A CONTINUATION AGREEMENT
BETWEEN THE ILLINOIS STATE BOARD OF EDUCATION
AND
Illinois Association of School Boards

THIS CONTINUATION AGREEMENT (this "Agreement") is made and entered into on September 28, 2010, by and between the Illinois State Board of Education (the "State Board of Education") and Illinois Association of School Boards (the "Grantee").

WITNESSETH:

WHEREAS, the State Board of Education, pursuant to PL 107-110 Title II Teacher Quality SEA, has the authority to distribute funds to eligible applicants for the purposes of implementing the Coordination and Services Grant - Title II Teacher Quality SEA;

WHEREAS, the State Board of Education entered into a Grant Agreement with the Grantee on August 12, 2008 with respect to the Coordination and Services Grant - Title II Teacher Quality SEA;

WHEREAS, the State Board of Education issued a Continuation Application for Coordination and Services Grant - Title II Teacher Quality SEA on July 1, 2010, 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-3 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 wish to amend the Grant Agreement as set forth herein;

WHEREAS, the State Board of Education issued a Continuation Application for Coordination and Services Grant - Title II Teacher Quality SEA on July 1, 2010, to previously approved grantees seeking funding for an additional one-year period;

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 September 1, 2009 to June 30, 2011. The beginning date of funding eligibility for the Continuation Activities shall be September 28, 2010. The ending date of funding eligibility for Continuation Activities shall be June 30, 2011.

2. The State Board of Education hereby modifies the grant amount referenced in Paragraph 1 of the Grant Agreement by the amount set forth in Exhibit B-3 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-3 and C-3, 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-3. 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-__, which replaces Exhibit D, and the Certifications and Assurances, and Standard Terms of the Grant set forth on Exhibit E-____, 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

Illinois Association of School Boards

By: ____________________________

By: ____________________________

Title: Division Administrator
(Executive Staff or Division Administrator)

Title: Deputy Executive Director

Date: _____________

Date: _____________

Grant Agreement Continuation dot

RECEIVED

Nov 4 - 2010

Innovation & Improvement Division
## FY 2011
### COORDINATION AND SERVICES GRANT
#### SCHOOL IMPROVEMENT AND ACCOUNTABILITY
##### PART A - RESPRO

**Budget Summary and Payment Schedule**

Directions: Prior to preparing this Budget Summary and Payment Schedule request, please refer to the "State and Federal Grant Administration Policy and Fiscal Requirements and Procedures" handbook that can be accessed at [http://www.isbe.net/funding/pdf/fiscal_procedure_handbk.pdf](http://www.isbe.net/funding/pdf/fiscal_procedure_handbk.pdf). Obligations of funds based on this budget request cannot begin prior to the date of receipt at ISBE or July 1, whichever is later, of a substantially approvable budget request. Further information can be accessed at "General Grant Frequently Asked Questions" at [http://www.isbe.net/funding/pdf/general_grant_faq.pdf](http://www.isbe.net/funding/pdf/general_grant_faq.pdf).

### Table: Budget Summary and Payment Schedule

<table>
<thead>
<tr>
<th>Exp. Account</th>
<th>Salaries (Obj. 100s)</th>
<th>Employee Benefits (Obj. 200s)</th>
<th>Purchased Services (Obj. 300s)</th>
<th>Supplies and Materials (Obj. 400s)</th>
<th>Capital Outlay (Obj. 500s)</th>
<th>Non-Capitalized Equipment (Obj. 700s)</th>
<th>Total (11)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2210</td>
<td>157175</td>
<td>71745</td>
<td>17080</td>
<td>4000</td>
<td></td>
<td>0</td>
<td>250000</td>
</tr>
<tr>
<td>2900</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3000</td>
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<tr>
<td>4000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Total Direct Costs</td>
<td>157175</td>
<td>71745</td>
<td>17080</td>
<td>4000</td>
<td>0</td>
<td>250000</td>
</tr>
<tr>
<td>29</td>
<td>Approved Indirect Costs x ____%*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>TOTAL BUDGET</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>250000</td>
</tr>
</tbody>
</table>

**Payment Schedule**

- **July-August**: 0
- **September**: 27000
- **October**: 27000
- **November**: 30500
- **December**: 30500
- **January**: 27000
- **February**: 27000
- **March**: 27000
- **April**: 27000
- **May**: 27000
- **June**: 27000
- **July-August**: 27000

TOTAL $250000

---

* The combination of Function Number 2900 and Indirect Cost may not exceed 5%.
<table>
<thead>
<tr>
<th>FUNCTION NUMBER</th>
<th>OBJECT NUMBER</th>
<th>EXPENDITURE DESCRIPTION AND ITEMIZATION</th>
<th>SALARIES (3)</th>
<th>EMPLOYEE BENEFITS (4)</th>
<th>PURCHASED SERVICES (5)</th>
<th>SUPPLIES AND MATERIALS (6)</th>
<th>CAPITAL OUTLAY (7)</th>
<th>NON-CAPITALIZED EQUIPMENT** (8)</th>
<th>TOTAL (11)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2210</td>
<td>100</td>
<td>Salaries for 1.75 full-time professional staff Deb Larson (.75 FTE) - 57,500 Steve Clark (1 FTE) - 64,703 Salary for 1 full-time support staff Roberta Sturm - 34,972</td>
<td>122,203</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>122,203</td>
</tr>
<tr>
<td>2210</td>
<td>200</td>
<td>Benefits for above employees: FICA - $6,179 Medicaid - $2,555 Medical - $28,720 Life Insurance - $1,166 Pension - $11,788 TRS - $21,337</td>
<td>34,972</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>71,745</td>
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<tr>
<td>2210</td>
<td>300</td>
<td>Training travel/professional development</td>
<td>17,080</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>17,080</td>
</tr>
<tr>
<td>400</td>
<td></td>
<td>Supplies &amp; Materials - office supplies, mailings</td>
<td>4,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL</td>
<td>157,175</td>
<td>71,745</td>
<td>17,080</td>
<td>4,000</td>
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<td></td>
<td>250,000</td>
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</table>
ILLINOIS STATE BOARD OF EDUCATION
Innovation and Improvement Division
100 North First Street, N-242
Springfield, IL 62777-0001
FY 2011
RESPRO CONTINUING APPLICATION
COVER PAGE

INSTRUCTIONS: Submit 1 original plus 3 copies. No faxed or electronic submission copies will be accepted.

NAME OF ROE/ISC/ASSOCIATION (Fiscal Agent)
Illinois Association of School Boards

AREA # (If applicable)
REGION, COUNTY, DISTRICT, TYPE CODE
65108017551

RESPRO CONTACT INFORMATION

ROE/ISC REGIONAL SUPERINTENDENT NAME
Dr. Michael Johnson

TELEPHONE (Include Area Code)
217.528.9688 X1130

ADDRESS (Street, City, State, Zip Code)
Illinois Association of School Boards
2921 Baker Drive
Springfield, IL 62703

FAX (Include Area Code)
217.528.2831

E-MAIL ADDRESS
mbartlett@iasb.com

RESPRO CONTACT PERSON NAME
Angela Peifer

TELEPHONE (Include Area Code)
217.528.9688 X1124

ADDRESS (Street, City, State, Zip Code)
Illinois Association of School Boards
2921 Baker Drive
Springfield, IL 62703

FAX (Include Area Code)
217.528.2831

E-MAIL ADDRESS
apeifer@iasb.com

WEBSITE ADDRESS FOR ROE/ISC/ASSOCIATION
www.iasb.com

BUDGET ALLOCATION

FUNDING:

$ 250,000.00 Funding Amount for Fiscal Year 2011

I certify that the program administrator/contact person identified above is authorized to act on behalf of the institution with regard to these funds.

9/21/2010
Date

Original Signature of Regional Superintendent/Authorized Official

ISBE USE ONLY

Date Received
SEP 28 2010

Original Signature of ISBE Division Administrator
Innovation and Improvement Division
Illinois Association of School Boards

1. PERSONNEL

A. List any staff to be paid with these funds. Information must match Budget Narrative. Attach additional pages, if necessary.

<table>
<thead>
<tr>
<th>NAME</th>
<th>E-MAIL</th>
<th>TITLE</th>
<th>FTE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debra Larson</td>
<td><a href="mailto:dlarson@iasb.com">dlarson@iasb.com</a></td>
<td>Consultant</td>
<td>.75</td>
</tr>
<tr>
<td>Steve Clark</td>
<td><a href="mailto:sclark@iasb.com">sclark@iasb.com</a></td>
<td>Consultant</td>
<td>1</td>
</tr>
<tr>
<td>Bobbie Sturm</td>
<td><a href="mailto:bsturm@iasb.com">bsturm@iasb.com</a></td>
<td>Support Staff</td>
<td>1</td>
</tr>
</tbody>
</table>

* The RESPRO Coordinator should equal a full-time FTE. It is also expected that consultants providing intensive services to districts and schools will dedicate not less than 50% of their time to this work.

B. Attach official job descriptions for each position to be paid with RESPRO funds (e.g. coach, school support team member).
IASB Job Description

**Job Title:** Consultant

**Incumbent:** Debra Larson

**Department:** Targeting Achievement through Governance (TAG)

**Classification:** Non Exempt

**Exempt or Non:** Non Exempt

**Full or Part-time:** Full-time

**Reports to:** Associate Executive Director, TAG

**Location:** Springfield and/or Lombard office(s)

**Job Goal:** To promote effective school board leadership for improved student learning and achievement by providing appropriate training programs, consultative services and communications to grant eligible governance teams (board and superintendent). Additionally, IASB TAG consultants will actively “market” and encourage board participation in the TAG program to eligible governance teams.

**Essential Duties:**

A. Provide TAG program core training and consulting services to eligible, participating governance teams:
   - Phase I program services including Board Governance Reviews, School Board Leadership workshop, School/District Improvement Plan training, Targeting Student Learning workshop and in-district coaching
   - Phase II program services including Board Governance Reviews, governance team needs assessment and determination of appropriate governance team training plan
B. Contribute to common TAG programs as assigned such as research, planning, evaluation, program marketing, and program development.
C. Provide linkage and communication with IASB Field Services and Policy Services staff in support of TAG governance team efforts;
D. Inform newly eligible governance teams about and encourage participation in the TAG program;
E. Provide supervision of support staff, keep required records and perform such other duties as may be reasonably required by the Associate Executive Director.
TAG Job Description

Job Title: Secretary II
Department: TAG
Incumbent: Bobbie Sturm
Exempt or Non: Non Exempt
Classification: Non Exempt
Full or Part-time: Full-time
Reports to: Angie Peifer, Associate Executive Director
Location: Springfield or Lombard
Hired Date: 
Separation Date: 

Job Goal: To provide support and assistance to the IASB Targeting Achievement thru Governance (TAG) Consultants in the preparation, planning and delivery of TAG services.

Essential Duties:

- F. provide telephone client contact;
- G. support in-district TAG work provided by TAG consultants and assist with TAG department support;
- H. provide general departmental support including reports, general communication, word processing, database creation and entry, file maintenance, scheduling meetings and preparing meeting materials, etc.
- I. Other duties as assigned.
Reporting Requirements

Directions: Please create a cover sheet when emailing your reports to diedric@isbe.net indicating the following:

- Name of ROE/ISC/Association
- Area # (if applicable)
- Region-County-District-Type Code

Quarterly Activity Reports

Quarterly Report #1
Baseline Report and Selection of Progress Indicators

By October 15, 2010, identify 3-5 progress indicators that you will be tracking during the 2010-2011 school year providing the following information.

- Progress Indicator
- Measure
- Baseline Data
- District and School Names
- District and School RCDT codes
- 2010 District and School Federal Status

Quarterly Reports #2 and 3

If selected progress indicators are part of the Indistar system, ISBE will not require area RESPRO to submit #2 and #3 quarterly activity reports. In that case, ISBE will access Indistar for routine activity reports for districts and schools being served with these 1003(a) funds. However, if the progress indicators selected for your RESPRO region are not part of the Indistar indicators, submit a summary report for your region that shows the progress of the 3-5 indicators for each district and school served.

Final Activity and Service Report

Part A. Please complete the Service Log found at http://www.isbe.net/sos/htmls/respro.htm and submit on or before July 30, 2011.

Part B. If selected progress indicators are part of the Indistar system, ISBE will not require area RESPRO to submit a final activity report on the progress indicators. In that case, ISBE will access Indistar for the final activity report for districts and schools being served with these 1003(a) funds. However, if the progress indicators selected for your RESPRO region are not part of the Indistar indicators, submit a final summary report for your region that shows the progress of the 3-5 indicators for each district and school served.

- Progress Indicator
- Measure
- Outcome
- District and School Names
- District and School RCDT codes
- 2010 District and School Federal Status
- Region Summary Totals
### 2010-2011 Proposed Scope of Work for Districts and School Improvement

<table>
<thead>
<tr>
<th>Goal</th>
<th>To assist up to 30 school boards in districts in corrective action in improving their governance and leadership practices and processes for improved student learning. To provide technical assistance to the SSOS including coaches.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target Population</td>
<td>Governance Teams (School Board and Superintendent) in districts in corrective action</td>
</tr>
<tr>
<td>Services</td>
<td>TAG curriculum for select governance teams in corrective action districts</td>
</tr>
<tr>
<td>Staffing and Budgeting Expectations</td>
<td>Experienced TAG consultants will lead school boards and superintendents through the TAG program</td>
</tr>
<tr>
<td>Additional Commitments</td>
<td>To support the SSOS with Webinars and professional development for districts/schools/coaches about local school boards and their role in continuous improvement including <em>Rising Star</em>.</td>
</tr>
<tr>
<td>Accountability Measures</td>
<td>Satisfaction surveys of districts in corrective action</td>
</tr>
<tr>
<td>Roles</td>
<td>District indicators of effective practice related to leadership and governance</td>
</tr>
<tr>
<td>Evaluation</td>
<td>Consultants and coaches to the local school boards and the superintendents of the districts in corrective action</td>
</tr>
<tr>
<td>Evaluation</td>
<td>Technical assistance to the SSOS including coaches</td>
</tr>
<tr>
<td>Evaluation</td>
<td>Quarterly reports culminating in end of year reporting on progress indicators</td>
</tr>
</tbody>
</table>
Action Plan

Discuss your action plan for accomplishing the following goals as described above. Please duplicate this sheet as necessary.

Goal 1: To assist school boards in districts in corrective action who have not previously participated in the TAG program in improving their governance and leadership practices and processes for improved student learning.

<table>
<thead>
<tr>
<th>Description of strategies and activities:</th>
<th>Timeline</th>
<th>Person(s) responsible</th>
<th>Progress Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilitate TAG Orientation workshop to increase Board sense of urgency re: student learning and achievement</td>
<td>Within first 2 months of participation</td>
<td>TAG Consultants</td>
<td>IA08 IA09</td>
</tr>
<tr>
<td>Facilitate Board Governance Reviews to assess pre- and post indicators of effective board governance</td>
<td>Months 3-4 and months 23 to 24 of participation</td>
<td>TAG Consultants</td>
<td>The school board identifies its governance strengths and weakness and develops/implements a plan to address weaknesses</td>
</tr>
<tr>
<td>Facilitate School Board Leadership workshop with governance team (board/superintendent) to clarify roles and responsibilities</td>
<td>Months 5 to 6 of participation</td>
<td>TAG Consultants</td>
<td>The school board identifies its governance strengths and weakness and develops/implements a plan to address weaknesses</td>
</tr>
<tr>
<td>Facilitate workshop on Data Foundations to teach boards to understand and appropriately use data for board decision making and communication for</td>
<td>Months 7 to 10 of participation</td>
<td>TAG Consultants</td>
<td>IA06 IA11</td>
</tr>
<tr>
<td>Improved Student Learning; Implementation Follow-Up</td>
<td>Months 9 – 20 of Participation</td>
<td>TAG Consultants</td>
<td>IBO1  IBO2</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>--------------------------------</td>
<td>----------------</td>
<td>----------</td>
</tr>
<tr>
<td>Engage Board in Targeting Student Learning Process to discuss (w/stakeholders), review and set/modify/or reaffirm student learning-related policy</td>
<td>Within 4 months of release of state testing data</td>
<td>TAG Consultants</td>
<td>IA01  IA002  IA03</td>
</tr>
<tr>
<td>Facilitate workshop on the District Improvement Plan process and the appropriate Board role; Implementation Follow-Up</td>
<td></td>
<td>TAG Consultants</td>
<td>IBO1  IBO2</td>
</tr>
</tbody>
</table>
Goal 2: To assist school boards in districts in corrective action who have completed Phase I of the TAG program in improving their governance and leadership practices and processes for improved student learning.

<table>
<thead>
<tr>
<th>Description of strategies and activities:</th>
<th>Timeline</th>
<th>Person(s) responsible</th>
<th>Progress Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal 2</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conduct Needs Assessment to determine focus of work with RESPRO coach, superintendent and Board President</td>
<td>Within first 2 months of participation</td>
<td>TAG Consultants</td>
<td>The school board identifies its governance strengths and weaknesses and develops/implements a plan to address weaknesses</td>
</tr>
<tr>
<td>Facilitate workshop on Data Foundations to teach boards to understand and appropriately use data for board decision making and communication for improved student learning; implementation follow-up</td>
<td>Months 3-4 of participation</td>
<td>TAG Consultants</td>
<td>IA06 IA11 IB02 IB12</td>
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<tr>
<td>Based on Needs Assessment one or more of the following training components will be delivered:</td>
<td>Months 5 – 17 of participation</td>
<td>TAG Consultants and IASB professional staff</td>
<td>A. IA08 IA09 B. IA07 IA08 C. The school board engages in a deliberative decision-making process based on data and</td>
</tr>
</tbody>
</table>
D. Board/Superintendent Relationships (clarifying expectations, developing/implementing effective evaluation process)

E. Monitoring District Performance

F. Effective Board Meetings

G. Using Data for decisions around
   i. Teacher Quality and Assignment
   ii. Preparation for high school and beyond

H. Targeting Student Learning
<table>
<thead>
<tr>
<th><strong>Weaknesses</strong></th>
<th><strong>TAG Consultants</strong></th>
<th><strong>Months 17 - 18</strong></th>
<th><strong>Facilitate Board Governance Reviews to assess process indicators of effectiveness</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The School Board</td>
<td>IBO1 IBO2</td>
<td>Data collection and testing of release of</td>
<td>Appropriate Board role; Implementation follow-up</td>
</tr>
<tr>
<td>Content</td>
<td></td>
<td>within 4 months</td>
<td>Facilitate workshop on the District Improvement Plan Process and the</td>
</tr>
<tr>
<td>1</td>
<td>Other (as determined by Needs Assessment)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 5 of 6
ATTACHMENT 3-A

NAME OF ROE/ISC/ASSOCIATION

65108017551
REGION

STATEMENT
<table>
<thead>
<tr>
<th>Indicator</th>
<th>Progress</th>
<th>Responsible Person(s)</th>
<th>Timeline</th>
<th>Description of Strategies and Activities</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Goal 3: To provide technical assistance to the SSO5s including coaches</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>needed</th>
<th>TAC staff</th>
<th>As requested</th>
<th>of Education Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>district work planning consultants in with TAC and partner board roles understand coaches RESPro</td>
<td>As requested for the SSO5 in each district to facilitate making the connection between the work of the board and the work of the SSO5s to increase understanding of the appropriate board role in improving student learning</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>indicator</th>
<th>TAC staff</th>
<th>As requested</th>
<th>of Education Performance</th>
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</thead>
<tbody>
<tr>
<td>district work planning consultants in with TAC and partner board roles understand coaches RESPro</td>
<td>As requested for the SSO5 in each district to facilitate making the connection between the work of the board and the work of the SSO5s to increase understanding of the appropriate board role in improving student learning</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 6 of 6
ATTACHMENT 3-A
By applying for and accepting a grant awarded under this RFP, an applicant agrees to the following:

1. **Priority of Service Delivery.** The funds are to be used for the provision of technical assistance to Title I to districts and schools, primarily districts in corrective action and chronically low-performing schools. Other Title I districts or schools may be served as long as service to the priority districts and schools is not diluted or impaired. Applicants are urged to design their programs to allow, where possible and cost-effective, for the participation of staff from additional Title I districts and schools. No fee for service work is allowed.

2. **Payments to Applicant's Consultants, Practitioners, and Program Administrators.** Payments of wages or salaries to the applicant's consultants, practitioners, and administrators will be allowed only to the extent that their work will be directly connected to providing services to the priority districts and schools. Job descriptions will describe clearly the proportion of work performed related to the targeted districts and schools, and the portion of salary and wages to be paid from the grant shall be apportioned accordingly. ISBE will retain the right to limit or reduce the payments made to applicant's existing consultation not aligned with the services being provided. Logs of time and effort must be kept by and for all staff paid from these grant funds and will be monitored and audited per ISBE procedures.

3. **Programs and Services Offered.** Funds from different funding sources should not be combined. Program and services delivered with the grant funds to be awarded under this RFP will adhere strictly to current and future rules and guidelines of ISBE, NCLB, and other agencies or legislation, as appropriate. It is specifically agreed that any grantee awarded funds under this RFP will offer no form of technical assistance with these funds that is not consistent with the specifications of this RFP, any amendments to or new legislation, and/or subsequent grant agreement.

4. **Required Training and Conferences.** Grantees must require staff delivering services under the terms of the grant to attend System of Support meetings and trainings including, but not limited to, using ISBE selected school improvement planning tools, processes, and protocols. The use of these materials shall be mandatory.

5. **Coordination of Services and Activities.** Grantees must make every effort to coordinate their plans with other grantees and with existing agencies in the interest of cost-effectiveness and avoidance of duplication of effort. ISBE reserves the right to require direct coordination of grantees' plans with other ISBE-funded programs and agencies.

6. **Obligations to ISBE.** Grantees must meet with ISBE and Innovation and Improvement staff as required by the Innovation and Improvement Division; provide data and reports as required by ISBE; and assist in the development of program guidelines, data collection activities, evaluations and the writing and presentation of reports to the State Superintendent and State board of Education.

7. **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.**

---

**Illinois Association of School Boards**

Name of Applicant/Entity

By: 9/21/2010  
Associate Executive Director

Date  
Original Signature of Superintendent/Authorized Official  
Title

ISBE 20-88 (5/10)
Illinois State Board of Education

CERTIFICATIONS AND ASSURANCES AND STANDARD TERMS OF THE GRANT

Illinois Association of School Boards

(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:
   65108017551

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); and
   - 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.

ISBE 85-1038 (3/10)
8. Payment under this grant is subject to passage of a sufficient appropriation by the Illinois General Assembly or sufficient appropriation by the U.S. Congress for federal programs. Obligations of the State Board of Education will cease immediately without further obligation should the agency fail to receive sufficient state, federal, or other funds 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 ninety (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 for items or services based on amendments cannot be encumbered prior to the date of receipt at ISBE of a substantially approvable budget amendment provided the scope/intent of the approved project has not changed. If the scope/intent of a project changes based on an amendment, programmatic approval must be obtained prior to the obligation of funds based on the amendment. ISBE shall be the final determiner of whether an amendment changes the scope/intent of a project. The begin date of the project cannot precede the beginning of the fiscal year for which the funds are appropriated. Requests for budget amendments must be received by the State Board of Education no later than thirty (30) calendar days prior to the project ending date for which the amendment is being sought.

13. 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 or obligated for activities occurring during the Term.

(a) State funded grants: All grant funds and earned interest shall be subject to the Illinois Grant Funds Recovery Act (30 ILCS 705). Interest earned on State funded grant programs and grant funds not expended or obligated by the end of the Term, as well as interest earned after the Term has expired, must be returned to the Illinois State Board of Education within forty-five (45) calendar days following the end of the Term.

(b) Federally funded grants: Interest earned in excess of $100 per year must be returned to the Illinois State Board of Education, with checks payable to the Illinois State Board of Education. 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. Quarterly reports must describe the progress of the project or use and the expenditure of the grant funds. 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. Those entities with established IWAS accounts with the Illinois State Board of Education, must electronically submit expenditure reports by the required due dates specified within the Grant Agreement. Those entities not enrolled in IWAS, must request paper expenditure report forms not later than twenty (20) calendar days before the due dates specified within the Grant Agreement to the Illinois State Board of Education. Expenditure reports are due twenty (20) calendar 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 the current year's payments and payments for future years' projects under the same program 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 twenty (20) 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 forty-five (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 ninety (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
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.,
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 a party to the joint application, a legal entity, or a Regional Office of Education may serve as the administrative and/or fiscal agent under the grant.

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 30/1 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) calendar 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 (a) employees, (b) volunteers, and (c) all persons of any age, who have contact with children receiving services under the grant; and such applicant shall not (a) employ individuals, (b) allow individuals to volunteer, or (c) enter into a contract with a person or firm who employs individuals who 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 405/21-1 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: (a) will be utilized in identifying the accumulation and distribution of any allowable administrative costs in the grant program; (b) identifies the allocation methods used for distributing the costs among programs; (c) requires support through records and documentation showing personnel time and effort information, and formal accounting records according to generally accepted governmental accounting principles; (d) requires the propriety of the charges to be substantiated; and (e) 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. An applicant that is a party to the joint application, a legal entity, or a Regional Office of Education may serve as the administrative and/or fiscal agent under the grant.

33. The entity acting as the fiscal agent certifies that it is responsible to the applicant or, in the case of a joint application, to each applicant that is a party to the application; it is the agent designated and responsible for reports and for receiving and administering funds; and it will:

(a) 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;

(b) Maintain separate accounts and ledgers for the project;

(c) Provide a proper accounting of all revenue from ISBE for the project;

(d) Properly post all expenditures made on behalf of the project;

(e) 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;

(f) 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);

(g) 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 expenditures/obligations for the fiscal agent and the data obtained from the joint applicants on actual expenditures/obligations that occur within project beginning and ending dates.
(h) 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;

(i) Make financial records available to outside auditors and Illinois State Board of Education personnel, as requested by the Illinois State Board of Education;

(j) Have a recovery process in place with all joint applicants for collection of any funds to be returned to ISBE; and

(k) 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=0105000050HA%2E+28&ActID=1005&ChapAct=105%26nbsp%3BILCS%26nbsp%3B50/0.

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) calendar 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) calendar 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. Further, the undersigned certifies under oath that all information in the grant agreement is true and correct to the best of his or her knowledge that grant funds shall be used only for the purposes described in this agreement, and that the award of this grant is conditioned upon this certification.

Angela Peifer
Signature of Authorized Official

Associate Executive Director
Title

9/21/10
Date

Name of Authorized Official (Type or Print)
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.

Illinois Association of School Boards
Organization Name

Angela Peifer, Associate Executive Director
Name and Title of Authorized Representative

9/21/10
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, 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.
CERTIFICATE REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit ISBE 85-37, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Illinois Association of School Boards
Organization Name

65108017551
PR/Award (or Application) Number or Project Name

Angela Peifer, Associate Executive Director
Name and Title of Authorized Representative

Signature 9/21/10 Date

ISBE 85-36 (3/10)
## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352. (See reverse for public burden disclosure.)

### 1. TYPE OF FEDERAL ACTION
- [ ] a. Contract
- [ ] b. Grant
- [ ] c. Cooperative agreement
- [ ] d. Loan
- [ ] e. Loan guarantee
- [ ] f. Loan insurance

### 2. STATUS OF FEDERAL ACTION
- [ ] a. Bid/offer/application
- [ ] b. Initial award
- [ ] c. Post-award

### 3. REPORT TYPE
- [ ] a. Initial filing
- [ ] b. Material change

For material change only:

- [ ] ________________ Year
- [ ] ________________ Quarter
- [ ] ________________ Date of last report

### 4. NAME AND ADDRESS OF REPORTING ENTITY
- [ ] Prime
- [ ] Subawardee, Tier ________________, if known
  - Congressional District, if known

### 5. IF REPORTING ENTITY IN NO. 4 IS SUBAWARDEE, ENTER NAME AND ADDRESS OF PRIME

### 6. FEDERAL DEPARTMENT/AGENCY

### 7. FEDERAL PROGRAM NAME/DESCRIPTION

### 8. FEDERAL ACTION NUMBER, if known

### 9. AWARD AMOUNT, if known

### 10. NAME AND ADDRESS OF LOBBYING ENTITY
- (If individual, last name, first name, MI)

### 11. AMOUNT OF PAYMENT (check all that apply)

<table>
<thead>
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<th>$</th>
<th>Actual</th>
<th>Planned</th>
</tr>
</thead>
</table>

### 12. FORM OF PAYMENT (check all that apply)

- [ ] a. Cash
- [ ] b. In-kind; specify: nature ________________, value ________________

### 13. TYPE OF PAYMENT (check all that apply)

- [ ] a. Retainer
- [ ] b. One-time fee
- [ ] c. Commission
- [ ] d. Contingent fee
- [ ] e. Deferred
- [ ] f. Other, specify ________________

### 14. BRIEF DESCRIPTION OF SERVICES PERFORMED OR TO BE PERFORMED AND DATE(S) OF SERVICE, INCLUDING OFFICER(S), EMPLOYEE(S), OR MEMBER(S) CONTACTED, FOR PAYMENT INDICATED IN ITEM 11.

### 15. [ ] YES  [ ] NO  CONTINUATION SHEET(S), ISBE 85-37A ATTACHED

### 16. Information requested through this form is authorized by title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

**ATTACHMENT 8A**
INSTRUCTIONS FOR COMPLETION OF ISBE 85-37, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the ISBE 85-37A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subawardee recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks “Subawardee”, then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., “RFP-DE-90-001”. 
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial(MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not an ISBE 85-37A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0048), Washington, D.C. 20503.