.	Fax Number	
30.	Email address	
<b>Applicant's Name and Contact Information for Person to be Contacted for <i>Business/Administrative Office</i> Matters involving this Application</b>		
31.	First Name	
32.	Last Name	
33.	Suffix	
34.	Title	
35.	Organizational Affiliation	
36.	Telephone Number	
37.	Fax Number	
38.	Email address	
<b>Areas Affected</b>		
39.	Areas Affected by the Project (cities, counties, state-wide)	

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40.	Legislative and Congressional Districts of Applicant	
41.	Legislative and Congressional Districts of Program / Project	
<b>Applicant's Project</b>		
42.	Description Title of Applicant's Project	<b>Nursing School Grant Program</b>
43.	Proposed Project Term	<b>Start Date: Date of last signature to agreement in 2021. End Date: June 30, 2022</b>
44.	Estimated Funding (include all that apply)	<b>X Amount Requested from the State:</b> <input type="checkbox"/> Applicant Contribution (e.g., in kind, matching): <input type="checkbox"/> Local Contribution: <input type="checkbox"/> Other Source of Contribution: <input type="checkbox"/> Program Income: <b>Total Amount \$ _____</b>
<p><b>Applicant Certification:</b></p> <p>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 an 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 18, Section 1001)</p> <p>(* ) The list of certification and assurances, or an internet site where you may obtain this list is contained in the Notice of Funding Opportunity. If a NOFO was not required for the award, the state agency will specify required assurances and certifications as an addendum to the application.</p> <p align="center"><input type="checkbox"/> I agree</p>		
<b>Authorized Representative</b>		
45.	First Name	
46.	Last Name	
47.	Suffix	
48.	Title	
49.	Telephone Number	
50.	Fax Number	
51.	Email Address	
52.	Signature of Authorized Representative	
53.	Date Signed	



**ATTACHMENT B:  
Uniform Grant Budget Template**

See IBHE website at [www.ibhe.org](http://www.ibhe.org)

***Proposed Budget for Direct Costs***

Line items are limited to personnel services, fringe benefits, travel, equipment, supplies, contractual services, consultant (professional services), training and education, and direct administrative costs.

Acceptable expenditures may include, but are not limited to, the following direct costs:

- A) Hiring additional qualified nursing faculty and staff
- B) Developing or expanding instructional programs (e.g., online, weekend, evening)
- C) Developing or expanding academic support services or programs
- D) Securing additional clinical instruction sites
- E) Improving or increasing spaces for classrooms or laboratories
- F) Purchasing equipment and other program-related instructional materials

***Submit the entire Uniform Grant Budget Template with the application.***

**ATTACHMENT C:  
IBHE Application & Proposal**

See IBHE website at [www.ibhe.org](http://www.ibhe.org)

**APPLICATION & PROPOSAL**

<b>Applicant Information</b>				
Institution	[REDACTED]			
<b>Contact Information</b>				
	<b>Chief Nursing Administrator and/or Grant Manager</b>	<b>Chief Financial Officer and/or Grant Accountant</b>		
Name	[REDACTED]	[REDACTED]		
Job Title	[REDACTED]	[REDACTED]		
Department	[REDACTED]	[REDACTED]		
Mailing Address	[REDACTED]	[REDACTED]		
City, State, & Zip Code	[REDACTED]	[REDACTED]		
Phone Number	[REDACTED]	[REDACTED]		
Fax Number	[REDACTED]	[REDACTED]		
Email Address	[REDACTED]	[REDACTED]		
<b>Eligibility for Nursing School Grant Program</b>				
The proposal for a nursing program must meet the following requirements to be considered eligible to apply for a grant.				
Requirements	Associate Degree in Nursing (ADN)	Baccalaureate (BSN)	Baccalaureate (RN-BSN Completion)	Master (MSN Entry)
1) Approved by the Illinois Department of Financial and Professional Regulation (IDFPR)	Required	Required	Not Applicable	Required
2) Accredited by the Accreditation Commission for Education in Nursing (ACEN) or the Commission on Collegiate Nursing Education (CCNE)	Required	Required	Required	Required
3) An articulation agreement in place with at least one Illinois institution of higher learning that offers a baccalaureate degree in nursing	Required*	Not Applicable	Not Applicable	Not Applicable
* A copy of an articulation agreement must be included with the application when the proposal is for an Associate Degree in Nursing (ADN).				

**Grant Proposal**

Nursing schools that meet the eligibility criteria will be able to compete for grant awards that improve or expand an existing nursing program.

Provide a comprehensive description of the proposed use of funds, including the following:

- 1) Evidence of current research and best practices to support proposed strategies.
- 2) Relation to the institutional performance measures and goals.
- 3) An evaluation plan to identify the expected outcomes and how you will evaluate progress.
- 4) Statement of institutional support and sustainability of grant-funded activities.

Two or more eligible institutions may submit a cooperative project and identify one institution to be the grantee and fiscal agent. Each institution must provide performance measures and goals.

**Submit the proposal on a separate document.**

**Institutional Performance Measures & Goals**

If a cooperative project with two or more eligible institutions is proposed, each institution must provide their performance measures and goals on a separate form.

- 1) How many nursing degrees did your institution confer during the past three academic years? Limit your response to the applicable degree program(s) for your proposal.

	Academic Year			Long Term Goal
	2018-2019	2019-2020	2020-2021	
ADN				
RN-BSN				
BSN				
ABS N				
MSN Entry				

- 2) What is the first-year retention rate (based on 30 semester hours or equivalent)? Limit your response to the applicable degree program(s) for your proposal.  
*Solely for the purposes of this grant, retention rate is defined as the number of students who complete a program expressed as a percentage of the total number of students who entered the program as a cohort. For example, if 80 out of 100 students started and completed the first academic year, the retention rate would be 80%.*

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	Academic Year						Long Term Goal	
	2018-2019		2019-2020		2020-2021			
ADN		%		%		%		%
RN-BSN		%		%		%		%
BSN		%		%		%		%
ABSN		%		%		%		%
MSN Entry		%		%		%		%

3) What is the job placement rate within the first 6 months of graduation? Count only placements in jobs that require a nursing degree. Limit your response to the applicable degree program(s) for your proposal.

For example, a 100 percent rate is when 20 of the 20 graduates in an academic year are employed in nursing jobs within the first 6 months after graduation.

	Academic Year						Long Term Goal	
	2018-2019		2019-2020		2020-2021			
ADN		%		%		%		%
RN-BSN		%		%		%		%
BSN		%		%		%		%
ABSN		%		%		%		%
MSN Entry		%		%		%		%

4) What is the NCLEX-RN pass rate for first-time test takers in comparison to the national average for the previous calendar year as reported by DFPR? Limit your response to the applicable degree program(s) for your proposal.

	Number		Pass Rate (%)	National Rate 2020	Long Term Goal	
	Candidates (#)	Pass (#)				
ADN				87%		%
BSN						%
ABSN						%
MSN Entry				N/A		%

**ATTACHMENT D:  
IBHE Administrative Rule**

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TITLE 23: EDUCATION AND CULTURAL RESOURCES  
SUBTITLE A: EDUCATION  
CHAPTER II: BOARD OF HIGHER EDUCATION

PART 1100  
NURSING SCHOOL GRANT PROGRAM

Section	
1100.100	Purpose
1100.200	Definitions
1100.300	Eligible Nursing Program
1100.400	Application Process
1100.420	Grant Awards
1100.500	Expansion Grants (Repealed)
1100.600	Improvement Grants (Repealed)
1100.700	Award Process
1100.800	Audit Requirements
1100.900	Post-Award Requirements

**AUTHORITY:** Implementing and authorized by Section 9.31 of the Board of Higher Education Act [110 ILCS 205].

**SOURCE:** Emergency rules adopted at 30 Ill. Reg. 17113, effective October 16, 2006, for a maximum of 150 days; adopted at 31 Ill. Reg. 3145, effective February 7, 2007; amended at 35 Ill. Reg. 17458, effective October 14, 2011; emergency amendment at 42 Ill. Reg. 16096, effective August 6, 2018, for a maximum of 150 days; emergency expired January 2, 2019; amended at 43 Ill. Reg. 7429, effective June 20, 2019.

### **Section 1100.100 Purpose**

The purpose of the Nursing School Grant Program is to address the nursing shortage in Illinois by *increasing the number of nurses graduating from Illinois institutions of higher learning* [110 ILCS 205/9.31]. Grants shall *be awarded on the basis of performance criteria* [110 ILCS 205/9.31] and a competitive application process.

(Source: Amended at 43 Ill. Reg. 7429, effective June 20, 2019)

### **Section 1100.200 Definitions**

"ACEN" means Accreditation Commission for Education in Nursing.

"Awardee" or "Grantee" means, for the purposes of this Part, an institution of higher learning that offers an eligible nursing program and carries out a grant/award as a recipient.

"Baccalaureate Completion Program" means, for the purposes of this Part, courses and bachelor's degree programs offered by 4-year degree-granting colleges and universities



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via an online program or at a location geographically convenient to student populations currently being served by an existing institution of higher learning.

"Board" means the Board of Higher Education.

"CCNE" means the Commission on Collegiate Nursing Education.

"Community College" means the public community colleges of this State.

"DFPR" means the Illinois Department of Financial and Professional Regulation.

"Eligible Nursing Program" means a nursing program at an Illinois institution of higher learning that prepares registered professional nurses in accordance with Section 1100.300 and offers at least one of the following nursing degree programs:

"ADN" means an Associate Degree in Nursing. Upon completion of the program, a graduate must be eligible to take the examination (NCLEX-RN) for licensure as a registered nurse.

"BSN" means a Bachelor of Science in Nursing. This program admits pre-licensure students and awards a Bachelor of Science degree in nursing. Upon completion of the program, a graduate must be eligible to take the examination (NCLEX-RN) for licensure as a registered professional nurse.

"RN-BSN" means a baccalaureate completion program that admits registered professional nurses and awards a Bachelor of Science degree in nursing.

"MSN Entry" means a Master's of Science in Nursing program for students with bachelor's degrees in other fields who want to transition into nursing. Upon completion of the program, a graduate must be eligible to take the examination (NCLEX-RN) for licensure as a registered professional nurse.

"GATA" means the Grant Accountability and Transparency Act [30 ILCS 708].

"GATA Rule" means 44 Ill. Adm. Code 7000.

"GATU" means the Grant Accountability and Transparency Unit within the Illinois Governor's Office of Management and Budget.

"Grant Period" or "Period of Performance" means the time during which the awardee may incur new obligations to carry out the work authorized under the grant. The Board will include the start and end dates in the award.

"Institution of Higher Learning" means a public or nonpublic institution of higher education located within Illinois that offers associate, baccalaureate or post-baccalaureate degrees and that is authorized to operate in the State of Illinois.

"NCLEX-RN" means the National Council Licensure Examination-Registered Nurse. Passing the NCLEX-RN is required of candidates for licensure as a registered professional nurse (RN) in Illinois.

"Performance Goal" means a target level of performance expressed as a tangible, measurable objective or as a qualitative standard, value or rate. A performance goal includes a performance indicator, a target, and a time period, and must be expressed in an objective, quantifiable or measurable form when possible. When necessary, the Board and an awardee shall use an alternative performance goal (such as a set of milestones) described in a way that makes it possible to discern whether progress is being made toward that goal.

"Program" means the Nursing School Grant Program.

(Source: Amended at 43 Ill. Reg. 7429, effective June 20, 2019)

### **Section 1100.300 Eligible Nursing Program**

Illinois institutions of higher learning offering registered professional nursing degree programs must meet the following criteria to be eligible to receive a grant under this Part:

- a) ADN programs must:
  - 1) Be approved by DFPR;
  - 2) Be accredited by ACEN; and
  - 3) Have an articulation agreement with at least one institution of higher learning that offers baccalaureate degrees for registered professional nurses.
- b) BSN programs must:
  - 1) Be approved by DFPR; and
  - 2) Be accredited by CCNE or ACEN.
- c) RN-BSN programs must be accredited by CCNE or ACEN.
- d) MSN Entry program must:
  - 1) Be approved by DFPR; and
  - 2) Be accredited by CCNE or ACEN.

(Source: Amended at 43 Ill. Reg. 7429, effective June 20, 2019)

### **Section 1100.400 Application Process**

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- a) Eligible nursing programs, as defined in this Part, will be notified by the Board when funding opportunities and application materials for grant opportunities under this Part are available.
- b) Application materials may be obtained from the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite #333, Springfield IL 62701 or the Board's website at [www.ibhe.org](http://www.ibhe.org).
- c) This State-funded program is subject to GATA. GATA rules are cross-referenced in this Part.
- d) Completed application materials must be signed by the institution's authorized representative and received by the Board by the announced deadline for the submission of applications, which shall not be less than 45 days from the announcement and release of application materials. Application materials will be due no later than October 31 of each year.

(Source: Amended at 43 Ill. Reg. 7429, effective June 20, 2019)

### **Section 1100.420 Grant Awards**

- a) In a given fiscal year, the Program appropriations shall be allocated for projects based on the following order of priority:
  - 1) Funding for baccalaureate completion programs to facilitate student articulation from an ADN program offered by a community college to a BSN or RN-BSN program;
  - 2) Funding for continuation of a grant previously awarded under this Part; or
  - 3) Funding for a new grant to expand or improve an eligible nursing program.
- b) Grant applications under this Part shall include, but need not be limited to, the following items:
  - 1) Comprehensive description of the proposed use of funds, including evidence of current research and best practices, to support proposed strategies.
  - 2) Budget by line items, including personnel services, fringe benefits, travel, equipment, supplies, contractual services, consultant (professional services), training and education, and direct administrative costs, submitted on the uniform grant budget template provided by GATU (see GATA Rule Section 7000.330). Acceptable expenditures may include, but are not limited to, the following direct costs:
    - A) Hiring additional qualified nursing faculty and staff;

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- B) Developing or expanding instructional programs (e.g., online, weekend, evening);
  - C) Developing or expanding academic support services or programs;
  - D) Securing additional clinical instruction sites;
  - E) Improving or increasing spaces for classrooms or laboratories; and
  - F) Purchasing equipment and other program-related instructional materials.
- 3) Project objectives and performance goals, including, but not limited to, the following:
- A) Number of degrees conferred (3-year trend);
  - B) First-year retention rate (3-year trend based on 30 semester hours or equivalent);
  - C) NCLEX-RN pass rate for first-time test takers in comparison to the national average for the previous calendar year as reported by DFPR; and
  - D) Job placement within 6 months after degree completion (3-year trend).
- 4) Statement of institutional support and sustainability of grant-funded activities.
- 5) Uniform grant application provided by GATU and signed by authorized representative (see GATA Rule Section 7000.330).
- d) The grant awards for eligible nursing programs shall be determined using a competitive process to review applications. The Board's standards for approval include, but are not limited to, the following criteria, considerations and weightings:
- 1) Evidence of effective project objectives and performance goals (25%);
  - 2) Proposed use of funds and budget justification demonstrating an effective use of program resources (25%);
  - 3) Evidence of institutional support and sustainability of grant-funded activities (10%);
  - 4) Evidence of an effective plan to evaluate progress (15%); and
  - 5) Other Board considerations (25%).

- e) For a grant applicant who is a prior recipient of an award under this Part, the Board shall review available information on the awardee's prior performance and consider that information when assessing grantee risk. This is part of the grantee risk assessment provided by GATU (see GATA Rule Section 7000.340).
- f) Grant funding is subject to Program appropriations.

(Source: Added at 43 Ill. Reg. 7429, effective June 20, 2019)

**Section 1100.500 Expansion Grants (Repealed)**

(Source: Repealed at 43 Ill. Reg. 7429, effective June 20, 2019)

**Section 1100.600 Improvement Grants (Repealed)**

(Source: Repealed at 43 Ill. Reg. 7429, effective June 20, 2019)

**Section 1100.700 Award Process**

- a) Board staff shall review application materials pursuant to this Part and make recommendations to the Board for approval.
- b) Once grants are awarded by the Board, the Board staff shall notify each applicant in writing concerning its application.
- c) Board staff shall verify that each awardee is registered with the State of Illinois, has completed a prequalification process, and has been determined "qualified" by GATU (see GATA Rule Section 7000.70).
- d) The Board shall enter into an agreement with those institutions awarded a grant under this Part using the Uniform Grant Agreement provided by GATU (see GATA Rule Section 7000.370). Project objectives and performance goals will be included in the Uniform Grant Agreement to measure the awardee's performance.

(Source: Amended at 43 Ill. Reg. 7429, effective June 20, 2019)

**Section 1100.800 Audit Requirements**

Grantees are subject to the Auditing Standards stipulated by GATU (see GATA Rule Section 7000.90).

(Source: Amended at 43 Ill. Reg. 7429, effective June 20, 2019)

**Section 1100.900 Post-Award Requirements**

- a) The awardee shall not deviate from the budget, project scope, or objectives stated in the Grant Agreement except with mutual agreement of the Board and the awardee. (See GATA Rule Section 7000.370(b).) The Board shall review a request and notify the

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recipient within 30 calendar days after receipt of a request. An awardee shall request prior approval by the Board to:

- 1) Change the scope or the objective of the project (even if there is no associated budget revision).
  - 2) Change in a key person specified by the recipient in the application or Grant Agreement.
  - 3) Transfer funds among budget categories if the cumulative amount of these transfers exceeds 10% of the detail line or \$1,000, whichever is greater. Transfer requests will be accepted up until the last 2 weeks of the period of performance.
- b) The awardee shall file Periodic Performance Reports with the Board on progress made and financial data for the reporting period. The initial report shall cover the first 3 months after the Board approves the award. Reports are to be filed using the forms provided by the Board and submitted no later than 30 days after the end of each quarter. (See GATA Rule Section 7000.410.)
- c) The awardee shall take the following actions to complete grant closeout at the end of the period of performance. (See GATA Rule Section 7000.440.)
- 1) Promptly refund any balances of unobligated cash that the Board paid in advance and that are not authorized to be retained by the awardee for use in other projects. Refunds shall be returned to the Board within 45 days after the end of the period of performance.
  - 2) Expend any encumbered grant funds during a lapse period of 60 days past the end of the period of performance. Any encumbered but unexpended grant funds remaining at the end of the lapse period shall be returned to the Board within 45 days.
  - 3) Submit, no later than 60 days after the end date of the grant period, the following reports:
    - A) A statement of costs and revenues signed by the institution's authorized representative.
    - B) A written evaluation of the project signed by the project manager or the institution's authorized representative. The report must address the objectives and performance measures specified in the Grant Agreement. Performance shall be measured in a way that will help the Board and other applicants and recipients improve program outcomes, share lessons learned, spread the adoption of promising practices, and build the evidence upon which the Program is based and performance decisions are made.
    - C) Deadlines may be extended at the discretion of the Board. Extensions shall be issued only in extraordinary circumstances not in the control of the awardee.

(Source: Added at 43 Ill. Reg. 7429, effective June 20, 2019)