

March 2006

TO: *High Schools That Work* (HSTW)
Project Directors

FROM: Mark Williams
Division Administrator
Career Development and Preparation

SUBJECT: FY 2007 HSTW Continuation Guidelines - Third and Fourth Year

General Information

Eligible Applicants: *High Schools That Work* – Third and Fourth Year Sites

Grant Period: The grant period will begin no sooner than August 1, 2006, and will extend from the execution date of the grant until July 31, 2007. Funding will be available to grantees on a continuation basis contingent upon satisfactory completion of the activities in the preceding grant period and a sufficient appropriation for the program.

Proposal Due Date: Mail or deliver three copies, two bearing original signatures, to:

Illinois State Board of Education
Career Development and Preparation Division
100 North First Street, E-240
Springfield, Illinois 62777-0001

Ensure receipt no later than **5 p.m. on May 15, 2006. No FAX copies will be accepted.**

Contact Person: For more information on these guidelines, contact the grant administrator assigned to your site at 217-782-4620.

Background and Program Specifications

In July 2003, the Illinois State Board of Education became a participant in the *High Schools That Work* Consortium, a framework for whole-school improvement. The major goals of the *High Schools That Work* program are to:

- raise the mathematics, science, communications, problem-solving and technical achievement of more students to the national average and above;
- blend the essential content of traditional college-preparatory studies – mathematics, science and language arts – with high-quality career and technical studies by creating conditions that support school leaders, teachers and counselors to carry out key practices; and
- advance state and local policies and leadership initiatives necessary to sustain a continuous school improvement effort for both academic and career/technical studies.

The intent of the initiative is to assist school districts by integrating and upgrading the level of academic and career and technical studies students receive in their coursework. For more information on the *High Schools That Work* initiative, refer to <http://www.sreb.org/programs/hstw/hstwindex.asp>.

School districts that participate in the *High Schools That Work* initiative must make a five-year commitment to do the following:

- put certain key conditions in place (see Appendix A),
- implement key practices (see Appendix B), and
- eliminate the general track – one that is neither college preparatory nor career/technical – in favor of integrating academic subjects with career and technical education.

During the next funding cycle (August 1, 2006 through July 31, 2007), grantees will be implementing their action plan for the *High Schools That Work* initiative, participating in staff development opportunities to learn more about the initiative, and analyzing assessment data to refine their action plan and focus plans for school improvement.

In each school, a coordinator must be appointed who will oversee *High Schools That Work* continuous planning, staff development and technical assistance; collect data; monitor progress; foster communication; and integrate the *High Schools That Work* initiative with other school improvement efforts. Each participating school must have a site leadership team and four focus teams (curriculum, guidance and public information, evaluation, and staff development) to develop and carry out a data-driven action plan for achieving the goals of the program.

Each participating school must also send representatives to the following events to be held during the grant period. Grant funds may be used to cover the costs associated with these events (e.g., travel, lodging, registration fees).

- State-sponsored staff development activities during the fall/winter of 2006, including a Data Workshop (locations and dates to be determined); the *High Schools That Work* Forum on March 12, 2007 (tentative date), at Pheasant Run Resort in St. Charles, Illinois; the Connections Conference on March 13-14, 2007 (tentative dates), at Pheasant Run Resort in St. Charles, Illinois, and during June 2007 (locations and dates to be determined).

- National staff development activities and the annual Southern Regional Education Board Staff Development Conference on July 11-14, 2007 (tentative dates), at the Morial Convention Center in New Orleans, Louisiana. (One person from each participating school is automatically approved to attend this event; travel by additional staff requires prior approval by the State Board of Education.)
- A two-to three-day Technical Assistance Visit to other *High Schools That Work* sites.

The purpose of a Technical Assistance Visit is to determine the extent a school is currently implementing key, research-based practices and has certain key conditions in place supporting improved student achievement. During the visit, the team observes classrooms, reviews school data and holds in-depth interviews with teachers, administrators, students and parents. These activities enable a team to identify outstanding practices, determine next steps and pinpoint priority challenges the school faces. An oral report is given to the school leadership team at the conclusion of the visit. The school receives a written report summarizing the team's findings and a number of recommended actions the school can take to address specific challenges. The report includes an extensive list of personal contacts and materials the school can use as it develops its improvement plan.

Each grantee must participate in the *High Schools That Work* Assessment, which will be administered in 2008. Grantees must identify 60 grade-12 students to take the assessment, which consists of tests in reading, mathematics and science, and a survey of students' course-taking patterns and academic experiences while in high school. If a school's enrollment in grade 12 exceeds 60, then students must be identified via a random sampling. If fewer than 60 students are available, the entire grade-12 class must participate. The assessment takes approximately four to five hours to administer.

Assessment results will be provided to grantees the summer after the assessment. These results give grantees the unique ability to connect information on school and classroom practices with student achievement. A teacher survey will also be conducted in conjunction with the student assessment.

For the years in which the assessment will be administered, grantees must include in their proposed budgets the cost of the assessment of approximately \$2,500 for 60 students or fewer.

Each participating school must also agree to the following requirements:

- Refine their three- to five-year action plan. Grantees must submit their plan with their FY 2007 continuation grant guidelines. State Board of Education staff will review the plan and make recommendations for improvement. This plan must become a part of the school's overall improvement plan and address staff development needs and structural changes in the school's organization necessary to successfully implement the *High Schools That Work* initiative.
- Make any revisions that may be desirable in the staff development plan for the school's staff based on input from the four focus teams and other educators in the school.
- Support academic and career and technical teachers with staff development, materials, and time to work together to implement the key practices.
- Give school leaders and teachers the support and flexibility to define problems and to change what and how they teach.
- Give students access to modern career and technical education courses, working closely with employers and postsecondary institutions.

Fiscal Information

The maximum grant award for the third year will be \$15,000 and the fourth year will be \$10,000. Funding will be available to grantees on a continuation basis contingent upon sufficient appropriation for the initiative and satisfactory completion of the activities in the preceding grant period. The maximum amount of funding for year 5 will be \$10,000.

Grant funds may be used for:

- the salary and benefits of the coordinator (no more than 50 percent of the grant);
- cost of substitutes and stipends for staff;
- consultant fees;
- travel (including conference registration);
- training supplies/materials;
- communication expenses (telephone, postage);
- photocopying; and
- food-related expenditures associated with achieving the intent of the grant.

Funds may not be used to purchase equipment.

For purposes of compliance with Section 511 of P.L. 101-166 (the “Stevens Amendment”), grantees are advised that 100 percent of the funds for this program are derived from federal sources. The total amount of federal funding involved is \$105,000 statewide.

Proposal Format

Each proposal must be submitted in the format outlined below. Please use the following as a checklist in assembling your completed proposal.

- ____ **1. Submission Form/Grant Agreement (Attachment 1):** Each applicant is required to submit three copies of this form, two of which must bear the original signature of the district superintendent or official legally authorized to submit the proposal.

- ____ **2. Certifications and Assurances (Attachments 2, 3 and 4):** Each applicant is required to submit three copies each of the forms listed below, two of which must bear the original signature of the district superintendent or official legally authorized to submit the proposal and to bind the applicant to its contents.
 - Certifications, Assurances and Standard Terms of the Grant (Attachment 2)
 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (Attachment 3)
 - *High Schools That Work* Program-Specific Terms of the Grant (Attachment 4)

- ____ **3. Budget Summary and Payment Schedule (Attachment 5):** Must be submitted on the form provided and signed by the district superintendent or official legally authorized to submit the proposal. The payment schedule should be based on the projected date of expenditures. A payment for each month is required. Salaries and fringe benefits should be requested in equal intervals on the schedule. Supplies,

contracted services and professional development should be requested in the month for which the expenditure is anticipated.

- ____ 4. **Budget Information (Attachment 6):** Must include descriptions of the anticipated expenditures, correlated to the line items set forth on the Budget Summary.
- ____ 5. **Proposal Abstract (Attachment 7) – Not to exceed two pages:** Must include school district/high school, principal, project director, site coordinator, site leadership team and focus teams composition, summary of work and expected impact on students.
- ____ 6. **Program Work Plan (Attachment 8):** Select, at a minimum, your three highest priority actions for FY 07 and complete a Program Work Plan sheet for each. The school, team responsible, chair(s), area for improvement, key conditions and key practices being addressed, school improvement goals being addressed, action needed, measurable objective and data supporting need must be included. Indicate activities, persons responsible, timeline, resources, monitoring and staff development needs in order to implement your action step.
- ____ 7. **Three-to Five Year Plan:** Include a copy of your three-to five year action plan with your proposal. This plan should be incorporated within your School Improvement Plan with the HSTW activities highlighted.

**Key Conditions
for Raising Student Achievement**

- An organizational structure and process through which the faculty can develop action plans for implementing the key practices.
- A school principal with strong and effective leadership, who supports, encourages and actively participates with the faculty in implementing the Key Practices (see Appendix B).
- A district superintendent and school board members who support the faculty and school administration in carrying out the key practices. This includes providing financial support for instructional materials, time for teachers to meet and plan, and professional development needed to use the key practices to improve student learning.
- Leadership from the district superintendent to involve employers and postsecondary institutions in the design and implementation of a school- and work-based program to prepare students for postsecondary education and employment.
- A commitment from the school board to support the school in replacing the general track with one that provides an upgraded academic core and an opportunity for students to choose a major area of study.

**Key Practices
for Accelerating Student Achievement**

High Schools That Work sites are committed to finding ways to carry out the following practices.

- Setting higher expectations and getting career-bound students to meet them.
- Increasing access to challenging vocational and technical studies, with a major emphasis on using high-level mathematics, science, language arts and problem-solving skills in the context of modern workplace practices and in preparation for continued learning.
- Increasing access to academic studies that teach the essential concepts from the college preparatory curriculum through functional and applied strategies that enable students to see the relationship between course content and future roles they may envision for themselves.
- Having students complete a challenging program of study with an upgraded academic core and a major. An upgraded academic core includes at least four years of college preparatory English and three years each of mathematics and science, with at least two years in each area equivalent in content to courses offered in the college preparatory program. The major includes at least four Carnegie units in a career or academic major and two Carnegie units in related technical core courses.
- Providing students access to a structured system of work-based and high-status school-based learning—high school and postsecondary—collaboratively planned by educators, employers and workers resulting in an industry-recognized credential and employment in a career pathway.
- Having an organizational structure and schedule enabling academic and vocational teachers to have the time to plan and provide integrated instruction aimed at teaching high-status academic and technical content.
- Having each student actively engaged in the learning process.
- Involving each student and his/her parent(s) in a career guidance and individualized advisement system aimed at ensuring the completion of an accelerated program of study with a career or academic major.
- Providing a structured system of extra help to enable career-bound students to successfully complete an accelerated program of study that includes high-level academic content and a major.
- Using student assessment and program evaluation data to continuously improve curriculum, instruction, school climate, organization and management to advance student learning

FEDERAL EMPLOYER IDENTIFICATION
NO. (FEIN)

ILLINOIS STATE BOARD OF EDUCATION
Career Development and Preparation, E-240
100 North First Street
Springfield, Illinois 62777-0001

ATTACHMENT 1

ISBE USE ONLY
GRANT AGREEMENT AMOUNT \$
GRANT AGREEMENT NUMBER

**SUBMISSION FORM/GRANT AGREEMENT FOR
HIGH SCHOOLS THAT WORK (HSTW)**

This submission form/grant agreement is submitted to the Illinois State Board of Education ("ISBE") by the following institution or agency (the "Grantee"):

AGENCY/INSTITUTION NAME	PROGRAM NAME
SUPERINTENDENT OR RESPONSIBLE AGENT NAME AND ADDRESS	PHONE
	FAX
	E-MAIL
PROJECT DIRECTOR NAME AND ADDRESS	PHONE
	FAX
	E-MAIL
PROJECT COORDINATOR NAME AND ADDRESS	PHONE
	FAX
	E-MAIL

Subject to all terms and conditions set forth herein, this form, and the documents specified below, shall constitute the grant agreement between the Grantee and ISBE for the use of the funds provided through HSTW (the "Grant Program"):

1. Fiscal Year 2007 HSTW Grant Program Budget (the "FY 07 Budget"). The FY 07 Budget shall consist of the proposed FY 07 budget submitted with the Grantee's funding application, as modified by the Grantee's Project Director and approved by ISBE.
2. Fiscal Year 2007 HSTW Grant Proposal (the "FY 07 Proposal"). The FY 07 Proposal shall consist of the FY 07 proposal submitted with the Grantee's funding application, as modified by the Grantee's Project Director and approved by ISBE.
3. The following certifications and assurances:
 - Certifications, Assurances and Standard Terms of the Grant
 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
 - High Schools That Work Program—Specific Terms of the Grant
4. Assurance that the Grant Program requirements will be followed as set forth in the FY 07 HSTW Grant Program guidelines.

Under this grant agreement, the Grantee will be authorized to implement and incur expenditures in accordance with the FY 07 Proposal from August 1, 2006, through July 31, 2007. This grant agreement will constitute the entirety of the agreement between the parties with respect to the Grant Program, and supersedes any other agreement or communication, whether written or oral. This grant agreement may not be amended or modified except in writing signed by the Grantee and ISBE, provided that the Grantee's Project Director shall be authorized to amend the FY 07 Budget and FY 07 Proposal with the prior written authorization of ISBE.

The person executing this form on behalf of the Grantee certifies and assures ISBE that (i) he or she has been duly authorized to file this application for and on behalf of the Grantee, and otherwise to act as the authorized representative of the applicant in connection with this grant agreement; and (ii) the Grantee's Project Director has the necessary legal authority to negotiate and agree to the FY 07 Budget and FY 07 Proposal (and any amendments thereto) on behalf of the Grantee.

The Grantee acknowledges and agrees that (i) execution of this form by the Grantee shall not entitle it to funding through the Grant Program, nor create an agreement between the Grantee and ISBE; and (ii) no agreement shall exist between ISBE and the Grantee in relation to the Grant Program until such time as the FY 07 Proposal has been accepted for funding by ISBE, ISBE has issued its final approval of the FY 07 Budget and FY 07 Proposal, and the grant agreement has been executed by all necessary ISBE signatories. Upon execution by all necessary ISBE signatories, a fully executed grant agreement shall be returned by ISBE to the Grantee.

Agreed to on behalf of the Grantee:

Signature of Authorized Official

Title

Date

Agreed to on behalf of ISBE:

Signature of Responsible ISBE Official

Title

Date

If grant award is greater than \$250,000:

Signature of State Superintendent of Education

Title

Date

Signature of Chief Fiscal Officer

Title

Date

Signature of General Counsel

Title

Date

ILLINOIS STATE BOARD OF EDUCATION

CERTIFICATIONS AND ASSURANCES, AND STANDARD TERMS OF THE GRANT*(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/applications 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/application.
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. No subcontracting is allowed under this program, except as set forth in the grant agreement.

If subcontracting is allowed, then 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/application. 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/application 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 receiving federal funds. Dates for filing are September 30, December 31, March 31 and June 30 of each fiscal year. 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 for all state grants or federal grants that do not allow carryover funds. 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 until the overpayment is 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, or approval to fund an application, 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 and 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 and 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.). Further, no grantee shall deny access to the program funded under the grant to students who lack documentation of their immigration status or legal presence in the United States (Plyler v. Doe, 457 U.S. 202, 102 S.Ct. 2382 (1982)).
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 agreement 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 Certifications and Assurances, and Standard Terms of the Grant on behalf of the applicant.

Name of Applicant

By:

Date

Signature of Authorized Official

Title

ILLINOIS STATE BOARD OF EDUCATION

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

This certification is required by the regulations implementing Executive Orders 12549 and 12689, Debarment and Suspension, 7 CFR 3017 Subpart C Responsibilities of Participants Regarding Transactions. The regulations were published as Part IV of the January 30, 1989 Federal Register (pages 4722-4733) and Part II of the November 26, 2003 Federal Register (pages 66533-66646). Copies of the regulations may be obtained by contacting the Illinois State Board of Education.

BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW.

CERTIFICATION

The prospective lower tier participant certifies, by submission of this Certification, that:

- (1) 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) It will provide immediate written notice to whom this Certification is submitted if at any time the prospective lower tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
- (3) It shall not knowingly enter 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;
- (4) 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;
- (5) The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into; and
- (6) 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 Certification.

<i>Organization Name</i>	<i>PR/Award Number or Project Name</i>
<i>Name and Title of Authorized Representative</i>	
<i>Signature</i>	<i>Date</i>

Instructions for Certification

1. By signing and submitting this Certification, the prospective lower tier participant is providing the certifications set out herein.
2. 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 all available remedies, including suspension and/or debarment.
3. Except for transactions authorized under paragraph 3 above, 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 all available remedies, including suspension and/or debarment.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used herein, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 and Executive Order 12689. You may contact the person to which this Certification is submitted for assistance in obtaining a copy of those regulations.
5. 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 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 "GSA Excluded Parties List System" at <http://epls.arnet.gov/>.
6. 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 herein. 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.

High Schools That Work Program-Specific Terms of the Grant

1. No subcontracting is allowed under this grant.
2. Reporting: The grantee must submit a final narrative report by August 31, 2007. The State Board of Education will provide the overall format of this report.
3. Successful applicants will be subject to the provisions of Section 511 of P.L. 101-166 (the “Stevens Amendment”) due to the use of federal funds for this program. All announcements and other materials publicizing this program must include statements as to the amount and proportion of federal funding involved.
4. Each grantee must develop a three- to five-year action plan to be submitted with its FY 2007 continuation grant applications. State Board of Education staff will review the plan and make recommendations for improvement. This plan must become a part of the school’s overall improvement plan and will address staff development needs and structural changes in the school’s organization necessary to successfully implement the *High Schools That Work* initiative.
5. Each grantee must agree to make revisions to the staff development plan for the school’s staff based on input from the four focus teams (i.e., curriculum, guidance and public information, evaluation, and staff development) and other educators in the school.
6. Each grantee agrees to provide academic and career and technical teachers with staff development, materials, and time to work together to implement the key practices, as listed in Appendix B of the Request for Proposals.
7. Each grantee agrees to provide students access to modern career and technical education courses, working closely with employers and postsecondary institutions.
8. Each grantee agrees to send representatives to the required workshops, conferences, and Technical Assistance Visits, as specified in the Request for Proposals.
9. Each grantee must participate in the *High Schools That Work* Assessment, to be administered in 2008, to at least 60 students in grade 12.

Name of Applicant

By:

Date

Signature of Applicant

Title

B

- Initial Budget
- Amendment

ILLINOIS STATE BOARD OF EDUCATION
 Career Development
 100 North First Street
 Springfield, Illinois 62777-0001

ISBE USE ONLY

ISBE APPROVAL DATE	
BEGIN	END

LEA SUBMISSION DATE

STATE LEADERSHIP
High Schools That Work
Budget Summary and Payment Schedule

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

FISCAL YEAR		SOURCE OF FUNDS CODE		REGION, COUNTY, DISTRICT, TYPE CODE						PAYMENT SCHEDULE
07		472000								
AGENCY NAME				CONTACT PERSON			TELEPHONE NUMBER			
							()		1 July-August (81)	
LINE	Function Number 1	EXPENDITURE ACCOUNT 2	SALARIES 3	EMPLOYEE BENEFITS 4	PURCHASED SERVICES 5	SUPPLIES & MATERIALS 6	CAPITAL OUTLAY** 7	TRANSFERS 9	TOTAL 11	2 September (82)
			(Obj. 100's)	(Obj. 200's)	(Obj. 300's)	(Obj. 400's)	(Obj. 500's)	(Obj. 700's)		3 October (83)
1	1000	Instruction								4 November (84)
3	2120	Guidance Services								5 December (85)
7	2210	Improvement of Instruction Services								6 January (86)
10	2300	General Administration								7 February (87)
13	2520	Fiscal Services*								8 March (88)
15	2540	Operation & Maintenance of Plant Services								9 April (89)
25	3000	Community Services								10 May (90)
26	4100	Payments to Other Govt. Units								11 June (91)
28	Total Direct Costs									12 July-August (92)
29	Approved Indirect Costs X _____ %									TOTAL
30	TOTAL BUDGET									\$

* If expenditures are shown, the indirect cost rate cannot be used.

** Not applicable to all grants, and in no instances can Capital Outlay or Facilities Acquisition & Construction Services be included in the indirect cost application.

Date

Signature of Authorized Representative

ILLINOIS STATE BOARD OF EDUCATION
 Career Development
 100 North First Street
 Springfield, Illinois 62777-0001

**STATE LEADERSHIP
 High Schools That Work
 Budget Information**

- Initial Application
- Amendment

LEA SUBMISSION DATE

PROJECT NUMBER
AGENCY NAME

FUNCTION AND OBJECT CODES	BUDGET	OTHER INFORMATION
2210 IMPROVEMENT OF INSTRUCTION SERVICES		Please use this space to further explain any of the following items: If salaries are budgeted, provide the staff person's name (including function/object code), title, % of time paid from the grant and salary rate. Describe out-of-state travel requests including function attending, date of travel, benefit to the project, number of travelers, and projected cost. If "Other" expenditures are budgeted, provide a description of the proposed expenditure, including function/object code.
SALARIES		
110 Salaries - Coordinator	\$	
120 Temporary Salaries (substitutes)	\$	
130 Overtime Salaries (stipends)	\$	
Subtotal	\$	
EMPLOYEE BENEFITS		
200 Employee Benefits	\$	
Subtotal	\$	
PURCHASED SERVICES		
314 Professional Services - Consultants	\$	
319 Other Prof. and Tech Services	\$	
332 Travel	\$	
333 Food-Related Expenditures	\$	
340 Communication - Telephone, Postage	\$	
380 Workers' and Unemployment Compensation	\$	
391 Photocopying	\$	
Subtotal	\$	
SUPPLIES AND MATERIALS		
400 Supplies and Materials	\$	
Subtotal	\$	
OTHER (specify by object code)		
_____	\$	
TOTAL GRANT BUDGET	\$	

Please attach additional pages if necessary.

FY 2007 HIGH SCHOOLS THAT WORK PROPOSAL ABSTRACT

Not to exceed two pages.

SCHOOL DISTRICT	HIGH SCHOOL	
PRINCIPAL	PROJECT DIRECTOR	SITE COORDINATOR

TEAM COMPOSITION - *Indicate members of the following teams:*

SITE LEADERSHIP TEAM:

FOCUS TEAMS:

Curriculum:

Guidance and Public Information:

Evaluation:

Staff Development:

SUMMARY OF PROPOSED SCOPE OF WORK FOR FY 07:

**FY 2007 HIGH SCHOOLS THAT WORK
PROPOSAL ABSTRACT**

SUMMARY OF PROPOSED SCOPE OF WORK FOR FY 07: (Continued)

EXPECTED CONTRIBUTION OR POTENTIAL IMPACT ON STUDENTS:

**HIGH SCHOOLS THAT WORK
PROGRAM WORK PLAN - FY 07 ACTIVITIES**

SCHOOL

TEAM(S)	CHAIR(S)

CHALLENGE:

KEY CONDITIONS AND KEY PRACTICES ADDRESSING:

SCHOOL IMPROVEMENT GOAL:

ACTION STEP:

MEASURABLE OBJECTIVE:

DATA SUPPORTING NEED:

HIGH SCHOOLS THAT WORK PROGRAM WORK PLAN - FY 07 ACTIVITIES

IMPLEMENTATION STEPS/ACTIVITIES	PERSONS RESPONSIBLE	TIMELINE	RESOURCES NEEDED TO COMPLETE TASKS/BUDGET	MONITORING PROCESS (ACCOUNTABILITY)	STAFF DEVELOPMENT NEEDED

HIGH SCHOOLS THAT WORK PROGRAM WORK PLAN - FY 07 ACTIVITIES

IMPLEMENTATION STEPS/ACTIVITIES	PERSONS RESPONSIBLE	TIMELINE	RESOURCES NEEDED TO COMPLETE TASKS/BUDGET	MONITORING PROCESS (ACCOUNTABILITY)	STAFF DEVELOPMENT NEEDED

HIGH SCHOOLS THAT WORK PROGRAM WORK PLAN - FY 07 ACTIVITIES

IMPLEMENTATION STEPS/ACTIVITIES	PERSONS RESPONSIBLE	TIMELINE	RESOURCES NEEDED TO COMPLETE TASKS/BUDGET	MONITORING PROCESS (ACCOUNTABILITY)	STAFF DEVELOPMENT NEEDED