

Independent Colleges Capital Investment Grant Program

Informational Webinar

Tuesday, November 14, 2023



Session Agenda

- Welcome – Matt Murphy, Assistant Director of Budget & Grants
- General Program Reminders
- Program Webpage Reminder
- Payment Request/Quarterly Reporting Submission Summary
- Payment Request/Quarterly Reporting Materials Summary
- Contacts
- Questions



Program Reminders

- Independent Colleges Capital Investment Grant Program is a grant program administered by IBHE in conjunction with the Illinois Capital Development Board to provide independent colleges with financial assistance for Capital Projects
- Capital Projects means the construction, repair, renovation, and miscellaneous capital improvements, including the planning, engineering, acquisition, reconstruction, remodeling, improvement, repair and installation of capital facilities and costs of planning, supplies, equipment, materials, services, and all other required expenses

Program Reminders

- Changes to project scope of work, timeline, or budget must be requested in writing by grantee and submitted to IBHE for approval. Written requests should be submitted to capitalgrants@ibhe.org
- At this time, per grant agreements, each grantee is only authorized to spend up to the base grant amount approved for their institution. IBHE will notify grantees in writing when future amounts are made available
- Per grant agreements, indirect costs are not an allowable expense that will be reimbursed on this program
- Expenditures incurred prior to award execution are not considered as allowable expenses



Program Webpage Reminder

- Located at: <https://www.ibhe.org/ibhe-ICCIGP.html>
- When accessing webpage and forms listed below, it is recommended that Chrome be used as your browser
- Webpage contains:
 - Program Summary
 - Historical Application Information
 - Approved Funding by Institution Summary
 - Frequently Asked Questions
 - Illinois State Statute
 - Program Administrative Rules
 - Payment Request & Reporting Templates **(NEW)**
 - Today's Power Point Slide Deck & Webinar Recording **(FUTURE)**



Payment Request/Quarterly Reporting Summary

- Payment Request/Quarterly Reporting Schedule
 - Due within 30 days after each calendar quarter end
 - Due Dates: January 31, April 30, July 31, & October 31
 - First Payment Request/Quarterly Reporting Package Due by January 31, 2024
 - Each December Quarter End Payment Request/Financial Report Will Include Detailed Expense Statements From Grantee's Accounting System to Serve as Backup for Reimbursement Request
- Payment Request/Quarterly Reporting Materials Must Be Submitted to capitalgrants@ibhe.org
 - Submission Email Must Include Following Text in Subject Line
 - ICCIGP Quarterly Payment Request & Reporting
 - Institution Name
 - Grant Agreement Number



Payment Request/Quarterly Reporting Summary

- Types of Reporting Required
 - Payment Request/Financial Reporting
 - Performance Narrative Reporting
 - Illinois Works Apprenticeship Reporting
 - The Illinois Works Jobs Program Act Apprenticeship Initiative prescribes that apprentices will perform either 10% of the total labor hours actually worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less
 - Business Enterprise for Minorities, Women, & Persons with Disabilities Act Reporting (BEP)
 - BEP requirements prescribe that grantee will endeavor to meet a goal that at least 13% of grant funds be awarded to businesses owned by minority persons or persons with disabilities and at least 7% be awarded to women owned businesses. Grantees will coordinate the meeting of these goals and will provide documentation of efforts to meet those percentages



Payment Request/Quarterly Reporting Summary

- Items Required for Payment Request/Quarterly Reporting Submission
 - Fillable IBHE Financial Reporting & Reimbursement Form
 - Performance Narrative Report
 - Illinois Works Budget Supplement Form (if not already submitted to IBHE)(one time submission)
 - Illinois Works Apprenticeship Initiative Periodic Reporting Form
 - Other Reporting (non-quarterly)(one time submission)
 - Illinois Works Budget Supplement Form
 - BEP Act Utilization Form
- Quarterly Reporting Must Be Completed Even if No Payment Request is Necessary



Payment Request/Reporting Materials Summary

- One Time Reports
 - Illinois Works Budget Supplement Form
 - BEP Act Utilization Form
- Quarterly Reports
 - Fillable IBHE Financial Reporting & Reimbursement Form
 - Performance Narrative Report
 - Illinois Works Apprenticeship Initiative Periodic Reporting Form



Contacts

- Program Administrator
 - Matt Murphy – IBHE Assistant Director of Budget & Grants
 - Phone #: 217-866-0361
 - Email: murphy@ibhe.org

- Payment Request/Quarterly Report Submission
 - capitalgrants@ibhe.org



Questions



