

ILLINOIS BOARD OF HIGHER EDUCATION
INDEPENDENT COLLEGES CAPITAL PROGRAM (ICCAP)

FAQs (Frequently Asked Questions)

- 1) **Who is eligible in fiscal year 2012?** Independent Colleges that did not apply in 2010. The basic requirement is an institution of higher education based in Illinois that is privately owned and operated as a not-for-profit entity and is recognized by the Board as either approved or exempt from Board approval. Institutions that are not eligible include those that are primarily online providers and educational organizations primarily used for sectarian instruction. See also definition for Independent Colleges.
- 2) **What is this program?** ICCAP is a grant program administered by the Board to provide independent colleges with financial assistance for Capital Projects. Grants will be awarded only for Capital Projects as defined for this program. Capital Projects include the construction, repair, renovation, and miscellaneous capital improvements (e.g., classrooms, science labs, libraries, and health/safety projects such as sprinklers for student dormitories). Projects that are not eligible involve facilities used for sectarian instruction, religious worship or a school/department of divinity; portions of facilities used as residences for those who are not students; and portions of facilities used for businesses unrelated to the educational mission of the institution. See also definition for Capital Projects.
- 3) **When can an institution apply?** Independent Colleges that did not apply in 2010 may apply now through December 19, 2011. We do not anticipate offering additional opportunities to apply. If you miss this deadline, please contact IBHE at grants@ibhe.org or (217) 782-2551.

When are grants awarded? The timing of necessary bond sales, receipts, and transfers has not yet been established and is subject to several variables. As such, the ability to award grant funds at any point is contingent upon the amount of funding available. Awards will be released in pro rata shares when the amount of funds released is insufficient to fulfill an award amount.

- 4) **Where do I get the Application Packet?** Visit the Board website at www.ibhe.org/grants/ to download, search, and print the FY2012 ICCAP Application Packet. The packet includes general information about the program, instructions for completing the online application, steps for determining the fall 2008 enrollment, online forms, program rules, and much more.
- 5) **Why does an institution need to complete an application?** Because the information collected from the application is used to verify eligibility, determine the grant award amounts, and identify eligible capital projects. The information also is used for the grant agreement that must be signed by the institution and the Board before funds can be distributed.
- 6) **How much money is available?** The Illinois General Assembly appropriated \$300 million in Build Illinois bond proceeds to this program for fiscal year 2010 and re-appropriated \$265 million for fiscal year 2012. Thirty-five million was distributed in fiscal year 2010. The intent

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of the program is to provide eligible Independent Colleges with eligible Capital Projects access to bond sale proceeds over the next five years.

How much money is available for my institution? By law, the grant funds are allocated based on the number of full-time equivalents enrolled in the fall 2008 term. Enrollment is used to determine the amount of the base grant and the FTE (Full-Time Equivalent) grant. The base grant for an institution is one of the four following amounts: \$200,000, \$1,000,000, \$2,000,000, or \$5,000,000. Any funds remaining after the distribution of base grants will be distributed on a pro rata share of the remaining funds. At the end of five years, any unused funds will be re-distributed by the Board to other eligible Independent Colleges with eligible Capital Projects.

Additional Information by Subject

<p>Audits</p>	<p>Where do I find more information about the audits? There are two required audits to be conducted by an external auditor who is registered as a public accountant by the Illinois Department of Financial and Professional Regulation (www.idfpr.com/dpr).</p> <p>a) Fall 2008 Enrollment: An audit of the fall 2008 enrollment is required for the ICCAP application. Audits of fall enrollments before or after 2008 are not required. Information about determining, reporting, certifying, and verifying enrollment is provided in the Application Packet. The packet is available online at www.ibhe.org/grants. An illustration of the report is available online Credit Hours Compliance Audit Illustration.</p> <p>b) Final Program Audit: One of the requirements of the ICCAP grant agreement is for the institution to contract for a final program audit. The objective is to verify that grant funds were expended pursuant to the grant agreement and not for sectarian purposes or other unauthorized purposes. In the event that an audit or other evidence establishes that an overpayment was made in a grant to an institution, a reimbursement to the Board shall be required. Additional information is provided in the administrative rules which are available at www.ibhe.org/grants (see 23 Ill. Adm. Code 1039.60(a)(9) and 1039.90(d)).</p> <p>How do I report the auditor costs for reimbursement? Submit as a capital project.</p>
<p>Capital Projects</p>	<p>What guidelines are available to determine if a project is considered an eligible capital project for ICCAP? See also definition of Capital Projects.</p> <p>a) Are sprinkler systems in dorm rooms eligible? Yes. See also Fire Sprinkler Dormitory Act (110 ILCS 47).</p>

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	<p>b) Are the planning expenses for architectural and engineering design eligible? Yes.</p> <p>c) Are new sidewalks and roads eligible? Yes.</p> <p>d) Is demolition eligible? Yes.</p> <p>e) Are classroom desks and chairs eligible? Yes, if the furniture is part of a larger eligible Capital Project and is required for functional effectiveness of the facility.</p> <p>f) Is the renovation of dormitories eligible? Yes, if the renovation is more than regular maintenance of the building.</p> <p>g) Is wiring buildings for wireless service eligible? Yes.</p> <p>h) Are leased facilities eligible? Yes, if improvements to leased properties are consistent with the following stipulations:</p> <ul style="list-style-type: none"> • Expenditures for leasing or rental of equipment and/or facilities are an unauthorized use of ICCAP grant awards. <i>[You may not use the grant award to pay your lease or rent for a facility or equipment.]</i> • Any reimbursement or discount by the lessor (owner) to a lessee (grant recipient) for improvements that were originally funded by a grant made under this program shall be returned to the State as a reimbursement by the grant recipient. • Projects that include construction, renovation or equipment for leased property shall include a new or extended long-term lease agreement for a minimum of 10 years commencing at the time of improvement completion. • If within 10 years after the completion of any construction or renovation for which a grant made under this program was used, the lessee (grant recipient) of the property ceases to be a non-profit institution or the property is used for sectarian instruction or as a place for religious worship or the lessee (grant recipient) terminates the lease, the State shall be entitled to recover from the lessee (grant recipient) of the property an amount bearing the ratio to the then value of the property as the amount of the grant bore to the cost of the construction or renovation. <p>What information should the institution provide for each potential Capital Project? The institution must provide a short name for the project; the estimated</p>
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	<p>cost; the location of the project (building, street address, city, and county); the anticipated starting date; the estimated completion date; and a description (including the type of project, structure, and general character). The Capital Project definition and guidelines are on pages 1-2, 4, 9, 10, i-ii, and iii-iv of the Application Packet.</p> <p>a) How should I describe a new building that will be partially rented to others and partially used for faculty offices and classrooms? Please describe as new construction, its intended use, the size, and the proportion of the costs incurred for the rental space. The rental space is not eligible for ICCAP since it is used for activities unrelated to the educational mission of your institution.</p> <p>b) <i>NOTE:</i> <i>The Board staff may request additional information to better understand the proposed project if the application does not provide sufficient detail.</i></p> <p>c) May an institution submit multiple capital projects? Yes. There is no limit to the number of capital projects submitted by an institution. It is advisable to submit more than one project since each capital project will be reviewed for eligibility.</p> <p>d) May an institution submit a large capital project that will likely exceed the grant award? Yes. If the project is deemed eligible, the grant awards may be expended for the project. The State is under no obligation for the entire amount of the project.</p> <p>e) How does an institution amend capital projects? Institutions may delete and save capital projects online until midnight on December 19, 2011 for the FY2012 application. Be sure to submit the application when you are done. Projects may also be amended during the grant period.</p> <p>Will an institution be reimbursed for costs when a capital improvement was started or completed prior to the due date for the FY2010 ICCAP application, December 19, 2011? An institution may be reimbursed if the answers to the following questions are yes and supporting documentation is available.</p> <p>a) Is this an eligible Capital Project for ICCAP? See guidelines above.</p> <p>b) Was the project started on or after July 13, 2009? A project that started before July 13, 2009 is not eligible unless the project components and associated costs can be easily separated. For example, the costs of site improvement and construction after July 13, 2009 would be eligible even if the planning for architectural and engineering design was done before July 13, 2009. The planning costs incurred before July 13, 2009 are not</p>
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	<p>eligible for reimbursement.</p> <p>c) Did the contractors pay laborers, workers, and mechanics the prevailing wage for your county? See the Illinois Department of Labor website for more information about the current rates and the requirements of the Prevailing Wages Act at http://www.state.il.us/agency/idol/rates/rates.HTM.</p>
<p>Chief Officers</p>	<p>Who are the chief officers? The ICCAP application requires the names and titles of three chief officers of the institution. If your institution has a board of directors, please include the board chair. Other suggested officers to include are the president, chief executive officer, executive director, chancellor, executive vice president, vice president, associate chief officer, deputy executive director, and chief financial officer.</p>
<p>Credit Hours</p>	<p>Will the IBHE alter the credit hours per FTE when the institution offers classes on a non-traditional calendar in the fall 2008 term? The determination of FTE is based on an academic calendar of semesters or quarters. Institutions on terms other than the traditional semester or quarter calendar shall record the credit hours for undergraduates and graduates in the online application, request an alternative FTE calculation, and provide the additional information required for the calculation.</p> <p>How do I determine credit hours? The instructions on how to determine the credit hours for ICCAP are provided in the Application Packet. Shown below are answers to specific questions raised by applicants.</p> <p>a) How do I determine credit hours when the institution offered programs on a quarter and a semester calendar with different add/withdraw dates during the fall 2008 term? Calculate the credit hours separately using the two different withdrawal dates, keeping the undergraduate separate from the graduate. Add the undergraduate quarters to the undergraduate semester credit hours and report as undergraduate credit hours. Do the same thing for the graduate programs. Be sure to document your calculations for the verification by your auditor.</p> <p>b) How do I determine credit hours when an undergraduate student is enrolled in a graduate course during the fall 2008 term? The guiding factor is how the institution reports the credit hours on the student’s transcript. The credit hours are graduate level if the student is awarded graduate credit for the course; if undergraduate credit is awarded the credit hours are considered undergraduate.</p> <p>c) How do I determine credit hours for students who are not enrolled</p>

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	<p>as degree seeking students during the fall 2008 term? The enrollment status of a student as degree seeking or not does not alter the number of credit hours earned.</p> <p>d) How do I determine credit hours for a post-baccalaureate certificate course during the fall 2008 term? If this was a credit-bearing course the credit hours earned may be reported for the graduate level. This would also apply to courses for post-master’s certificates.</p> <p>e) Where do I report First Professional credit hours for the fall 2008 term? All post-baccalaureate credits are reported in the graduate credit hours.</p> <p>f) How do I report credit hours earned by a student with a declared major in theology and religious vocations (CIP 39) who is taking courses that are not classified as such? Report the credit hours earned in the other classes. The classification of the course is the determining factor for reporting, not the student’s major.</p> <p>g) How do I report credit hours for those who attend the traditional semester that started on August 26, 2008 and those who attend cohorts starting before and during the traditional semester? <i>The fall 2008 term is the part of the academic year that begins between late August and November 1, 2008.</i> In this situation, the cohorts starting before August 26, 2008 and after November 1, 2008 are outside the fall 2008 term and should not be reported.</p>
<p>Fall 2008 Enrollment</p>	<p>What date is used to determine the fall 2008 enrollment? <i>The last day that a student may add or withdraw classes during the fall term without imposition of a financial penalty shall be the date that the number of students enrolled and attending shall be determined.</i></p> <p>a) What date is used when there were two dates, one for adding and another for withdrawing, during the fall 2008 term? Use the later date for determining enrollment.</p> <p>b) What date is used when programs started on different dates during the fall 2008 term with different add and withdrawal dates? Use the later date for each program to determine enrollment.</p>
<p>Interest</p>	<p>May an institution deposit the grant funds in an interest-bearing account? Yes, grant funds may be deposited into an interest-bearing account. Interest earned on grant funds held by a grantee shall become part of the grant principal when earned and be treated accordingly for all purposes, except that interest earned</p>

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	will not be considered when determining the amount of future grant distributions.
Prevailing Wage	What does Prevailing Wage mean? Requires contractor and subcontractor to pay laborers, workers and mechanics employed on public works projects, no less than the general prevailing rate of wages (consisting of hourly cash wages plus fringe benefits) for work of similar character in the locality where the work is performed. See the ICCAP page on the IBHE website for more information provided by the Illinois Department of Labor and the Illinois Comptroller, www.ibhe.org/grants .
Quarterly Reports	Does the grantee need to submit quarterly reports regarding expenditures? Yes, ICCAP grantees must submit quarterly reports for the duration of the grant period. The reports are submitted online using the IBHE website.

If you do not find the answer to your question, please send an email with your question to Grants@ibhe.org. We will respond to your email and will also share FAQs with others by adding to this document at www.ibhe.org/grants.