



Illinois State Board of Education

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Rod Blagojevich
Governor

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Christopher A. Koch, Ed.D.
State Superintendent of Education

April 2008

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

FROM: Mark Williams
Division Administrator
Career Development and Preparation

SUBJECT: **FY 2009 HSTW Continuation Guidelines – Third and Fifth Year**

General Information

Eligible Applicants: *High Schools That Work* – Third (FY 07 Start), and Fifth (FY 04 or FY 05 Start) Year Sites

Grant Period: The grant period will begin no sooner than August 1, 2008, and will extend from the execution date of the grant until July 31, 2009. 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, 2008. 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, 2008 through July 31, 2009), 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 2008, including a Data Workshop (location and date to be determined); the *High Schools That Work* Forum (location and date to be determined); the Connections Conference (location and date to be determined); and during spring/summer 2009 as needed (locations and dates to be determined).
- National staff development activities and the annual High Schools That Work Staff

Development Conference on July 8-11, 2009 (tentative dates), in Atlanta, Georgia. (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 Review Visit to other *High Schools That Work* sites.

Fifth year sites, that have not had a Technical Review Visit, must also host a Technical Review Visit. This visit is to review/assess actions taken to implement the recommendations indicated for each challenge in the most recent technical assistance report and appraise improvement in student achievement. During the visit, the team observes classrooms, reviews school data and holds in-depth interviews with teachers, administrators, counselors and students. These activities enable a team to identify progress made toward addressing the challenges and determining next steps. 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 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 2010. 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 2009 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 fifth will be \$10,000 unless notified. 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.

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 \$227,500 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. Continuation 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. **Applicant Information (Attachment 7):** Must include applicant contact information.
- ____ 6. **Proposal Abstract (Attachment 8) – 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.
- ____ 7. **Program Work Plan (Attachment 9):** Select, at a minimum, your **three highest priority** actions for FY 09 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.
- ____ 8. **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

**HIGH SCHOOLS THAT WORK - A CONTINUATION AGREEMENT
BETWEEN THE ILLINOIS STATE BOARD OF EDUCATION
AND**

Agency/Institution Name (GRANTEE): _____

THIS CONTINUATION AGREEMENT (this "Agreement") is made and entered into on _____ **(ISBE Use Only)**, by and between the Illinois State Board of Education (the "State Board of Education") and _____ (the "Grantee").

WITNESSETH:

WHEREAS, the State Board of Education, pursuant to **Carl D. Perkins Career and Technical Education Act of 2006 – State Leadership**, has the authority to distribute funds to eligible applicants for the purposes of implementing the **High Schools That Work** program;

WHEREAS, the State Board of Education entered into a Grant Agreement with the Grantee on _____ **(ISBE Use Only)** with respect to the **High Schools That Work** program;

WHEREAS, the Parties wish to amend the Grant Agreement as set forth herein;

WHEREAS, the State Board of Education issued a Continuation Application for **High Schools That Work** on _____ **(ISBE Use Only)**, to previously approved grantees seeking funding for an additional one-year period;

WHEREAS, the Grantee has submitted such an application for funding in order to implement the program activities described on Exhibit A (Proposal)- _____ **Year of Funding (ISBE Use Only)** attached hereto (the "Continuation Activities"); and

WHEREAS, the State Superintendent of Education has approved the additional one-year of funding to the Grantee;

WHEREAS, the Parties agree that this amendment is in the best interests of ISBE and authorized by law;

NOW THEREFORE, in view of the mutual covenants herewith contained, the parties agree as follows:

1. The Term as set forth in Paragraph 2 of the Grant Agreement shall be extended from **August 1, 2008**, to **July 31, 2009**. The beginning date of funding eligibility for the Continuation Activities shall be **August 1, 2008**. The ending date of funding eligibility for Continuation Activities shall be **July 31, 2009**.
2. The State Board of Education hereby increases the grant amount referenced in Paragraph 1 of the Grant Agreement by the amount set forth in Exhibit B (**Budget Summary and Payment Schedule**)- _____ **Year of Funding (ISBE Use Only)** to this Continuation Agreement (the "Continuation Award"). The Grantee agrees that the Continuation Award shall be expended in accordance with the budget attached hereto as Exhibits B (**Budget Summary and Payment Schedule**)- _____ **Year of Funding (ISBE Use Only)** and C (**Budget Breakdown/Narrative Detail**)- _____ **Year of Funding (ISBE Use Only)**, and in accordance with the other terms and provisions of the Grant Agreement.
3. The disbursement of the Continuation Award will be made by the State Board of Education in accordance with the payment schedule attached hereto as Exhibit B (**Budget Summary and Payment Schedule**)- _____ **Year of Funding (ISBE Use Only)**. If requested by the State Board of Education, the Grantee shall provide documentation to substantiate the requested amount.

- 4. This Agreement is subject to the Program-Specific Terms set forth on Exhibit D (**High Schools That Work Program-Specific Terms of the Grant**)-_____ **Year of Funding (ISBE Use Only)**, which replaces Exhibit D, and the Certifications and Assurances, and Standard Terms of the Grant and Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion set forth on Exhibit E-_____ **Year of Funding (ISBE Use Only)**, which replaces Exhibit E.
- 5. Except as otherwise specifically set forth in this Continuation Agreement, all other terms and provisions of the Grant Agreement (including its exhibits) shall remain the same and continue in full force and effect. The Parties agree upon execution of this Amendment, it shall become a binding and integral part of the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above.

ILLINOIS STATE BOARD OF EDUCATION

Agency/Institution Name (GRANTEE):

By: _____

By: _____

(Signature of Authorized Official)

Title: _____
(Executive Staff or Division Administrator)

Title: _____

Date: _____

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.

DEFINITIONS

"Applicant" means an individual, entity or entities for which grant funds may be available and has made application to the Illinois State Board of Education for an award of such grant funds.

"Award recipient" means the person, entity or entities that are to receive or have received grant funds through an award from the Illinois State Board of Education. The terms "grantee" and "award recipient" may be used interchangeably.

"Expenditure through dates" are from the project beginning date through September 30, December 31, March 31 and June 30 of each fiscal year and the project ending date.

"Grant" means the award of funds, which are to be expended in accordance with the Grant Agreement for a particular project. The terms "grant", "award" and "project" may be used interchangeably.

"Project" means the activities to be performed for which grant funds are being sought by the applicant.

The capitalized word "Term", means the period of time from the project beginning date through the project ending date.

PROJECT

3. The project proposed in the application, and as negotiated and finalized by the parties in the Grant Agreement, is hereinafter referred to as the "project". In planning the project there has been, and in establishing and carrying out the project, there will be (to the extent applicable to the project), 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 project.

5. All funds provided shall be used solely for the purposes stated in the approved proposal/application.

6. The project 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 project.

SUBCONTRACTING

7. No subcontracting is allowed under this project, except as set forth in the Grant Agreement.

If subcontracting is allowed, then all project 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;
- Association 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 for the program. Obligations of the State Board of Education will cease immediately without further obligation should the agency fail to receive sufficient funds (i.e. state, federal or other) for this program.
9. An applicant must not obligate funds prior to the start date of the project set forth in the final Grant Agreement. The project's start date cannot precede the start of the fiscal year for which the funds are appropriated.

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

10. The applicant understands that payment for approved services and expenses will be made on a cash needs 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 expenditure reports show excess 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 an award recipient proposes to use funds for allowable expenditures not identified in the currently approved budget, if the scope of the project is expected to change, or if the overall grant award must be increased.
12. 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 project ending date.
13. All grant funds shall be subject to the Illinois Grant Funds Recovery Act (30 ILCS 705). Funds granted for the operation of this project 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 award recipient's policies and procedures related to such expenditures. Funds may only be expended for activities occurring during the Term.

For-Profit award recipients shall not utilize grant funds in any manner for normal operating expenses or to generate a profit. The applicant certifies that notwithstanding any other provision of the application, proposal or Grant Agreement, grant funds shall not be used and will not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization.

14. Financial Reports: Quarterly expenditure reports are required of all award recipients receiving funds, unless otherwise specified in the program specific terms or the request for proposals. The expenditure through dates to be used in reporting expenditures and obligations are from the project beginning date through September 30, December 31, March 31 and June 30 of each fiscal year and the project ending date.

If you have an established IWAS account with the Illinois State Board of Education, you will be electronically notified when expenditure reports are due and you must submit expenditure reports electronically by the due date. If you are not enrolled in IWAS, expenditure report forms will be mailed to the award recipient at least thirty days before they are due to the Illinois State Board of Education. Expenditure reports are due 30 days after the expenditure through date. Failure to file the required reports within the timelines 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' project funding until the reports are properly filed.

All grant funds must be spent or obligated and all activities must be completed prior to the project ending date. Each award recipient must submit a completion report showing the obligations and the expenditures for the project no later than 30 calendar days after the project ending date.

If a completion report was filed through the project ending date and had no outstanding obligations, the completion report will be the award recipient's final expenditure report. Failure to submit this completion/final expenditure report will result in current and subsequent years' project 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 of the project ending date for all state grants or federal grants that do not expressly 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' project funding until the overpayment is returned.

If a completion report was filed with outstanding obligations, then a final expenditure report showing total project expenditures (with all prior obligations paid) must be submitted no later than 90 calendar days after the project ending date. Failure to submit the final expenditure report will result in current and subsequent years' project 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 from the date of first notice of the amount due for all state grants or federal grants that do not expressly 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' project funding until the overpayment is returned.

15. The award recipient will maintain records on project and fiscal activities related to each award for a period of three (3) years following the project ending date either for a state-funded or federally funded project. Such records shall include a fiscal accounting for all monies in accordance with generally accepted governmental accounting principles. 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.
16. The State Board of Education and other governmental entities with program monitoring authority shall, during the Term and for a period of three (3) years thereafter (or until no outstanding audit exceptions remain, whichever is later), have the right at any time to conduct on-site or off-site inspections of the award recipient's records and project operations for auditing and monitoring purposes. The award recipient shall, during the Term and for a period of three (3) years thereafter (or until no outstanding audit exceptions remain, whichever is later) and upon the request of the State Board of Education, provide the State Board of Education with information and documentation regarding the award recipient's progress or performance with respect to the administration and operation of the project.

NO BINDING OBLIGATION

17. 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

18. 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 award recipient through work pursuant to the award shall be made available to the State Board of Education upon request.

DEFAULT AND TERMINATION

19. The award recipient 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, the Program Specific Terms 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, the Program Specific Terms or in these Certifications and Assurances, and Standard Terms of the Grant. Upon default by the award recipient and written notification by the State Board of Education, the award recipient 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 award recipient will cease all use of grant funds, shall cancel all cancelable obligations relating to the project, and shall return all unexpended grant funds to the State Board of Education within 45 days of termination.

INDEMNIFICATION

20. To the fullest extent permitted by law, the award recipient shall indemnify, defend and hold harmless the State of Illinois, the State Board of Education, and their respective members, officers, agents and employees against all claims, demands, suits, liabilities, injuries (personal or bodily), property damage, causes of action, losses, costs, expenses, damages or penalties, including, without limitation, reasonable defense costs, reasonable legal fees, and the reasonable value of time spent by the Attorney General's Office, arising or resulting from, or occasioned by or in connection with (i) any bodily injury or property damage resulting or arising from any act or omission to act (whether negligent, willful, wrongful or otherwise) by the award recipient, its subcontractors, subgrantees, volunteers, anyone directly or indirectly employed by them or anyone for whose acts they may be liable; (ii) failure by the award recipient or its subcontractors, subgrantees, or volunteers to comply with any laws applicable to the performance of the grant; (iii) any breach of the Grant Agreement, including, without limitation, any representation or warranty provided by the award

recipient herein; (iv) any infringement of any copyright, trademark, patent or other intellectual property right; or (v) the alleged unconstitutionality or invalidity of the Grant Agreement. Neither the award recipient 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 to each other for any negligent or wrongful acts, either of commission or omission, unless such liability is imposed by law.

GENERAL CERTIFICATION AND ASSURANCES

21. The applicant will obey all applicable state and federal laws, regulations, and executive orders, including without limitation: those regarding the confidentiality of student records, such as the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) and the Illinois School Student Records Act (ISSRA) (105 ILCS 10/1 et seq.); those prohibiting discrimination on the basis of race, color, national origin, sex, age, or handicap, such as 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.); and the Illinois School Code (105 ILCS 5/1-1 et seq.). Further, no award recipient 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)).
22. 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.
23. If the applicant is an individual, the applicant is not in default on an educational loan as provided in 5 ILCS 385/3.
24. 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).
25. 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, the Grant Agreement is not valid unless the official executing the agreement has made the appropriate filing with the Auditor General prior to execution.
26. 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.
27. 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.
28. The applicant certifies that it is (a) current as to the filing and payment of any applicable federal, state and/or local taxes; and (b) not delinquent in its payment of moneys owed to any federal, state or local unit of government.
29. The applicant represents and warrants that all of the certifications and assurances set forth herein and attached hereto are and shall remain true and correct through the Term of the grant. During the Term of the grant, the award recipient shall provide the Illinois State Board of Education with notice of any change in circumstances affecting the certifications and assurances within ten (10) days of the change. Failure to maintain all certifications and assurances or provide the required notice will result in the Illinois State Board of Education withholding future project funding until the award recipient provides documentation evidencing that the award recipient has returned to compliance with this provision, as determined by the State Board of Education.
30. Any applicant not subject to Section 10-21.9 of the School Code certifies that a fingerprint-based criminal history records check through the Illinois State Police and a check of the Statewide Sex Offender Database will be performed for all of its i) employees, ii) volunteers, and iii) all employees of persons or firms holding contracts with the applicant, who have direct contact with children receiving services under the grant; and such applicant shall not i) employ individuals, ii) allow individuals to volunteer, or iii) enter into a contract with a person or firm who employs individuals, who will have direct contact with children receiving services under the grant who have been convicted of any offense identified in subsection (c) of Section 10-21.9 of the School Code (105 ILCS 5/10-21.9(c)) or have been found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 (705 ILCS 405/2-1 et seq.).

31. Any applicant that does not have a calculated indirect cost rate from the Illinois State Board of Education or does not utilize their restricted indirect cost rate as calculated by the Illinois State Board of Education certifies that it has developed a written Cost Allocation Plan (CAP) that: i) will be utilized in identifying the accumulation and distribution of any allowable administrative costs in the grant program; ii) identifies the allocation methods used for distributing the costs among programs; iii) requires support through records and documentation showing personnel time and effort information, and formal accounting records according to generally accepted governmental accounting principles; iv) requires the propriety of the charges to be substantiated; and v) shall be made available, along with any records or supporting documentation for allowable administrative costs, for review upon ISBE's request.
32. The applicants participating in a joint application hereby certify that they are individually and jointly responsible to the Illinois State Board of Education and to the administrative and fiscal agent under the grant.
33. The applicant acting as the fiscal agent certifies that it is responsible to the joint applicants, it is the agent designated and responsible for reports and for receiving and administering funds, and it will:
- i) Obtain fully executed Certifications and Assurances, and Terms of the Grant forms from each entity or individual participating in the grant and return the forms to ISBE prior to award of the grant;
 - ii) Maintain separate accounts and ledgers for the project;
 - iii) Provide a proper accounting of all revenue from ISBE for the project;
 - iv) Properly post all expenditures made on behalf of the project;
 - v) Be responsible for the accountability, documentation and cash management of the project, the approval and payment of all expenses, obligations, and contracts and hiring of personnel on behalf of the project in accordance with the Grant Agreement;
 - vi) Disburse all funds to joint applicants based on information (payment schedules) from joint applicants showing anticipated cash needs in each month of operation (The composite payment schedule submitted to ISBE should reflect monthly cash needs for the fiscal agent and the joint applicants.);
 - vii) Require joint applicants to report expenditures to the fiscal agent based on actual expenditures/obligation data and documentation. Reports submitted to ISBE should reflect actual expenditure/obligations for the fiscal agent and the data obtained from the joint applicants;
 - viii) Be accountable for interest income earned on excess cash on hand by all parties to the grant and return applicable interest earned on advances to the Illinois State Board of Education;
 - ix) Make financial records available to outside auditors and Illinois State Board of Education personnel, as requested by the Illinois State Board of Education;
 - x) Have a recovery process in place with all joint applicants for collection of any funds to be returned to ISBE; and
 - xi) Be responsible for the payment of any funds that are to be returned to the Illinois State Board of Education.
34. The applicant hereby assures that when purchasing core instructional print materials published after July 19, 2006, the applicant will ensure that all such purchases are made from publishers who comply with the requirements of 105 ILCS 5/28-21 which instructs the publisher to send (at no additional cost) to the National Instructional Materials Center (NIMAC) electronic files containing the contents of the print instructional materials using the NIMAS standard, on or before delivery of the print instructional materials. This does not preclude the district from purchasing or obtaining accessible materials directly from the publisher. For further information, see 105 ILCS 5/28-21 at <http://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=010500050HArt%2E+28&ActID=1005&ChapAct=105%26nbsp%3BILCS%26nbsp%3B5%>.

DRUG-FREE WORKPLACE CERTIFICATION

35. 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 of Illinois 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 with 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

**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.

Organization Name

PR/Award Number or Project Name

Name and Title of Authorized Representative

Signature

Date

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.

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

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, 2009. 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 2009 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 Continuation Guidelines.
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 Review Visits, as specified in the Continuation Guidelines.
9. Each grantee must participate in the *High Schools That Work* Assessment, to be administered in 2010, to at least 60 students in grade 12 and conduct the teach survey portion of the assessment.

Name of Applicant

By:

Date

Signature of Applicant

Title

Initial Budget Revised Initial Budget Amendment # _____

ILLINOIS STATE BOARD OF EDUCATION
 Career Development & Preparation Division
 100 North First Street, E-240
 Springfield, IL 62777-0001

ATTACHMENT 5

PROJECT NUMBER			LEA SUBMISSION DATE
FISCAL YEAR 09	SOURCE OF FUNDS CODE 4720-00	REGION, COUNTY, DISTRICT, TYPE CODE	/ /
DISTRICT NAME AND NUMBER OF AGENCY/ENTITY NAME			
BUDGET CONTACT PERSON		TELEPHONE NUMBER	
E-MAIL		FAX NUMBER	
PROGRAM CONTACT PERSON		TELEPHONE NUMBER	
E-MAIL		FAX NUMBER	

FY 2009
HIGH SCHOOLS THAT WORK
Budget Summary and Payment Schedule

*Use whole dollars only. OMIT DECIMAL PLACES, e.g., \$2536.
 Payment Schedule must be completed based on monthly need.*

ISBE USE ONLY	ISBE PROGRAM APPROVAL DATE AND INITIALS
	TOTAL FUNDS
	CURRENT FUNDS
	BEGIN DATE
	END DATE

LINE	FUNCTION NUMBER 1	EXPENDITURE ACCOUNT 2	SALARIES 3	EMPLOYEE BENEFITS 4	PURCHASED SERVICES 5	SUPPLIES AND MATERIALS 6	CAPITAL OUTLAY** 7	TRANSFERS 9	TOTAL 11	PAYMENT SCHEDULE
			(Obj. 100s)	(Obj. 200s)	(Obj.300s)	(Obj. 400s)	(Obj. 500s)	(Obj. 700s)		
1	1000	Instruction								July-August
3	2120	Guidance Services								September
7	2210	Improvement of Instruction Services.								October
10	2300	General Administration								November
13	2520	Fiscal Services*								December
15	2540	Operation & Maintenance of Plant Services								January
25	3000	Community Services								February
26	4100	Payments to Other Govt. Units								March
28	Total Direct Costs									April
29	Approved Indirect Costs X _____%									May
30	TOTAL BUDGET									June

_____ Date

Original Signature of Superintendent OR
 Authorized Representative

_____ Date

Original Signature of ISBE Division Administrator,
 Career Development & Preparation Division

Total
 \$ _____

- Initial Application
- Amendment

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

ATTACHMENT 6

LEA SUBMISSION DATE

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

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.

ISBE USE ONLY
GRANT AGREEMENT AMOUNT \$
GRANT AGREEMENT NUMBER

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

**HIGH SCHOOLS THAT WORK (HSTW)
 APPLICANT INFORMATION PAGE**

AGENCY/INSTITUTION NAME	PROGRAM NAME
SUPERINTENDENT OR RESPONSIBLE AGENT NAME	TELEPHONE (Include Area Code)
ADDRESS (Street, City, State, Zip Code)	FAX (Include Area Code)
	E-MAIL
PROJECT DIRECTOR NAME	TELEPHONE (Include Area Code)
ADDRESS (Street, City, State, Zip Code)	FAX (Include Area Code)
	E-MAIL
PROJECT COORDINATOR NAME	TELEPHONE (Include Area Code)
ADDRESS (Street, City, State, Zip Code)	FAX (Include Area Code)
	E-MAIL
PRINCIPAL NAME	TELEPHONE (Include Area Code)
ADDRESS (Street, City, State, Zip Code)	FAX (Include Area Code)
	E-MAIL

FY 2009 HSTW PROPOSAL ABSTRACT
(Not to exceed two pages)

SCHOOL DISTRICT NAME AND NUMBER		HIGH SCHOOL NAME
PRINCIPAL NAME	PROJECT DIRECTOR	SITE COORDINATOR

TEAM COMPOSITION - Indicate members of the following teams.

Site Leadership Team	_____	_____
	_____	_____
	_____	_____
Focus Teams:		
Curriculum	_____	_____
	_____	_____
	_____	_____
Guidance & Public Information	_____	_____
	_____	_____
	_____	_____
Evaluation	_____	_____
	_____	_____
	_____	_____
Staff Development	_____	_____
	_____	_____
	_____	_____

Summary of Proposed Scope of Work for FY 2009:

Expected Contribution or Potential Impact on Students:

