

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:	

<u>Applicant's Organization Unit</u>

1. Department Name:	
2. Division Name:	

<u>Applicant's Name and Contact Information to be contacted for questions involving this Application</u>

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

<u>Areas Affected</u>

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:	

<u>Applicant's Project</u>

1. Description Title of Applicant's Project, including the equitable process for all students participating.	
2. Proposed Project Term:	July 1, 2023 to August 31, 2024
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

<u>Authorized Representative</u>

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 FY2024 PROJECT SYNOPSIS

Limit to one page, double-spaced. Briefly describe the goals and objectives of the program, including the equitable process for all students participating. In reviewing this year's applications, IBHE staff will be looking to see that institutions are demonstrating aspects of the IBHE's Strategic Plan, *A Thriving Illinois: Higher Education Paths to Equity, Sustainability, and Growth* by serving a diverse population, being equitable, and supporting principles of inclusion in all areas of their work related to this grant 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
FY2024 PROJECT NARRATIVE**

Limit to five double-spaced pages. Please provide a comprehensive description of the goals, objectives, and the efforts the institutions will take to reach students who are from groups that are historically underrepresented in higher education, including students of color, low-income students, adult students, and rural students; timelines; and personnel responsible for completing the activities. Along with the items addressed in the Criteria for Review and Approval, an explanation of each of the following items must be addressed:

- **Describe how the work of this grant will address equity gaps at your institution.**
 - How will this project have an impact to increase equity and address attainment gaps at your institution?
 - How will you attract and engage students who have been historically underrepresented in this project? (Communities and populations of students impacted by this project)?
 - How will this project be implemented to increase equity and reduce employment gaps for students?
- **Describe how employment opportunities will help students potentially determine a career path.**
 - Describe advising through this process.

ATTACHMENT 4

ILLINOIS COOPERATIVE WORK STUDY PROGRAM

FISCAL YEAR 2024

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 ¹	\$	
TOTAL REQUESTED	\$	

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

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

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

² 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.

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

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

***Please provide the following additional information as part of your budget structure:**

- What is your *per student* request?
- How much per student, if any, is your institution supplementing through institutional contributions described in Attachment 5?
- Provide justification for the amount you are requesting.

ATTACHMENT 5**ILLINOIS COOPERATIVE WORK STUDY PROGRAM
FY2024 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		\$	

ATTACHMENT 6

ILLINOIS COOPERATIVE WORK STUDY PROGRAM
FY2024 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.

<u>External Employer Name</u>		<u>Matching Contribution</u>	
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
FY2024 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.

<u>Description of linkage to student’s academic program by employer</u>	
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ATTACHMENT 8

ILLINOIS COOPERATIVE WORK STUDY PROGRAM FY2024 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 FY2024 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 and IBHE goals to close equity gaps. If the institution received funds from this program in prior years, indicate how the prior evaluations have informed the current program proposal.

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.

SUBTITLE A

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
1015.20	Definitions
1015.30	Eligible Applicants
1015.40	Selection of Projects for Grants
1015.50	Grant Application Procedures
1015.60	Grant Criteria
1015.70	Post-Award Requirements

AUTHORITY: Implementing and authorized by Section 3 of the Illinois Cooperative Work Study Program Act [110 ILCS 225].

SOURCE: Adopted at 16 Ill. Reg. 4496, effective March 9, 1992; amended at 44 Ill. Reg. 11408, effective June 24, 2020.

Section 1015.10 Purpose

The program provides *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 the Act)

(Source: Amended at 44 Ill. Reg. 11408, effective June 24, 2020)

Section 1015.20 Definitions

"Act" means Illinois Cooperative Work Study Program Act [110 ILCS 225].

"Board" means the Illinois Board of Higher Education. (Section 2 of the Act)

"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. (Section 2 of the Act)

"Direct Costs" means costs that can be directly assigned to activities conducted under this Part relatively easily, with a high degree of accuracy.

"GATA" means the Grant Accountability and Transparency Act [30 ILCS 708]. GATA rules are cross-referenced in this Part.

"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. The Board will include the start and end dates in the Grant Agreement.

"Illinois Resident Student" means an Illinois resident student meeting one of the following two requirements:

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.

"Indirect Facilities and Administrative Costs" means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted without effort disproportionate to the results achieved.

"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. (Section 2 of the Act)

"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 Illinois Cooperative Work Study Program.

"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. (Section 2 of the Act)

(Source: Amended at 44 Ill. Reg. 11408, effective June 24, 2020)

Section 1015.30 Eligible Applicants

Eligible applicants are nonpublic and public institutions of higher education based in Illinois.

(Source: Amended at 44 Ill. Reg. 11408, effective June 24, 2020)

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:
- 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 the grant funds.
- 1) The notice shall contain, at a minimum, the following information:
 - A) The deadline for the submission of applications, which shall not be less than 45 days from the date of sending the notice;
 - B) The date the grants will be made and the deadline for the completion of grant projects; and
 - C) This State-funded program is subject to GATA. GATA rules are cross-referenced in this Part.
 - 2) The application materials must include the Uniform Grant Application

provided by GATU and signed by an authorized representative (see GATA Rule Section 7000.330).

- 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 amounts and sources of matching contributions earmarked for the project;
 - 5) Performance goals to determine the effectiveness of the project; and
 - 6) Proposed budget amount for the matching funds. Indirect facilities and administrative costs and direct costs are disallowed for this program.
- c) The Board staff shall review application documents of all institutions for compliance with the application and eligibility requirements. The Board staff may request additional documents or a meeting between its staff and institutional representatives to discuss questions about application documents. If the 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 shall request additional information for clarification or substantiation.
- d) Once grants are awarded, the Board staff shall notify each applicant in writing concerning its application.
- e) Application information and materials may be obtained from the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701 or the Board's website at www.ibhe.org.

(Source: Amended at 44 Ill. Reg. 11408, effective June 24, 2020)

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 no longer than one fiscal year.
- c) Refunds. Any unexpended portion of the grant funds and any grant funds that the recipient was not eligible to receive or that were not spent in accordance with this Part shall be refunded to the Board.
- d) Records Retention. All costs charged to the program shall be supported with documentation. Financial records, supporting documents, statistical records, and all other awardee records pertinent to the State award shall be retained for 3 years after the date of submission of the final expenditures report.
- e) Agreement Required. Grant funds may not be expended except pursuant to a Grant Agreement. Disbursement of grant funds without a Grant Agreement is prohibited.
- f) Prior Performance. 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 assessment required by GATU (see GATA Rule Section 7000.340).
- g) Qualified Recipient. Board staff shall verify that each recipient is registered with GATU, has completed a prequalification process, and has been determined qualified by GATU (see GATA Rule Section 7000.70).
- h) Grant Agreement. The Board shall enter into a Grant Agreement with a qualified recipient using the Uniform Grant Agreement provided by GATU (see GATA Rule Section 7000.370).

(Source: Amended at 44 Ill. Reg. 11408, effective June 24, 2020)

Section 1015.70 Post-Award Requirements

- a) Recipients are subject to the Auditing Standards required by GATU (see GATA Rule Section 7000.90).
- b) The recipient shall not deviate from the budget, project scope, or objectives stated in the Grant Agreement except with mutual agreement of the Board and the recipient (see GATA Rule Section 7000.370(b)). The Board shall review a request and notify the recipient within 30 calendar days after receipt of a request

SUBTITLE A

- c) The recipient shall file Periodic Performance Reports with the Board on progress made and on 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.)
- d) 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:
 - 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 of 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 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: Amended at 44 Ill. Reg. 11408, effective June 24, 2020)