





**ILLINOIS LEARNING STANDARDS**

*Illinois Goals for Learning that have been identified or are projected to be addressed by the initiative.* Select all that apply but do not check goals for which no assessment will be made.

STATE GOALS

**A. ILLINOIS LEARNING STANDARDS (Academic Learning)**

- 1 ..... Read with understanding and fluency.
- 2 ..... Read and understand literature representative of various societies, eras and ideas.
- 3 ..... Write to communicate for a variety of purposes.
- 4 ..... Listen and speak effectively in a variety of situations.
- 5 ..... Use the language arts to acquire, assess and communicate information.
- 6 ..... Demonstrate and apply a knowledge and sense of numbers, including numeration and operations (addition, subtraction, multiplication, and division), patterns, ratios and proportions.
- 7 ..... Estimate, make and use measurements of objects, quantities, and relationships and determine acceptable levels of accuracy.
- 8 ..... Use algebraic and analytical methods to identify and describe patterns and relationships in data, solve problems and predict results.
- 9 ..... Use geometric methods to analyze, categorize, and draw conclusions about points, lines, planes, and space.
- 10 ..... Collect, organize and analyze data using statistical methods; predict result; and interpret uncertainty using concepts of probability.
- 11 ..... Understand the processes of scientific inquiry and technological design to investigate questions, conduct experiments and solve problems.
- 12 ..... Understand the fundamental concepts, principles, and interconnections of the life, physical and earth/space sciences.
- 13 ..... Understand the relationships among science, technology, and society in historical and contemporary contents.
- 14 ..... Understand political systems, with an emphasis on the United States.
- 15 ..... Understand economic systems, with an emphasis on the United States.
- 16 ..... Understand events, trends, individuals, and movements shaping the history of Illinois, the United States and other nations.
- 17 ..... Understand world geography and the effects of geography on society, with an emphasis on the United States.
- 18 ..... Understand social systems, with an emphasis on the United States.
- 19 ..... Acquire movement skills and understand concepts needed to engage in health-enhancing physical activity.
- 20 ..... Achieve and maintain a health-enhancing level of physical fitness based upon continual self-assessment.
- 21 ..... Develop team-building skills by working with others through physical activity.
- 22 ..... Understand principles of health promotion and the prevention and treatment of illness and injury.
- 23 ..... Understand human body systems and factors that influence growth and development.
- 24 ..... Promote and enhance health and well-being through the use of effective communication and decision-making skills.
- 25 ..... Know the language of the arts.
- 26 ..... Through creating and performing, understand how works of art are produced.
- 27 ..... Understand the role of the arts in civilizations past and present.
- 28 ..... Use the target language to communicate within and beyond the classroom setting.
- 29 ..... Use the target language to develop an understanding of the customs, arts, literature, history, and geography associated with the target language.
- 30 ..... Use the target language to make connections and reinforce knowledge and skills across academic, vocational, and technical disciplines.

**B. ILLINOIS LEARNING STANDARDS (Social/Emotional Learning)**

- 1 ..... Develop self-awareness and self-management skills to achieve school and life success.
- 2 ..... Use social-awareness and interpersonal skills to establish and maintain positive relationships.
- 3 ..... Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

**Objectives, Activities and Timelines.** Summarize below the specific FY2006 objectives or targeted outcomes, activities, and timeline. Include activities related to the recognition and demonstration of learning and service achievements and opportunities to share with other school districts and regional programs the models and other resources developed, and lessons learned from this initiative.

OBJECTIVES/OUTCOMES	ACTIVITIES	TIMELINE

**B**  Initial Budget  Revised Initial Budget  Multidistrict Application  Amendment (No. \_\_\_\_\_)

**ILLINOIS STATE BOARD OF EDUCATION**  
 Curriculum and Instruction  
 100 North First Street, C-215  
 Springfield, Illinois 62777-0001

ATTACHMENT 4A

PROJECT NUMBER			
FISCAL YEAR <b>06</b>	SOURCE OF FUNDS CODE <b>4910</b>	REGION, COUNTY, DISTRICT, TYPE CODE	LEA SUBMISSION DATE
DISTRICT NAME AND NUMBER			
CONTACT PERSON			
TELEPHONE NUMBER		FAX NUMBER	

ISBE USE ONLY	
TOTAL FUNDS	ISBE PROGRAM APPROVAL DATE
BEGIN	END <b>08/31/06</b>

**FY2006  
 K-12 SCHOOL-BASED LEARN  
 AND SERVE GRANT  
 Budget Summary and Payment Schedule**

Use whole dollars only.  
 OMIT DECIMAL PLACES, e.g., \$2536.

LINE	Function Number 1	EXPENDITURE ACCOUNT 2	SALARIES 3	EMPLOYEE BENEFITS 4	PURCHASED SERVICES 5	SUPPLIES & MATERIALS 6	CAPITAL OUTLAY 7	TOTAL 11	PROPOSED PAYMENT SCHEDULE
			(Obj. 100's)	(Obj. 200's)	(Obj. 300's)	(Obj. 400's)	(Obj. 500's)		
1	1000	Instruction							1 July-Aug. (81)
7	2210	Improvement of Instruction Services							2 Sept. (82)
16	2550	Pupil Transportation Services							3 Oct. (83)
24	2900	Other Support Services							4 Nov. (84)
25	3000	Community Services							5 Dec. (85)
26	4100	Payments to Other Govt. Units							6 Jan. (86)
30	<b>TOTAL BUDGET (Grant Funds Only)</b>								7 Feb. (87)
									8 March (88)
									9 April (89)
									10 May (90)
									11 June (91)
									12 July-Aug. (92)
									<b>TOTAL</b>
									\$

**LOCAL MATCH (Required)**

\_\_\_\_\_  
 Date Signature of LEA Superintendent

\_\_\_\_\_  
 Date Signature of ISBE Division Administrator

**FY2006**  
**K-12 SCHOOL-BASED LEARN AND SERVE GRANT**  
**Sample Budget Worksheet**

*This form is intended for planning purposes only.*

FUNCTION NUMBER	EXPENDITURE ACCOUNT	SALARIES 3 (Obj.100's)	EMPLOYEE BENEFITS 4 (Obj.200's)	PURCHASED SERVICES 5 (Obj.300's)	SUPPLIES & MATERIALS 6 (Obj.400's)	CAPITAL OUTLAY 7 (Obj.500's)
1000	Instruction (interaction with students)	Certified staff serving as teachers, substitutes, aides, tutors in extended day, Saturday, after school or summer activities  Certified staff providing student supervisory or project facilitation services  Clerical assistance for instructional activities	Related benefits	Worker's compensation Unemployment compensation Contractual instructional staff In-district travel Phone fee Computer line fee	Software Materials for instructional projects Consumable supplies Equipment and furniture (\$500 limit)	Equipment and furniture (\$500 limit) (related directly to project and with approval of ISBE staff)
2210	Improvement of Instruction Services (assisting instructional staff)	Planning time, curriculum development, curriculum writing time for staff (over and above regular salaries)	Related benefits	Registration fees Meals Mileage Hotel/motel Staff development trainers School improvement presenters Curriculum consultants Purchased curriculum materials	Supplies and materials for inservice workshops  Supplies and materials used in producing curriculum	
2550	Pupil Transportation Services	Bus Driver	Related benefits	Contractual bus service After-school transportation	Gas Oil Other related supplies	
2900	Other Support	*	*	*	*	*
3000	Community Services	Coordinator Community liaison	Related benefits	Speakers Child care fees Field trip expenses Room rental	Parent/community materials and supplies used in creating and implementing community projects Certificates	
4100	Payments to Other Government Units			Services provided by another LEA, college or ROE		

\* Any support service so general in nature that it cannot be classified in another function.

**FY2006  
K-12 SCHOOL-BASED LEARN AND SERVE GRANT  
Budget Summary Breakdown**

Itemize and explain each expenditure account amount that appears on the Budget Summary. Provide justification if the total amount requested from Learn and Serve exceeds \$25,000. (Duplicate additional pages as necessary.)

Provide a description of proposed expenditures. Refer to the Illinois Program Accounting Manual for object codes not listed.

The following information must be provided if Salaries (Object Code 100's) are used.

A. Name      B. Position Title      C. Percent of Time      D. Salary Rate

FUNCTION NUMBER (1)	OBJECT NUMBER (2)	ITEMIZATION (3)	TOTAL (4)	
			Grant Request Total	Local Match
<b>PAGE TOTAL</b>				





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**ILLINOIS SERVICE-LEARNING PROGRAM-SPECIFIC TERMS**

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1. The grantee's project director or designee must attend a one-day grantee meeting in fall 2005 and a one-day meeting in spring 2006. One meeting will be held in Chicago and the other in Springfield. In addition, the grantee must attend the two-day Illinois State Service-Learning Conference to be held in Springfield scheduled for spring 2006.

Staff from the State Board and its primary external partner for training and technical assistance (The Illinois Resource Center at: Resources for Teaching and Learning) will be in regular contact with grantees through meetings, correspondence, telephone calls, surveys, and on-site visits.

2. End-of-year project reporting will be required by June 30, 2006; electronic forms will be provided for that purpose. The Corporation for National and Community Service also requires that certain information be provided at various stages of the project. Data from individual grantee reports will be compiled into the statewide progress reports that are required by CNCS. The formats for these reports will be provided to grantees and are expected to be electronically filed through the CNCS LASSIE System at [www.ISAreports.org](http://www.ISAreports.org). Detailed instructions concerning state and federal reporting will be provided to grantees at the fall 2005 Grantee Meeting.
  3. The project ending date is August 31, 2006. All budget amendments must be received by ISBE for review before July 31, 2006. Grantees must use Attachments 4A, 4B and 4C of the RFP when submitting a budget amendment.
  4. The following acknowledgement of federal support must appear in any report or publication of any material based upon the work supported by this grant:

"This material is based upon work supported by the Illinois State Board of Education and the Corporation for National and Community Service under Learn and Serve America: School-Based and Community-Based Programs."
  5. Publications and other materials developed with funds under this grant may include the Illinois-specific or national Learn and Serve America program logos if they are consistent with the purposes of the grant, but must include the following disclaimer:

"Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of the Illinois State Board of Education, the Corporation for National and Community Service, or the Learn and Serve America: School-Based and Community-Based Programs."
  6. Income earned from this initiative (e.g., from sales of artwork, films, documents, or photos) may be retained by the grantee but must then be added to the funds committed to this local service-learning initiative that is supported by the Learn and Serve America program.
  7. Grant recipients must agree to make products produced under this grant available at the cost of reproduction to others in the field.
  8. Grantees must maintain the confidentiality of information regarding individual participants that is acquired as the result of any program evaluations that are conducted. Individual participant information must only be disclosed after written consent is obtained from the adult participant or the parent/guardian of the youth participant. However, aggregate participant information may be disclosed.
  9. Funds from this grant cannot be used to displace any existing employees. These funds may not be used in such a way that a student service provider would perform any services or duties or engage in activities that would otherwise be performed by any employee as part of the assigned duties of such employee. The student service provider may not perform services or duties that have been performed by or were assigned to any:
    - currently employed worker;
    - employee who recently resigned or was discharged;
    - employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
    - employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
    - employee who is on strike or who is being locked out.
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10. Successful applicants must establish and maintain a procedure for the filing and adjudication of grievances from adult or youth participants, labor organizations, and other interested individuals concerning service-learning programs funded under this grant.
11. By submitting an application, applicants acknowledge that the contents of successful applications will become public information.
12. Applicants should be aware that grant awards may not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization; assist, promote, or deter union organizing; finance, directly or indirectly, any activity designed to influence the outcome of an election for any public office; or impair existing contracts for services or collective bargaining agreements.
13. No funds may be used to help support or sustain any institution controlled by any church or sectarian denomination (Article 10, Section 3 of the Illinois Constitution; Ill., Const. 1970, Art. X, Sec. 3).

The undersigned affirms, under penalties of perjury, that he or she is authorized to execute the terms of the grant set forth above on behalf of the applicant.

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*Name of Applicant*

**By:**

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*Date*

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*Signature of Authorized Official*

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*Title*

ILLINOIS STATE BOARD OF EDUCATION

**CERTIFICATION AND ASSURANCES, AND STANDARD TERMS OF THE GRANT**

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(Insert Applicant's Name Here)

The applicant/award recipient (hereinafter the term applicant includes award recipient as the context requires), hereby certifies and assures the Illinois State Board of Education that:

1. Applicant is a(n): *(Check one)*

Individual     Corporation     Partnership     Unincorporated association     Government entity

Social Security Account Number, Federal Employer Identification Number or Region/County/District/School Code, as applicable: \_\_\_\_\_

2. The applicant has the necessary legal authority to apply for and to receive the proposed award. The filing of this application has been authorized by the governing body of the applicant, and the undersigned representative has been duly authorized to file this application for and in behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application and any award in relation thereto.

**PROGRAM**

3. The program proposed in the application, and as negotiated and finalized by the parties in the grant agreement, is hereinafter referred to as the "program". In planning the program there has been, and in establishing and carrying out the program, there will be (to the extent applicable to the program), participation of persons broadly representative of the cultural and educational resources of the area to be served, including persons representative of the interests of potential beneficiaries.
4. Applicants may be asked to clarify certain aspects of their proposals prior to final agreement on the terms of the program.
5. All funds provided shall be used solely for the purposes stated in the approved proposal.
6. The program will be administered by or under the supervision of the applicant and in accordance with the laws and regulations applicable to the grant. The applicant will be responsible for and obtain all necessary permits, licenses or consent forms as may be required to implement the program.

**SUBCONTRACTING**

7. The applicant may operate the program using its own personnel or enter into a subcontract with another not-for-profit entity to implement the program. However, all program responsibilities are to be retained by the applicant to ensure compliance with the terms and conditions of the grant. All subcontracting must be documented and must have the prior written approval of the State Superintendent of Education. Approval of subcontracts shall be subject to the same criteria as are applied to the original proposal. The following information is required if any subcontracting is to be utilized:
- name(s) and address(es) of subcontractor(s);
  - need and purpose for subcontracting;
  - measurable and time-specific services to be provided;
  - associated costs, i.e., amounts to be paid under subcontracts;
  - projected number of participants to be served.

The applicant may not assign, convey or transfer its rights to the grant award without the prior written consent of the State Board of Education.

**FINANCIAL TERMS**

8. Payment under this grant is subject to passage of a sufficient appropriation by the General Assembly. Obligations of the State Board of Education will cease immediately without further obligation should the General Assembly fail to appropriate sufficient funds for this grant.
9. A grantee must not obligate funds prior to the start date of the program set forth in the final grant agreement. The program's start date cannot precede the start of the fiscal year for which the funds are appropriated.

All program activities must be completed between the program beginning date and the ending date. Liquidation of all obligations, including the current year's audit fee, should be completed no later than 90 calendar days after the program ending date.

10. The applicant understands that payment for approved services and expenses will be made on a reimbursement-of-claims basis, and that payment will be made in accordance with applicable statutes, regulations and standards after an application for payment is submitted to the State Board of Education. Vouchers for payment will be submitted to the Office of the Comptroller according to the payment schedule attached to the final grant agreement. The payment schedule shall be based on the projected date of expenditures. Payments will be withheld from scheduled amounts if periodic reports show excessive cash on hand.
11. An approved budget may be amended by completing the Budget Summary form to show the new amounts required and attaching an explanation for the changes. An amendment to the grant agreement must be entered into whenever any individual cell changes by more than \$1,000 or 20 percent, whichever is larger. An amendment to the grant agreement must also be entered into whenever a grantee proposes to use funds for allowable expenditures not identified in the currently approved budget, if the scope of the program is expected to change, or if the overall grant award must be increased.

Obligation of funds based on budget amendments cannot begin prior to the date of receipt of an amendment to the grant agreement executed by the State Board of Education. Requests for budget amendments must be received by the State Board of Education no later than 30 calendar days prior to the ending date of the program.

12. All grant funds shall be subject to the Illinois Grant Funds Recovery Act (30 ILCS 705). Funds granted for the operation of this program must be used exclusively for the purposes stated in the approved proposal and must be expended in accordance with the approved budget and the grantee's policies and procedures related to such expenditures. Funds may only be expended for activities occurring during the grant period.

All interest earned on state grant funds shall become part of the grant principal when earned and treated accordingly for all purposes. For federal grant funds, any amount that exceeds \$100 must be returned to the federal granting agency (see 34 CFR 80.21).

13. Financial Reports: Quarterly expenditure reports are required of all grantees. Dates for filing are September 30, December 31, March 31 and June 30 of each fiscal year. (For FY2006, there will be no September 30 report.) Expenditure reports must be filed electronically to the Division of Funding and Disbursement Services.

All grant funds must be spent or obligated prior to the ending date of the program. Each grantee must submit a completion report showing the obligations paid and the expenditures for the program no later than 30 calendar days after the program ending date. If a completion report was filed with outstanding obligations, then a final expenditure report showing total program expenditures (with all prior obligations paid) must be submitted no later than 90 calendar days after the program ending date. Failure to submit the final expenditure report will result in current and subsequent years' program funding being withheld until the report is received.

In cases where final expenditures are less than total disbursements, the overpayment must be returned to the State Board of Education within 45 calendar days. Failure to return the funds will result in a breach of the grant agreement. Upon any such breach, the State Board of Education may, without limitation, withhold current and subsequent years' program funding being withheld until the funds are returned.

14. The applicant will maintain records on program and fiscal activities related to each award for a period of three (3) years following the end of each award period for either a state-funded or federally funded program. Such records shall include a fiscal accounting for all monies in accordance with generally accepted governmental accounting principles. The State Board of Education and other government entities with program monitoring authority shall have the right to inspect the applicant's records for auditing and monitoring purposes. If there are outstanding audit exceptions, records will be retained on file until such exceptions are closed out to the satisfaction of the State Board of Education.

#### **NO BINDING OBLIGATION**

15. The applicant acknowledges and agrees that the selection of its proposal for funding shall not be deemed to be a binding obligation of the State Board of Education until such time as a final grant agreement is entered into between the applicant and the State Board of Education. Prior to the execution of a final grant agreement, the State Board of Education may withdraw its award of funding to the applicant at any time, for any reason.

#### **COPYRIGHT**

16. All rights, including copyright, to data, information and/or other materials developed pursuant to an award are retained by the State Board of Education, unless otherwise agreed in writing by the State Board of Education. All such work products produced by the applicant through work pursuant to the award shall be made available to the State Board of Education upon request.

#### **DEFAULT AND TERMINATION**

17. The applicant will be in default of the grant award and the corresponding grant agreement if it breaches any representation or warranty made in the grant agreement or in these Certifications, Assurances and Standard Terms of the Grant, or fails to observe or perform any covenant, agreement, obligation, duty or provision set forth in the grant agreement or in these Certifications, Assurances and Standard Terms of the Grant. Upon default by the applicant and written notification by the State Board of Education, the applicant will have ten days in which to cure the default to the satisfaction of the State Board of Education. If the default is not cured to the satisfaction of the State Board of Education, the State Board of Education shall thereafter have full right and authority to terminate the grant agreement and/or seek such other remedy that may be available at law or in equity. Upon termination of the grant agreement, the applicant will cease all use of grant funds, shall cancel all cancelable obligations relating to the program, and shall return all unexpended grant funds to the State Board of Education within 45 days of termination.

**INDEMNIFICATION**

18. The applicant shall indemnify, defend and save harmless the State of Illinois, the State Board of Education, and their respective members, officers, agents and employees against all loss, damage or expense that it or they may sustain as a result of any suits, actions or claims of any character brought on account of injury to any person or property or death of any person or persons, including all persons performing any work related to the use of grant funds, which may arise in connection with the program. Neither the applicant nor its employees or subcontractors shall be considered agents or employees of the State Board of Education or of the State of Illinois.

If the applicant is a government unit only, it is understood and agreed that neither the applicant nor the State Board of Education shall be liable for any negligent or wrongful acts either of commission or omission unless such liability is imposed by law.

**GENERAL CERTIFICATION AND ASSURANCES**

19. The applicant will obey all laws, regulations, and executive orders prohibiting discrimination on the basis of race, color, national origin, sex, age, or handicap, and all other laws, regulations, and executive orders applicable to its activities, including but not limited to the School Code (105 ILCS 5/1-1 et seq.), Title IX of the Amendments of 1972 (20 U.S.C. 1681 et seq.), the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.), the Public Works Employment Discrimination Act (775 ILCS 10/0.01 et seq.), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).
20. The applicant is not barred from entering into this contract by Sections 33E-3 and 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3, 33E-4). Sections 33E-3 and 33E-4 prohibit the receipt of a state contract by a contractor who has been convicted of bid-rigging or bid-rotating.
21. If the applicant is an individual, the applicant is not in default on an educational loan as provided in 5 ILCS 385/3.
22. The applicant is not prohibited from receiving a grant award from the State of Illinois because it pays dues or fees on behalf of its employees or agents or subsidizes or otherwise reimburses them for payment of their dues or fees to any club which unlawfully discriminates (775 ILCS 25/1).
23. The applicant certifies it has informed the State Superintendent of Education in writing if any employee of the applicant was formerly employed by the State Board of Education and has received an early retirement incentive under 40 ILCS 5/14-108.3 or 40 ILCS 5/16-133.3 (Illinois Pension Code). The applicant acknowledges and agrees that if such early retirement incentive was received, this grant agreement is not valid unless the official executing the contract has made the appropriate filing with the Auditor General prior to execution.
24. The applicant shall notify the State Superintendent of Education if the applicant solicits or intends to solicit for employment any of the State Board of Education's employees during any part of the application process or during the term of the grant agreement.
25. If applicable, the applicant shall be required to observe and comply with provisions of the Prevailing Wage Act, 820 ILCS 130/1 et. seq., which applies to the wages of laborers, mechanics and other workers employed in any public works.
26. **Drug-Free Workplace Certification**
- This certification is required by the Drug-Free Workplace Act (30 ILCS 580/1). The Drug-Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug-free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

The applicant certifies and agrees that it will provide a drug-free workplace by:

(a) Publishing a statement:

- (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
- (2) Specifying the actions that will be taken against employees for violations of such prohibition.
- (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
  - (A) abide by the terms of the statement; and
  - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

- (b) Establishing a drug-free awareness program to inform employees about:
  - (1) the dangers of drug abuse in the workplace;
  - (2) the grantee's or contractor's policy of maintaining a drug-free workplace;
  - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) the penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subsection (a) to each employee engaged in the performance of the contract or grant and posting the statement in a prominent place in the workplace.
- (d) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by Section 5 of the Drug-Free Workplace Act.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation are required and indicating that a trained referral team is in place.
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of the Drug-Free Workplace Act.

The undersigned affirms, under penalties of perjury, that he or she is authorized to execute this Certification, Assurances, and Standard Terms of the Grant on behalf of the applicant.

\_\_\_\_\_  
*Name of Applicant*

**By:**

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Authorized Official*

\_\_\_\_\_  
*Title*

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW)**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**N/A**

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*Name of Contractor*

*PR/Award Number or Project Name*

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*Name and Title of Contractor's Authorized Representative*

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*Signature*

*Date*

**Instructions for Certification**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Notice to All Applicants Regarding  
Section 427 of the General Education Provisions Act (GEPA)**

Section 427 of GEPA affects all school districts submitting proposals under this program. This section requires each applicant to include in its proposal a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally assisted program for students, teachers and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. The applicant should determine whether these or other barriers may prevent students, teachers, etc., from such access to, or participation in, the federally funded project or activity. The description of steps to be taken to overcome these barriers need not be lengthy; the school district may provide a clear and succinct description of how it plans to address those barriers that are applicable to its circumstances. In addition, the information may be provided in a single narration, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of the civil rights statutes, but rather to ensure that, in designing their programs, applicants for federal funds address equity concerns that may affect the ability of certain beneficiaries to fully participate in the program and to achieve high standards. Consistent with Illinois K-12 School-Based Learn and Serve Program requirements and its approved proposal, an applicant may use the federal funds awarded to it to eliminate barriers it identifies.

**Describe below the steps that will be taken to overcome barriers to equitable program participation of students, teachers, and other beneficiaries with special needs.**