



Illinois Board of Higher Education

Pat Quinn, Governor

Carrie J. Hightman, Chairwoman • G. W. Reid, Executive Director

MEMORANDUM

TO: ICCAP Grant Recipients
David Tretter, Federation of Independent Ill. Colleges & Universities
Jerry Fuller, Associated Colleges of Illinois

FROM: Karen Helland *KH*

DATE: April 17, 2012

RE: Business Enterprise Program (BEP) Conference Calls

As you are aware, there is a new requirement that all capital construction grants of \$250,000 or more comply with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (BEP) [30 ILCS 575/1 et. seq.]. Pursuant to the BEP each grantee will submit a written certification of compliance with BEP program practices and provide a BEP plan for minority-owned businesses, female-owned businesses, and businesses owned by persons with a disability.

This new requirement went into effect after the first distribution of \$35 million of ICCAP grant funds in 2010 and will apply to all subsequent distributions of ICCAP grant funds. The threshold of \$250,000 is based on the total amount of the grant award, not the amount of the pro rata distribution and not the estimated cost of a capital project. It is anticipated that a few grantees will be exempt from the BEP requirement since their estimated total award is less than \$250,000.

The IBHE is hosting conference calls about the BEP process and the forms. The calls are on **Wednesday, April 18 at 10 a.m.** and **Monday, April 23 at 2 p.m.** You are not expected to call in on both dates since the same information will be provided during each call. A question and answer period will follow the presentation.

Toll-free #: 888-494-4032

Access Code: 2023963874

Joining us on the conference calls will be Mr. Jesse Martinez, administrator of the Fair Employment Practices Unit of the Capital Development Board (FEP/CDB). He oversees the BEP grant participation program for capital projects. Mr. Martinez will explain how to set BEP goals, complete the FEP/CDB forms, and answer questions about the BEP process. Enclosed with this memo is a packet of FEP/CDB instructions and forms. This packet replaces the sample forms previously posted on the IBHE website.

Also enclosed is the Business Enterprise Program Required Certification form. This is an IBHE form used to convey the basic process, obtain certification of compliance, and provide the list of exemptions. A signed form by each ICCAP grantee is required.