

The webinar will begin shortly

21<sup>st</sup> CCLC New Staff Workshop

Illinois State Board of Education

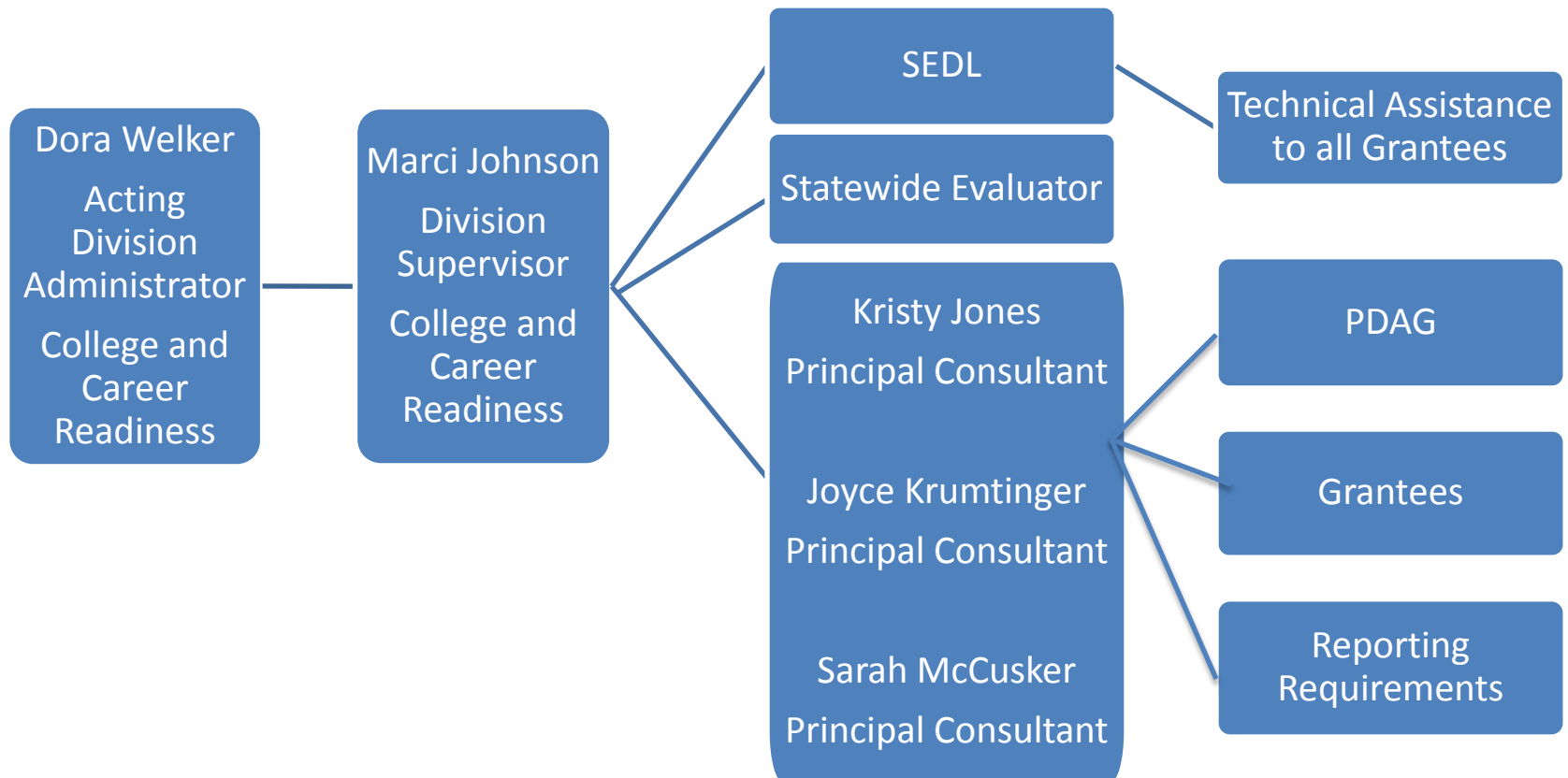
November 27, 2012



# Agenda/Topics to be Covered

- Overview/History of 21<sup>st</sup> CCLC
- Beginning Steps
- Roles and Responsibilities
- Quality Programming
- Expectations of the Grants
- ISBE Web Application Security (IWAS)
- Resources

# Who's Who



# 21<sup>st</sup> CCLC Program Intent

- Provide expanded academic enrichment opportunities for children attending low-performing schools.
- Provide tutorial services and academic-enrichment activities designed to help students meet local and state academic standards in subjects such as reading and mathematics.
- Provide youth development and enrichment activities; drug and violence-prevention programs, technology education; art, music, and recreation programs; counseling; and character education to enhance the academic component of the program.
- Provide services to families of student participants.

# Beginning Steps

- **Read and review your grant.**
  - All staff need to be thoroughly familiar with what the grant application approved by Illinois State Board of Education states will be implemented.
  - All conditions for funding must be met before the proposal is considered fully approved.
- **Obtain necessary identification numbers.**
  - RCDT code
  - DUNS

# Beginning Steps (cont.)

- **Share the good news!**
  - School/District team
  - Organization
  - Partners
  - Community
- **Meet with the grant's co-applicant and partners.**
  - Begin plans for implementation and collaboration
  - Establish a schedule of meetings to discuss the progress toward meeting goals and objectives, evaluation, and sharing of promising practices
  - Review the sustainability plan and set goals to implement this plan

# Beginning Steps (cont.)

- **Determine who's leading the project including the levels of accountability and responsibility.**
  - Take necessary steps to hire or appoint staff for the program
  - The leader, specifically a Project Director, should be assigned to the project
- **Focus on the budget.**
  - Communicate with the fiscal agent who will be maintaining financial records, managing the budget, and submitting requests for reimbursement
  - Set forth a process of communication and fiscal accountability between the site(s), administrative office and employees of the organization
  - Work with ISBE regarding your initial grant proposal budget, as changes are likely to be needed
  - Load your information into the IWAS system

# Beginning Steps (cont.)

- **Establish and maintain a documentation system.**
  - Refer to ISBE Self Monitoring and On-Site Monitoring Documents for the areas for which data and documentation will need to be collected and maintained
  - Refer to the program specifics that were agreed upon as part of your grant application and award
  - Additional information regarding documentation and monitoring will be provided in a more formal training
- **Establish a program start date.**
  - Establish a timeframe for the official start date of your program that complements your schedule for implementation
- **Recruit staff for the program as noted in the application.**
  - Develop a process to maintain documentation of the employment, training, and time



# Beginning Steps (cont.)

- **Review the grant's program design for student and adult programming.**
  - Set forth a process for implementing this plan and tracking progress
  - Create program schedules that align with the Illinois Learning Standards incorporating the Common Core
- **Design a public relations plan.**
  - Determine the process to be used for working with the public, the school system, parents, and students
  - Document communication with stakeholders
- **Establish a schedule of purposeful program evaluation.**
  - Hire or assign an evaluator
  - Have a meeting with your evaluator to determine data and analysis necessary to evaluate your program
  - Educate yourself and your evaluator on the federal reporting elements and requirements (PPICS)

# Staffing your 21<sup>st</sup> CCLC Program

- Project Director
- Site Coordinator
- Teachers
- Youth workers/specialist
- Security
- Other: curriculum specialist, janitor, nurse, volunteers

# Role of Project Director

- Contact person for the grant
- Oversees the implementation of the grant project to be sure it is implemented with fidelity based on the application
- Provides professional development to the staff
- Ensures that programming is academically based for the students
- Ensures that the parent involvement activities are taking place
- Works with the community to market the program

# Role of Site Coordinator

- Oversees one specific site, in some cases more than one site
- Follows the direction of the Project Director and assists the Project Director to be sure the program is in compliance
- Coordinate the program for that site to be sure the students are registered, attendance is being kept, programs are in place and are academically based, ensure that students are safe, and parent involvement activities are held for the parents of the students enrolled in the program
- Work with the Principal of the school to be sure there is active communication

# Role of Front Line Staff

- Works with the students and parents on a daily basis (teachers, youth workers)
- Provides the academic programs
- Ensures the safety of the children
- Assists the students to higher achievement in their studies
- Assists the Site Coordinator to ensure the program is in compliance

# Role of Evaluator

- Works with the Project Director to collect data needed to evaluate the program, to provide the data needed for PPICS and fall/spring survey
- Creates an evaluation report to share with the community
- Provides recommendations for changes to the program

# Program Specifics

## ATTACHMENT #13--Highlights

- Review these and ensure all staff responsible for the program are aware of these and have a thorough understanding of these
- Use these to build your program



# Specification A

The learning center will make available a description of how the students participating in the program carried out by the community learning center will travel safely to and from the center and home.

- Written transportation plans agreed to by entity/school/parent prior to student start date
- Provide transportation if needed
- Drop off points can be used
- Parental sign offs
- Sign in and sign out sheets
- Safety patrols/neighborhood watch
- Security personnel



# Specification A (cont.)

- Buildings that house the 21<sup>st</sup> CCLC programs must meet local standards and codes for public facilities. Indoor and outdoor facilities must be safe and in good repair.
  - Annual building inspection
  - ADA compliance
  - ROE/ISC/CPS for schools
  - Permits needed for construction/renovation
  - Elevator, fire extinguisher inspections
  - Crisis/emergency plans

# Specification B

- Program funds may be used to cover **reasonable transportation costs for program participants**. If transportation is provided, the transportation plan must be clearly and appropriately related to project activities.
  - Transportation is ok for field trips; permission slips required for each specific trip
  - Public transit passes, etc., can be funded
  - Written release plans with parental sign offs required



# Specification C



Funds under this part will be used to increase the level of state, local, and other nonfederal funds that would, in the absence of funds under Title IV, Part B, be made available for programs and activities authorized under this part, and in no case supplant federal, state, local, or nonfederal funds.

- Annual internal grantee audits
- NO SUPPLANTING
  - No support of school's sports teams or other extra curricular
  - Provide supplementary services
  - Replace expired funds
- Time and effort sheets for employees
- AUDIT by ISBE External Assurance Division

# Specification H



- Grantees must keep **attendance records** of program participants. Participants are required to be enrolled in the before- or after-school program.
- No drop in programs; all participants must be registered
  - Daily attendance must be recorded
  - Attendance required for Annual Performance Report to ED in PPICS
  - Subject to audit; keep written records in accordance with federal rules for maintenance of records

# Specification I

- Grantees must conduct criminal background checks for all program staff and volunteers who have contact with children and youth.
  - Policies/procedures in place
  - Copies of checks kept in personnel files
  - Completed before staff work with students
  - Safety of children comes first
- Grantees are required to have a written protocol on file requiring background checks, as well as evidence of their completion. Further, no person shall be employed who has been convicted of a crime as listed in Section 10-21.9(c) of the School Code (105 ILCS 5/10-21.9(c)).

# Specification J



- In accordance with the *Child Abuse and Neglect Reporting Act* (325 ILCS 5), adults working with children and youth under the age of 18 years old are required to be mandated reporters for suspected child abuse and neglect.
- All 21st Century Community Learning Centers programs must have a **written protocol for training their employees about the Act and identifying and reporting suspected incidents of child abuse or neglect.**
  - Annual training required; not just notification
  - Employees signing off that they know they are a mandated reporter is not enough
  - Written records maintained and available upon request

# Specification K

REPORT CARD				
GRADING PERIOD	1	2	3	4
READING	A			
WRITTEN COMMUNICATION				
MATHEMATICS	C			
SCIENCE/HEALTH	B			
SOCIAL STUDIES	B			
ART	A			
MUSIC	A			
PHYSICAL EDUCATION	C			
Grade Average: B				
Attendance:	Present	48		
	Absent	2		
	Tardy	1		
A = Excellent • B = Good • C = Satisfactory • N = Needs Improvement U = Unsatisfactory • I = Inefficient / Incomplete				
Student: _____ Grade: _____ Year: _____				

Grantees **must obtain permission** from participants' parents or guardians prior to using students for public relations purposes, gathering data by methods such as youth surveys and interviews, and obtaining academic and school data.

- Annual, written agreements are required that are program specific
- Keep on file for inspection

# Specifications N and O

- Grantees are required to **attend workshops and trainings offered by the Illinois State Board of Education or another entity contracted for by the state.** The workshops and trainings are designed to improve the quality of the program and give technical assistance to the staff for continuous improvement.
  - Fall “Kick Off” Workshop
  - New Grantee Workshop
  - Spring “Best Practices” Workshop
  - Regional workshops as determined yearly
  - Webinars
- Grantees are required to **submit additional information** as may be requested by the State Superintendent of Education.



# Specification P--Evaluation

- **Grantees must evaluate their programs annually as described in the approved proposal. Copies of the evaluation will be made available to the Illinois State Board of Education or others upon request.**
  - A copy of the most recent evaluation will be required to be submitted with the continuation application annually. A full annual evaluation will be submitted by December 1.
  - The statewide evaluator will assist and provide sample templates as resources.

# Subcontracting

- The applicant may operate its own program or enter into a subcontract with another entity to implement the program. However, all program responsibilities are to be retained by the applicant to ensure compliance with the terms and conditions of the grant.
  - All subcontracting must be documented and must have the prior approval of the State Superintendent of Education (Attachment 10).
  - Approval of subcontracts shall be subject to the same criteria as are applied to the original proposal.
  - Budget needs to contain specifics on subcontracts.
  - Subcontractors will be subject to audit.

# Nutrition

- 21<sup>st</sup> CCLC funds cannot be used to purchase snacks.
- Funding for snacks and evening meals can come from the National School Lunch Program.

## **Nutrition Program**

Illinois State Board of Education  
100 N. First Street  
Springfield, IL 62777-0001  
P: 217-782-2491  
F: 217-524-6124

For more information about ISBE nutrition, please visit **[www.isbe.net/nutrition](http://www.isbe.net/nutrition)**

# Quality Programming

- 12 hours per week; 28 weeks (reduced for FY 13 grantees)
- Innovative practices that demonstrate an impact on improving student achievement or student growth, closing achievement gaps, decreasing dropout rates, increasing high school graduation rates, or increasing college enrollment and completion rates

# Linking to the School Day

- Common Core standards
- Support after school what is being taught during school
- Talking to the teachers and Principal to see how you can help
- Find out what areas students are struggling and help to reinforce the skills in a different way

# Parent/Family Involvement

- Ongoing, systemic activities
- Not just one or two activities for the year such as a family night
- Assist parents how to help their child
- Parents or Family members of student participants

# Professional Development

- Support your staff in growing professionally
- Helping school day teachers to teach differently after school
- Ongoing (more than just the initial start up training)
- ISBE Fall and Spring workshops
- Other ISBE scheduled training opportunities
- U.S. Dept. of ED Summer Institute (no FY 13 Institute)

# Profile and Performance Information System (PPICS)

- **All grantees are required to submit an Annual Performance Report (APR)**

**The dual purpose of the APR is to:**

1. Demonstrate that substantial progress has been made toward meeting the goals and objectives of the project.
2. Collect data that addresses the performance indicators for the 21st Century Community Learning Centers program. This is aligned with the integrated evaluation system that the Illinois State Board of Education is currently developing.



# PPIC Milestones

School year 2012-2013



## **Milestone 1 – Due June 28, 2013**

Grantee Profile, Operations, Staffing, Feeder Schools



## **Milestone 2 – Due July 31, 2013**

Teacher Surveys, Activities, Attendance



## **Milestone 3 – August 30, 2013**

Grades, Partners



## **Milestone 4 -- October 31, 2013**

State Assessment, Objectives and all additional parts of the APR must be certified as complete. APR must be completed.

# Monitoring

Quarterly Calls

Tier 1

- Self Monitoring Tool

Tier 2

- Desk Monitoring

Tier 3

- On Site Monitoring

# 21<sup>st</sup> CCLC Express Application

- New grantees will be required to complete an Express Application in IWAS in order to receive funds.
- Any required changes will be made within this electronic application.

# IWAS link on ISBE home page

The screenshot shows the Illinois State Board of Education (ISBE) home page as it appeared in 2012. The browser window is titled "Illinois State Board of Education Home Page - Windows Internet Explorer". The address bar shows "http://www.isbe.net/". The page features a blue header with the ISBE logo and the names of the Board Chair and State Superintendent. Below the header is a navigation menu with links: Site Map, Forms, Funding Opportunities, **IWAS**, ECS, FRIS Inquiry, and Division & Program Areas. A red arrow points to the "IWAS" link. Below the navigation menu is a search bar labeled "Search ISBE:" and a link "Send ISBE a file". The main content area is divided into five columns, each with a header and a list of links:

- ISBE Info**
  - [ISBE Agency Info](#)
  - [Agency Programs](#)
  - [Board](#)
  - [Budget](#)
  - [Division Links](#)
  - [Glossary](#)
  - [Programs & Services](#)
  - [Locator](#)
  - [Rules / Waivers](#)
- Parents/Students**
  - [A-Z Index](#)
  - [Announcements](#)
  - [Career & Tech Ed](#)
  - [English Lang](#)
  - [Learning](#)
  - [Homeless](#)
  - [Home-Schooling](#)
  - [Special Education](#)
  - [Transportation](#)
- Teachers/Administrators**
  - [Administrator A-Z Index](#)
  - [Announcements](#)
  - [Grant info](#)
  - [Student Info System](#)
  - [Teacher A-Z Index](#)
  - [Announcements](#)
  - [Certification](#)
- Illinois Schools**
  - [A-Z Index](#)
  - [General State Aid](#)
  - [IL Honor Roll](#)
  - [IL School Code](#)
  - [Interactive Report Cards - IIRC](#)
  - [Report Cards](#)
  - [Reports & Statistics](#)
  - [Response to Intervention \(Rti\)](#)
- Learning Standards**
  - [Illinois Learning Standards](#)
  - [Assessment](#)
  - [AYP - Adequate Yearly Progress](#)
  - [Curriculum](#)
  - [ISAT - IL Standards Achievement Test](#)
  - [Testing Dates](#)

At the bottom of the page, there are two sections: "superintendent's corner" and "hot topics". The browser's status bar shows the URL "https://sec1.isbe.net/iwas/asp/login.asp" and the system clock shows "3:22 PM".

# Login and Password is required

ISBE Web Security Module - Login Screen - Windows Internet Explorer

https://sec1.isbe.net/iwas/asp/login.asp?js=true

File Edit View Favorites Tools Help

ISBE Web Security Module - Login Screen

To help protect your security, Internet Explorer has blocked this website from displaying content with security certificate errors. Click here for options...

**Illinois State Board of Education**  
Jesse Ruiz, Board Chair  
Christopher A. Koch, State Superintendent

I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

**ISBE Home**  
**Home**  
**Sign Up Now**  
**Get Password**  
**Contact Us**  
**Help**

[IWAS User Guide](#)  
[IWAS Training Video](#)

**About SSL Certificates**

**Already have an account? Login Here :**

**Login Name**   
**Password**   
☐ Remember my login Name  
**LOGIN**

**Get Password?**  
If you have forgotten your login name or password, click on the link below.  
[Find Login/Password](#)

**New Partner - Sign up Now**

Some ISBE web-based systems require electronic signatures. You can create your own login id and password by clicking on the following link. After you establish your login, you will then have the ability to request authorization to use ISBE's systems.

[Sign Up Now](#)

**Need Help?**  
If you need help with logging in, the sign up procedure or your password, please click on the link below.  
[Help](#)

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Internet 100% 3:22 PM



# Initial IWAS Sign-up

ISBE Web Security Module - Sign-Up Screen - Windows Internet Explorer

https://sec1.isbe.net/iwas/asp/sign\_up.asp

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ISBE Web Security Module - Sign-Up Screen


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Jesse Ruiz, Board Chair Christopher A. Koch, State Superintendent


I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

**ISBE Home**  
**Home**  
**Sign Up Now**  
**Get Password**  
**Contact Us**  
**Help**

[IWAS User Guide](#)  
[IWAS Training Video](#)

  
About SSL Certificates

**First Name**    
**Last Name**    
**Login Name**     
**Password**     
**Confirm Password**     
**Email Address**     
**Secret Question**     
**Answer**   

 = Required

**Continue >>**

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Done Internet 100% 3:22 PM

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# Once you have an IWAS account, Log in

ISBE Web Security Module - Login Screen - Windows Internet Explorer

https://sec1.isbe.net/iwas/asp/login.asp?js=true

File Edit View Favorites Tools Help

ISBE Web Security Module - Login Screen

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**Sign Up Now**  
**Get Password**  
**Contact Us**  
**Help**

**Already have an account? Login Here :**

**Login Name** janedoe  
**Password** .....  
☐ Remember Login  
**LOGIN**

**Get Password?**  
If you have forgotten your login name or password, click on the link below.  
[Find Login/Password](#)

**New Partner - Sign up Now**

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[Sign Up Now](#)

**Need Help?**  
If you need help with logging in, the sign up procedure or your password, please click on the link below.  
[Help](#)

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# Access to Systems

ISBE Web Security Module - ROE/RCDT Welcome Screen - Windows Internet Explorer

https://sec1.isbe.net/iwas/asp/roe\_rcdt\_welcome.asp?rem=&rcdt=999999999999&sch=&updt=jallison

File Edit View Favorites Tools Help

ISBE Web Security Module - ROE/RCDT Welcome Screen

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Jesse Ruiz, Board Chair  
Christopher A. Koch, State Superintendent

**ISBE Administrator**

Login: JALLISON

Home  
System Listing  
Pending Sign Ups  
Pending Documents  
Change Password  
Preferences  
Search  
Help  
Logout  
[IWAS Training Video](#)

Hello JANET, you last logged in 9/11/2009 10:02:27 AM.

Messages :  
[109 unread Inbox message\(s\)](#)  
[0 unread Archived message\(s\)](#)

Require Action :  
[0 Sign-ups pending your approval](#)  
[0 Documents pending your approval](#)  
[0 Feedback messages pending review](#)

We have your email address listed as:  
**jallison@isbe.net**  
If this is NOT correct, [click here](#) to update.

**News Items**

**Changes in IWAS Administrative Accounts**  
Many organizations that do electronic business with ISBE have new administrators that officially take effect on July 1... [More...](#)

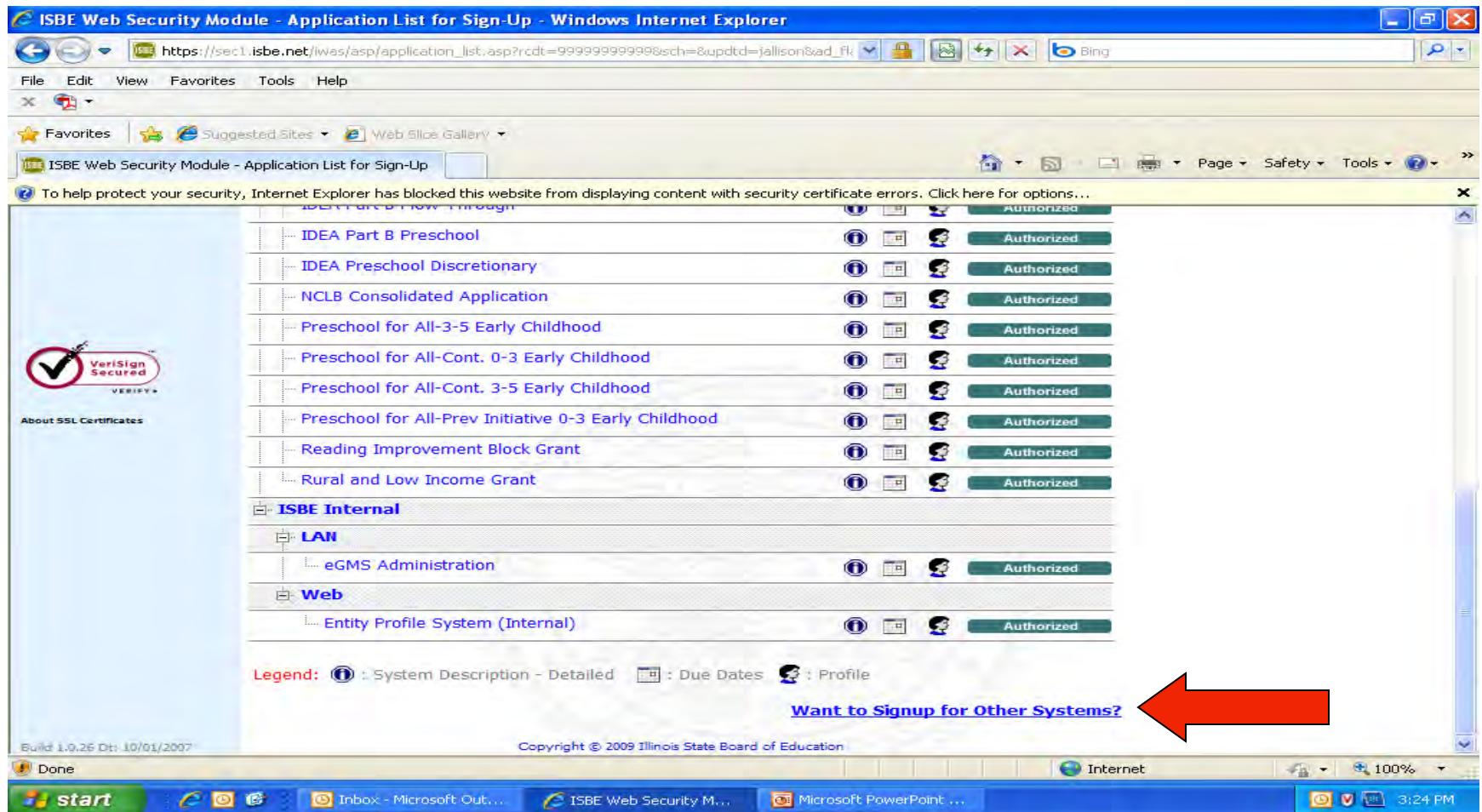
**Public School District Consolidations/Annexations/Convergence and IWAS**  
If your public school district is going through consolidation or annexation, the information below may be of interest to you... [More...](#)

start | Internet | 100% | 3:24 PM



# The Program you want is not on your list?

## Signup for other systems



Click the system you want to sign up for and you'll have to explain why you should have access on the next screen

ISBE Web Security Module - Application List for Sign-Up - Windows Internet Explorer

https://sec1.isbe.net/iwas/asp/application\_list.asp?rcdt=999999999999&sch=&updt=jallison&ad\_fi:

File Edit View Favorites Tools Help

ISBE Web Security Module - Application List for Sign-Up

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Other Systems

To gain authorization to use a system, click on "Sign Up Now" under the "Authorization" heading.

[Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree	Authorization
<b>Claims</b>	
Child Nutrition - ACES	<a href="#">Sign Up Now</a>
Spec Ed Room and Board Claim	<a href="#">Sign Up Now</a>
<b>Annual</b>	
General State Aid Claim	<a href="#">Sign Up Now</a>
Nonpublic School Attendance	<a href="#">Sign Up Now</a>
Orphanage Tuition 18-3	<a href="#">Sign Up Now</a>
Parent/Guardian Safety Hazards	<a href="#">Sign Up Now</a>
Parent/Guardian Transportation Reimbursement	<a href="#">Sign Up Now</a>
Pupil Transportation Claim Reimbursement System	<a href="#">Sign Up Now</a>
Special Education Authorization (Harrisburg Project)	<a href="#">Sign Up Now</a>
Special Education Summer School State Aid	<a href="#">Sign Up Now</a>

Home System Listing Pending Sign Ups Pending Documents Change Password Preferences Search Help Logout

[IWAS Training Video](#)

Done Internet 100% 3:25 PM

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# To Create the Application after logging into the 21<sup>st</sup> Century Continuation System

The screenshot shows a web browser window with the URL [http://webqa1.isbe.net/eGrant\\_Web/StaticPages/FakeLogin.a](http://webqa1.isbe.net/eGrant_Web/StaticPages/FakeLogin.a). The page header includes the Illinois State Board of Education logo and the title "eGMS - Grants Application". The session timeout is 59:55. The user is logged in as "District Name: PAYSON CUSD 1", "RCDT: 01-001-0010-26", and "County: Adams".

**Application Select**

This Program Allows you to have multiple projects.  
Would you like to create a new project for the current year? ☐ Yes

Select an application from the list(s) below and press one of the following buttons:

[Print All](#)

**This Organization has not created any Applications**

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or [Click here to Contact Us](#)  
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# To Create the Application – cont.

The screenshot shows a web browser window with the URL [http://webqa1.isbe.net/eGrant\\_Web/StaticPages/Application!](http://webqa1.isbe.net/eGrant_Web/StaticPages/Application!). The page header includes the Illinois State Board of Education logo, the title "eGMS - Grants Application", and a session timeout of 59:37. The user is logged in as "PAYSON CUSD 1" with RCDT "01-001-0010-26" and County "Adams".

The main section is titled "Application Select" and contains the following information:

- A message: "This Program Allows you to have multiple projects. Would you like to create a new project for the current year?" with a checked "Yes" checkbox.
- Fields for "Year: 2013" and "Project Code: [dropdown menu]".
- A "Project Title" field containing "Cohort 10 - Year 2" and an "Allotment Amount" of "\$9,999".
- A "Create New Project" button.

Below this section, there is a message: "Select an application from the list(s) below and press one of the following buttons:". A "Print All" button is visible on the right.

A message box states: "This Organization has not created any Applications".

The footer contains contact information: "Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us" and "Copyright © 2012, Illinois State Board of Education".

# Overview Page

The screenshot shows a web browser window with the URL [http://webqa1.isbe.net/eGrant\\_Web/ApplicationShell.aspx](http://webqa1.isbe.net/eGrant_Web/ApplicationShell.aspx). The page title is "eGMS - Grants Application". The header includes the Illinois State Board of Education logo and navigation links: "EGMS HOME", "ISBE HOME", and "LOGOUT". A session timeout timer shows "53:41".

Applicant: ALTERNATIVE SCHOOLS NETWORK  
Application: 2012-2013 21st Century New Awards - 13  
Cycle: Original Application  
Project Number: 13-4421-13-15-016-5030-51-Cohort 13 - Grant 1

County: Cook

21st Century New Awards ▾

[Printer-Friendly](#)  
[Click to Return to Application Select](#)

Overview	Applicant Information	Program Information	FFATA	Budget Pages	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
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**Program Overview**

Program: 21st Century Community Learning Centers Program - New Awards

Purpose: To provide academically focused after-school programs - particularly to students who attend high-poverty, low-performing schools, to help those students meet state and local performance standards in core academic subjects and to offer families of participating students opportunities for literacy and related educational development.

Funding: **Allocations are preliminary, and 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.**

Program Type: Continuation of Federal Competitive Grant

Legislation: [Public Law 107-110](#)

Guidance: [21st Century Community Learning Centers Non-Regulatory Guidance](#)

Due Date: As soon as possible

Amendment Due Date: Not later than 30 calendar days prior to the ending date of the program

Grant Period: November 1, 2012 - June 30, 2013


Begin Date: November 1, 2012

End Date: June 30 unless an extension is approved on the Applicant Information page

Expenditure Reports: Cumulative expenditure reports quarterly and a final completion report are required.

Program Reports: Periodic program data reports must be completed as requested

# Applicant Information Page

**Illinois State Board of Education**

eGMS - Grants Application

EGMS HOME | ISBE HOME | LOGOUT

SESSION TIMEOUT 59:38

**Applicant:** ALTERNATIVE SCHOOLS NETWORK  
**Application:** 2012-2013 21st Century New Awards - 13  
**Cycle:** Original Application  
**Project Number:** 13-4421-13-15-016-5030-51-Cohort 13 - Grant 1

**County:** Cook

21st Century New Awards ▾

[Printer-Friendly](#)  
[Click to Return to Application Select](#)

Spell Check

[Overview](#) | [Applicant Information](#) | [Program Information](#) | [FFATA](#) | [Budget Pages](#) | [Assurance Pages](#) | [Submit](#) | [Application History](#) | [Page Lock Control](#) | [Application Print](#)

**Applicant Information** [Instructions](#)

**Contact Person**

Last Name\*

First Name\*

Middle Initial

Address 1\*

Address 2

City\*

State\*

Zip +4 \*

Phone\*

Extension

Fax

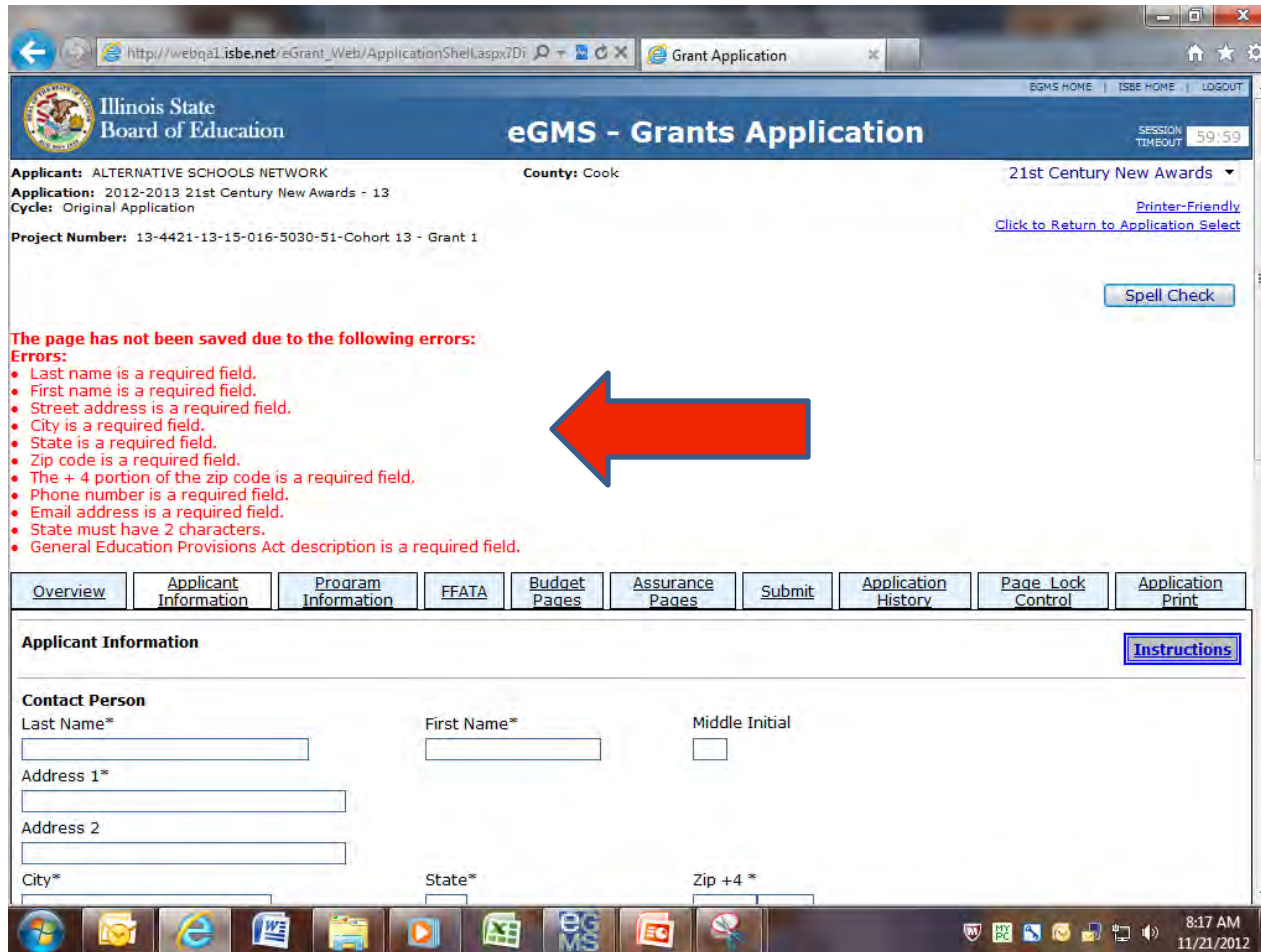
Summer Phone

Extension

Email \*

☐ Check here to have all IWAS notices sent ONLY to the district administrator. Unless checked, all IWAS notices will be distributed to all the LEA personnel whose name(s) appear on the Application History page.

# Applicant Information Page – cont.



http://webqa1.isbe.net/eGrant/Web/ApplicationBuilder.aspx?Di Grant Application

Illinois State Board of Education eGMS - Grants Application

Applicant: ALTERNATIVE SCHOOLS NETWORK County: Cook 21st Century New Awards

Application: 2012-2013 21st Century New Awards - 13 Cycle: Original Application

Project Number: 13-4421-13-15-016-5030-51-Cohort 13 - Grant 1

SESSION TIMEOUT 59:59

[Printer-Friendly](#)  
[Click to Return to Application Select](#)

Spell Check

The page has not been saved due to the following errors:  
Errors:

- Last name is a required field.
- First name is a required field.
- Street address is a required field.
- City is a required field.
- State is a required field.
- Zip code is a required field.
- The + 4 portion of the zip code is a required field.
- Phone number is a required field.
- Email address is a required field.
- State must have 2 characters.
- General Education Provisions Act description is a required field.

Overview Applicant Information Program Information FFATA Budget Pages Assurance Pages Submit Application History Page Lock Control Application Print

Applicant Information [Instructions](#)

Contact Person

Last Name\* First Name\* Middle Initial

Address 1\*

Address 2

City\* State\* Zip + 4 \*



# Applicant Information Page – cont.

The screenshot shows a web browser window with the URL [http://webqa1.isbe.net/eGrant\\_Web/ApplicationShell.aspx?Di](http://webqa1.isbe.net/eGrant_Web/ApplicationShell.aspx?Di). The page title is "Grant Application".

☐ Check here to have all IWAS notices sent ONLY to the district administrator. Unless checked, all IWAS notices will be distributed to all the LEA personnel whose name(s) appear on the Application History page.

**General Education Provisions Act\***  
Section 427 of the General Education Provisions Act requires that all applicants provide a description of the steps the applicant proposes to take to ensure equitable access to and participation in these federal NCLB programs for students, teachers, and other program beneficiaries with special needs. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. The applicant should determine whether these or other barriers may prevent students, teachers, etc., from access to and participation in program activities. Describe the steps that will be taken to overcome any barriers identified.\*  
(0 of 500 characters used)

**Grant Period:**  
Begin Date: November 1, 2012  
End Date: 06/30/2013 Project activities for school-year only projects must be complete and expenses must be incurred by June 30. For a summer program, enter 08/31/2013. \*

**Applicant Comments:**  
Use this text area for any needed explanations to ISBE in regard to this program.  
(0 of 7000 maximum characters used)

\*Required field

[Save Page](#)

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or [Click here to Contact Us](#)  
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# FFATA Page

<a href="#">Overview</a>	<a href="#">Applicant Information</a>	<a href="#">Program Information</a>	<a href="#">FFATA</a>	<a href="#">Budget Pages</a>	<a href="#">Assurance Pages</a>	<a href="#">Submit</a>	<a href="#">Application History</a>	<a href="#">Page Lock Control</a>	<a href="#">Application Print</a>
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**Federal Funding Accountability and Transparency Act (FFATA)**

Instructions

The Federal Funding Accountability and Transparency Act (P.L. 109-282, as amended by section 6202(a) of P.L. 110-252) requires a Prime Awardee, such as a State agency, to report an award of \$25,000 or more made to a subrecipient as of October 1, 2010.

To fulfill reporting requirements, provide a brief but succinct description of how the funding received will support the activities and actions to meet the purpose and goals of the Federal grant. If there are multiple funding actions, provide a description for each funding action.\*

**Example of project description:**

Funds will be used for professional development to train teachers in the use of technology to improve instruction and make Adequate Yearly Progress. In addition, funds will be used to recruit and retain highly-qualified teachers.

**Project Description (do not use the & symbol):**

(0 of 255 maximum characters used)

Agency DUNS Number \*:

Click here for additional DUNS information

# FFATA Page – cont.

## Agency's Annual Gross Revenues\*:

☒ Yes ☐ No

In the previous fiscal year, this organization (including parent organizations, all branches, and all affiliates worldwide) received (a) 80 percent or more of annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements;

**AND**

(b) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements.

Select the **Yes** button **ONLY** if both (a) and (b) are true.

Provide the names and the total compensation package (using the preceding fiscal year's compensations) of the top five highest paid individuals within your organization, regardless of the funding source\*.

[Regulations for Reporting Executive Compensation and First Tier Subcontract Awards \(JUL 2010\)](#)

**Name:**

1.
2.
3.
4.
5.

**Total  
Compensation:**

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

\* Required field

[Save Page](#)

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# Program Information Page

http://webqa1.isbe.net/eGrant/Web/ApplicationShell.aspx?PA Grant Application

Illinois State Board of Education

eGMS - Grants Application

SESSION TIMEOUT 59:58

Applicant: ALTERNATIVE SCHOOLS NETWORK County: Cook 21st Century New Awards

Application: 2012-2013 21st Century New Awards - 13

Cycle: Original Application

Project Number: 13-4421-13-15-016-5030-51-Cohort 13 - Grant 1

Printer-Friendly

Click to Return to Application Select

Overview Applicant Information Program Information FFATA Budget Pages Assurance Pages Submit Application History Page Lock Control Application Print

Additional Program Requirements

Instructions

Attachment forms may need to be completed or revised as part of the ISBE grant review or the peer reviewer conditions for funding.

Click here to see if you are required to do this

☐ Yes ☐ No Is additional or revised information required? If so, click Yes and complete the remainder of the page. If not, click No, save the page, and proceed to the next tab. \*

Save Page

\* Required information

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us

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# Program Information - continued

The screenshot shows a web browser window with the URL <http://webqa1.isbe.net/eGrant/Web/ApplicationShell.aspx?P4>. The browser tab is titled "Grant Application". The page has a navigation bar with tabs: Overview, Applicant Information, Program Information, FFATA, Budget Pages, Assurance Pages, Submit, Application History, Page Lock Control, and Application Print. The "Program Information" tab is selected.

**Additional Program Requirements** [Instructions](#)

Attachment forms may need to be completed or revised as part of the ISBE grant review or the peer reviewer conditions for funding.


[Click here to see if you are required to do this](#)

☒ Yes ☐ No Is additional or revised information required? If so, click Yes and complete the remainder of the page. If not, click No, save the page, and proceed to the next tab. \*

If required, indicate which documents are being submitted via the File Upload process or via U.S. mail by clicking in the appropriate checkbox(es) next to the form or document name(s). Forms are linked and other documentation is listed. Click on the hyperlinked form name to open an enterable-fields PDF. Complete the PDF document and save it to your own storage area (desktop, hard drive, server) to upload to ISBE, or print out a copy if mailing to ISBE. After completing all such documents that are required, proceed to the File Upload section.

Mailed In	Uploaded	Attachment
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Cover Page (Attachment 1)</a>
	<input type="checkbox"/>	<a href="#">Co-Applicants and Partners (Attachment 2)</a>
	<input type="checkbox"/>	<a href="#">After School Sites and Schools (Attachment 3)</a>
	<input type="checkbox"/>	<a href="#">Proposal Abstract (Attachment 4)</a>
	<input type="checkbox"/>	<a href="#">Project Service Chart (Attachment 5)</a>
	<input type="checkbox"/>	<a href="#">Evaluation Design (Attachment 6)</a>
	<input type="checkbox"/>	<a href="#">Sustainability Plan (Attachment 7A)</a>
	<input type="checkbox"/>	<a href="#">Sustainability Chart (Attachment 7B)</a>
	<input type="checkbox"/>	<a href="#">Goals and Objectives (Attachment 7C)</a>
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Subcontractors (Attachment 10)</a>
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Private School Participation (Attachment 11A)</a>
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Graduation Courses (Attachment 12)</a>
<input type="checkbox"/>	<input type="checkbox"/>	Principal Letters
<input type="checkbox"/>	<input type="checkbox"/>	Memos of Understanding (MOUs)
<input type="checkbox"/>	<input type="checkbox"/>	Letters of Support
<input type="checkbox"/>	<input type="checkbox"/>	Job Descriptions

# Program Information - continued

 **Mail hard copies to:** Innovation and Improvement Division, N-242  
Illinois State Board of Education  
100 North First Street  
Springfield, Illinois 62777-0001

[Click here for instructions on how to upload a file](#)

Files that have been uploaded will display in the space below.

☐ [13 RSSP Designer  
Checklist.doc](#)

\* Required information

# Technology Acquisition Page

**Illinois State Board of Education**

## eGMS - Grants Application

EGMS HOME | ISBE HOME | LOGOUT

SESSION TIMEOUT 59:16

**Applicant:** ALTERNATIVE SCHOOLS NETWORK

**Application:** 2012-2013 21st Century New Awards - 13

**Cycle:** Original Application

**Project Number:** 13-4421-13-15-016-5030-51-Cohort 13 - Grant 1

**County:** Cook

21st Century New Awards ▼

[Printer-Friendly](#)

[Click to Return to Application Select](#)

Spell Check

Overview

Applicant Information

Program Information

FFATA

Budget Pages

Assurance Pages

Submit

Application History

Page Lock Control

Application Print

Technology Acquisition

Allotment

Budget Detail

Budget

**Technology Acquisition Information** Instructions

☐ Yes
 ☐ No
 The applicant is requesting approval to purchase technology. \* If yes, complete this page. If no, save the page and move on to the next one.

**A. Enter the item description, the number requested, and the per unit cost. The total cost will be calculated when the page is saved.**

<u>Item Description</u>	<u>Number Needed</u>	<u>Cost Per Unit</u>	<u>Total Cost</u>
1. <input style="width: 95%;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
2. <input style="width: 95%;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
3. <input style="width: 95%;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
4. <input style="width: 95%;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
5. <input style="width: 95%;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
6. <input style="width: 95%;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>

# Technology Acquisition Page – cont.

**B. List the locations where all technology purchases will be used and where they will be stored when not in use.**

(0 of 1000 maximum characters used)

**C. Provide user information.**

Enter the number of students who will access this technology (enter 0 if not applicable)

Enter the number of parents who will access this technology (enter 0 if not applicable)

**D. Define the timeframe for implementation of this technology (i.e., start date, number of weeks, etc.)**

(0 of 1000 maximum characters used)

**E. Explain the purpose of the technology and its use in direct instruction of students or parents. If the intended use is for students, specify the focus area involving core academic subjects with the technology.**

(0 of 1000 maximum characters used)

**F. Indicate the delivery system using this technology (e.g., lesson plans, curriculum, software, etc.)**

(0 of 1000 maximum characters used)

# Technology Acquisition Page – cont.

**G. Describe the process used to measure student academic growth through use of the this technology.**

(0 of 1000 maximum characters used)

**H. The applicant is utilizing the National Educational Technology Standards (NETS) within the 21st CCLC program**

☐ Yes

☐ No

If no, describe how Digital Citizenship is being taught to students.

(0 of 1000 maximum characters used)

**I. Students and/or parents will be allowed to check out technology equipment.**

☐ Yes

☐ No

If yes, describe the checkout process.

(0 of 1000 maximum characters used)

If yes, describe the procedures for ensuring the return of the item(s).

(0 of 1000 maximum characters used)



# Technology Acquisition Page – cont.

## **J. Describe the inventory procedures for technology items.**

NOTE: Inventory records should, at a minimum, include item description, original per unit price, location, and item serial number.

(0 of 1000 maximum characters used)

\* Required fields

[Save Page](#)

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# Allotment Page

http://webqa1.isbe.net/eGrant\_Web/StaticPages/transferability eGMS Transferability

Applicant: ALTERNATIVE SCHOOLS NETWORK County: Cook 21st Century New Awards ▾  
 Application: 2012-2013 21st Century New Awards - 13  
 Cycle: Original Application [Printer-Friendly](#)  
 Project Number: 13-4421-13-15-016-5030-51-Cohort 13 - Grant 1 [Click to Return to Application Select](#)

Overview	Applicant Information	Program Information	FFATA	Budget Pages	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Technology Acquisition		Allotment		Budget Detail		Budget			

Allotment [Instructions](#)

	New21stC-4421
Current Year Allotment	\$150,000
Reallotted Funds (+)	
Released Funds (-)	
Carryover (+)	
PrePayment (+)	
SUB TOTAL	\$150,000
Multi-District	
Transfer In (+)	0
Transfer Out (-)	0
Administrative Agent	
ADJUSTED SUB TOTAL	\$150,000
TOTAL AVAILABLE	\$150,000
	New21stC-4421

# Budget Detail Page

http://webqa1.isbe.net/eGrant\_Web/StaticPages/BudgetDetail Budget Detail

Illinois State Board of Education eGMS - Grants Application

Applicant: ALTERNATIVE SCHOOLS NETWORK County: Cook 21st Century New Awards

Application: 2012-2013 21st Century New Awards - 13  
Cycle: Original Application

Project Number: 13-4421-13-15-016-5030-51-Cohort 13 - Grant 1

Printer-Friendly  
Click to Return to Application Select

Spell Check

Overview	Applicant Information	Program Information	FFATA	Budget Pages	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Technology Acquisition			Allotment		Budget Detail		Budget		

**Budget Detail** BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., \$2536) Instructions

Itemize and explain each expenditure amount that appears on the Budget Summary. Provide a complete breakdown of eligible employee benefits. Federal Funds: Please review the Instructions link for details that apply to your specific grant regarding teacher's retirement. Contact your program consultant with any additional questions you may have regarding TRS contributions. Click on the "Create Additional Entries" button to enter additional information.

[Description of Function Codes and Object Codes](#)

Function Code	Object Code	Expenditure Description and Itemization	New21stC-4421 Funds	Delete Row
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="checkbox"/>

# Instructional Salaries, 1000, 100

- Positions here MUST spend a majority of their time in direct instruction of students.
- Employees of the Fiscal Agent
  - Teachers
  - Teacher aides
  - Tutors
  - Others who may teach or lead activities

# Budget Salaries, 100

- 10 teachers (5 math, 5 reading) X \$25 hr X 2 hrs/wk X 28 wks--\$70,000
- 5 math tutors X \$10/hr X 2hrs/wk/28 wks = \$2800
- 5 recreation leaders X \$15 hr X 1hr/wk X 28 wk= \$2100

# Benefits Examples, 200 & 300

- 200
  - 10 teachers TRS
  - 5 tutors IMRF
  - 5 recreation FICA
- 300-- (Considered employers' insurance)
  - 5 Rec Leaders Workers' comp
  - 5 Rec Leaders Unemployment comp

# Purchased Services

## 1000, 300

- Workers' compensation
- Unemployment compensation
- Fees for presentations to students
- Field trip entrance fees
- Software license fees
- Salaries of those not employed by fiscal agent
  - Agencies who provide instruction
  - Teachers, tutors, etc
  - Rec Leaders from YMCA

# Supplies and Materials

## 1000, 400

- It is not enough to put supplies and materials on the budget and provide a total amount
- Examples must be given—supplementary reading books, folders, flip charts, art supplies, educational software
- Equipment and technology purchases must be preapproved by ISBE and shown to be for educational purposes (core academics)
- Incentives—(must include what is to be used) these must be educational



# Capital Outlay (1000/2220/2230/3000,500)

- Newly opened cells for equipment purchases when items > than \$500 per unit

## Non-Capitalized Equipment

(1000/2220/2230/3000,700)

- If entity has an entity-wide, board approved capitalization threshold, then those items under that amount, yet > \$500 go in 1000,700

# Budget Detail Page – cont.

<a href="#">Create Additional Entries</a>	
Total Direct Costs	0
- Capital Outlay Costs	0
Allowable Direct Costs	0
Indirect Cost Rate %	0.00
Maximum Indirect Cost *	0
Indirect Cost	0
Total Allotment	999
Grand Total	0
Allotment Remaining	999
<a href="#">Calculate Totals</a> <a href="#">Save Page</a>	
<small>*If expenditures are budgeted in functions 2520, 2570, 2640, or 2660, the indirect cost rate cannot be used.</small>	
Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or <a href="#">Click here to Contact Us</a> Copyright © 2012, Illinois State Board of Education	

# Budget Page

http://webqa1.isbe.net/eGrant\_Web/StaticPages/Budget.aspx Grant Application

Overview	Applicant Information	Program Information	FFATA	Budget Pages	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Technology Acquisition		Allotment		Budget Detail		Budget			

**Budget (Read Only)** [Instructions](#)

LINE	FUNCTION	EXPENDITURE ACCOUNTING	SALARIES 100	EMPLOYEE BENEFITS 200	PURCHASED SERVICES 300	SUPPLIES & MATERIALS 400	CAPITAL OUTLAY** 500	OTHER OBJECTS 600	NONCAP EQUIP** 700	TOTAL
1	1000	Instruction								
2	2110	Attendance & Social Work Services								
3	2120	Guidance Services								
4	2130	Health Services								
5	2140	Psychological Services								
6	2150	Speech Pathology and Audiology Services								
7	2210	Improvement of Instruction Services								
8	2220	Educational Media Services								
9	2230	Assessment & Testing								
10	2300	General Administration								
13	2520	Fiscal Services*								
15	2540	Operation & Maintenance of Plant Services								
16	2550	Pupil Transportation Services								
17	2560	Food Services								
18	2570	Internal Services*								
20	2620	Planning, Research, Dev. & Eval. Services								
21	2630	Information Services								
22	2640	Staff Services*								
23	2660	Data Processing Services*								
24	2900	Other Support Services								
25	3000	Community Services								

8:27 AM 11/21/2012

# Assurance Pages

The screenshot shows a web browser window with the URL [http://webqa1.isbe.net/eGrant\\_Web/ApplicationShell.aspx?Di](http://webqa1.isbe.net/eGrant_Web/ApplicationShell.aspx?Di). The page title is "eGMS - Grants Application". The header includes the Illinois State Board of Education logo and navigation links: "eGMS HOME", "ISBE HOME", and "LOGOUT". A session timeout of "59:54" is displayed.

Application details:

- Applicant:** ALTERNATIVE SCHOOLS NETWORK
- County:** Cook
- Application:** 2012-2013 21st Century New Awards - 13
- Cycle:** Original Application
- Project Number:** 13-4421-13-15-016-5030-51-Cohort 13 - Grant 1

Navigation tabs include: Overview, Applicant Information, Program Information, FFATA, Budget Pages, Assurance Pages, Submit, Application History, Page Lock Control, and Application Print. The Assurance Pages tab is active, showing sub-tabs: Program Assurances, Debarment, Lobbying, State Assurances, and Assurances.

**Specific Terms of the Grant** [Instructions](#)

☐ By checking this box, the applicant hereby certifies that he or she has read, understood and will comply with the assurances listed below, as applicable to the program for which funding is requested.

- The program will be administered in accordance with all applicable statutes, regulations, program plans, and applications:
  - the control of funds provided under the program and title to property acquired with program funds will be in a public agency or in a nonprofit private agency, institution, organization, or Indian tribe, if the law authorizing the program provides for assistance to those entities; and
  - the public agency, nonprofit private agency, institution, or organization, or Indian tribe will administer the funds and property to the extent required by the authorizing statutes.
- The applicant will adopt and use proper methods of administering each such program, including:
  - the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; and
  - the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.
- The applicant will cooperate in carrying out any evaluation of the program conducted by or for the State Educational Agency, the Secretary, or other Federal officials.
- The applicant will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, federal funds paid to the applicant under each such program.
- The applicant will:
  - submit such reports to the Illinois State Board of Education (which shall make the reports available to the Governor) and the Secretary as the State Educational Agency and Secretary may require to enable the State Educational Agency and the Secretary to perform their duties under each such program; and
  - maintain such records, provide such information, and afford such access to the records as the Illinois State Board of Education



# Assurance Signature Page

Board of Education eGMS - Grants Application

Applicant: ALTERNATIVE SCHOOLS NETWORK County: Cook 21st Century New Awards

Application: 2012-2013 21st Century New Awards - 13 Cycle: Original Application

Project Number: 13-4421-13-15-016-5030-51-Cohort 13 - Grant 1

Spell Check

Overview Applicant Information Program Information FFATA Budget Pages Assurance Pages Submit Application History Page Lock Control Application Print

Program Assurances Debarment Lobbying State Assurances Assurances

Assurances

GRANT AGREEMENT: The submissions made to the Illinois State Board of Education by the applicant and the terms and conditions described in each tab of this application shall constitute the grant agreement between the applicant and the Illinois State Board of Education for the use of the funds described in the "Budget Detail" tab. This grant agreement shall be deemed to be entered into when the application has been approved by the Illinois State Board of Education. This grant agreement constitutes the entirety of the agreement between the parties and supersedes any other agreement or communication, whether written or oral, relating to the award of the grant funds. The person submitting this application on behalf of the applicant certifies and assures the Illinois State Board of Education that he or she has been duly authorized to file this application for and on behalf of the applicant, and otherwise to act as the authorized representative of the applicant in connection with this grant agreement. This grant agreement may not be amended or modified except as by receiving approval for an amendment through the IWAS application process. By hitting "Submit" on the Submit page, this grant agreement shall be deemed to be executed on behalf of the applicant.

The authorized representative of the applicant who will affix his or her signature below certifies that he or she has read, understood and will comply with all of the provisions of the following certifications and assurances.

NOTE: These boxes will be automatically filled in as each of the separate certifications/assurances are read and completed.

☐ Assurances for 21st Century Community Learning Center Continuation grants

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

☐ Certification Regarding Lobbying

☐ Certifications and Assurances, and Standard Terms of the Grant

☐ Not calling IWAS Web

Signature of School District Superintendent / Agency Administrator

Signature of Board-Certified Delegated Authority for the School District Superintendent

# Submit Page

The screenshot shows a web browser window with the URL [http://webqa1.isbe.net/eGrant\\_Web/StaticPages/Submit.aspx](http://webqa1.isbe.net/eGrant_Web/StaticPages/Submit.aspx). The page header includes the Illinois State Board of Education logo and the title "eGMS - Grants Application". A session timeout of 59:59 is displayed. The main content area shows application details: Applicant: ALTERNATIVE SCHOOLS NETWORK, County: Cook, Application: 2012-2013 21st Century New Awards - 13, Cycle: Original Application, and Project Number: 13-4421-13-15-016-5030-51-Cohort 13 - Grant 1. A navigation bar contains buttons for Overview, Applicant Information, Program Information, FFATA, Budget Pages, Assurance Pages, Submit, Application History, Page Lock Control, and Application Print. Below the navigation bar, a "Submit" section is highlighted, with a red warning message: "Assurances must be reviewed and approved by your Local IWAS Administrator before you can submit your application." Below this message are buttons for Consistency Check, Lock Application, and Unlock Application. A list of assurances is provided: District Data Entry, Business Manager, District Administrator, ISBE Program Administrator #1, and ISBE Program Administrator #2. The footer contains contact information for the Call Center and a copyright notice for 2012. The Windows taskbar at the bottom shows the date and time as 8:29 AM on 11/21/2012.

Illinois State Board of Education

eGMS - Grants Application

SESSION TIMEOUT 59:59

Applicant: ALTERNATIVE SCHOOLS NETWORK  
Application: 2012-2013 21st Century New Awards - 13  
Cycle: Original Application  
Project Number: 13-4421-13-15-016-5030-51-Cohort 13 - Grant 1

County: Cook

21st Century New Awards

[Printer-Friendly](#)  
[Click to Return to Application Select](#)

[Overview](#) [Applicant Information](#) [Program Information](#) [FFATA](#) [Budget Pages](#) [Assurance Pages](#) [Submit](#) [Application History](#) [Page Lock Control](#) [Application Print](#)

Submit [Instructions](#)

**Assurances must be reviewed and approved by your Local IWAS Administrator before you can submit your application.**

[Consistency Check](#) [Lock Application](#) [Unlock Application](#)

Assurances  
District Data Entry  
Business Manager  
District Administrator  
ISBE Program Administrator #1  
ISBE Program Administrator #2

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8:29 AM  
11/21/2012

# Submit Page – Data Entry Level

<a href="#">Overview</a>	<a href="#">Applicant Information</a>	<a href="#">Program Information</a>	<a href="#">FFATA</a>	<a href="#">Budget Pages</a>	<a href="#">Assurance Pages</a>	<a href="#">Submit</a>	<a href="#">Application History</a>	<a href="#">Page Lock Control</a>	<a href="#">Application Print</a>
--------------------------	---------------------------------------	-------------------------------------	-----------------------	------------------------------	---------------------------------	------------------------	-------------------------------------	-----------------------------------	-----------------------------------

**Submit** [Instructions](#)

**The application has not been submitted.**

[Lock Application](#) [Unlock Application](#)

Assurances were agreed to on: 11/21/2012  
Consistency Check was run on: 11/21/2012

District Data Entry  
Business Manager  
District Administrator  
ISBE Program Administrator #1  
ISBE Program Administrator #2

[Submit to Administrator](#)

# Submit Page – Business Manager Level

<a href="#">Overview</a>	<a href="#">Applicant Information</a>	<a href="#">Program Information</a>	<a href="#">FFATA</a>	<a href="#">Budget Pages</a>	<a href="#">Assurance Pages</a>	<a href="#">Submit</a>	<a href="#">Application History</a>	<a href="#">Page Lock Control</a>	<a href="#">Application Print</a>
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**Submit**

[Instructions](#)

**The application has not been submitted.**

[Lock Application](#)[Unlock Application](#)

Assurances were agreed to on:11/21/2012

Consistency Check was run on:11/21/2012

District Data Entry submitted for district review on:11/21/2012

Business Manager

[Submit to Administrator](#)[Disapprove](#)

District Administrator

ISBE Program Administrator #1

ISBE Program Administrator #2



# Submit Page – District Administrator Level

**Submit**

Instructions

**Attention!**

The submissions made to the Illinois State Board of Education by the applicant and the terms and conditions described in each tab of this application shall constitute the grant agreement between the applicant and the Illinois State Board of Education for the use of the funds described in the "Budget Detail" tab. This grant agreement shall be deemed to be entered into when the application has been approved by the Illinois State Board of Education. This grant agreement constitutes the entirety of the agreement between the parties and supersedes any other agreement or communication, whether written or oral, relating to the award of the grant funds. The person submitting this application on behalf of the applicant certifies and assures the Illinois State Board of Education that he or she has been duly authorized to file this application for and on behalf of the applicant, and otherwise to act as the authorized representative of the applicant in connection with this grant agreement. This grant agreement may not be amended or modified except as by receiving approval for an amendment through the IWAS application process. By hitting "Submit," this grant agreement shall be deemed to be executed on behalf of the applicant.

Lock Application

Unlock Application

Assurances were agreed to on:

11/21/2012

Consistency Check was run on:

11/21/2012

District Data Entry submitted for district review on:

11/21/2012

Business Manager forwarded for administrator review on:

11/21/2012

District Administrator

ISBE Program Administrator #1

ISBE Program Administrator #2

Submit to ISBE

Disapprove

# Submit Page – ISBE Approval Levels

The screenshot shows a web browser window with the URL [http://webqa1.isbe.net/eGrant\\_Web/StaticPages/Submit.aspx](http://webqa1.isbe.net/eGrant_Web/StaticPages/Submit.aspx). The page header includes the Illinois State Board of Education logo and the title "eGMS - Grants Application". A session timeout of 59:58 is displayed. The applicant information is as follows:

- Applicant:** ALTERNATIVE SCHOOLS NETWORK
- Application:** 2012-2013 21st Century New Awards - 13
- Cycle:** Original Application
- Project Number:** 13-4421-13-15-016-5030-51-Cohort 13 - Grant 1
- County:** Cook
- 21st Century New Awards:** (dropdown menu)

Navigation buttons include: Overview, Applicant Information, Program Information, EFATA, Budget Pages, Assurance Pages, Submit, Application History, Page Lock Control, and Application Print. A "Submit" button is also present. A red message states: "The application has been submitted for review." Below this, a table shows the submission timeline:

Assurances were agreed to on:	11/21/2012
Consistency Check was run on:	11/21/2012
District Data Entry submitted for district review on:	11/21/2012
Business Manager forwarded for administrator review on:	11/21/2012
District Administrator submitted to ISBE on:	11/21/2012
ISBE Program Administrator #1 approved the application on:	11/21/2012
ISBE Program Administrator #2	

Footer text: "Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us. Copyright © 2012, Illinois State Board of Education". The Windows taskbar at the bottom shows the date and time as 9:00 AM on 11/21/2012.

# Application History Page

The screenshot shows a web browser window with the URL [http://webqa1.isbe.net/eGrant\\_Web/StaticPages/applicationHistory.aspx](http://webqa1.isbe.net/eGrant_Web/StaticPages/applicationHistory.aspx). The page is titled "eGMS - Grants Application" and is part of the Illinois State Board of Education system. The user is logged in as "fakelogin" and the session timeout is 59:43. The page displays the application history for a specific grant, including the applicant name, county, and project number. A table shows the status changes and action dates for the application.

**Illinois State Board of Education**  
**eGMS - Grants Application**  
SESSION TIMEOUT: 59:43

**Applicant:** ALTERNATIVE SCHOOLS NETWORK  
**Application:** 2012-2013 21st Century New Awards - 13  
**Cycle:** Original Application  
**Project Number:** 13-4421-13-15-016-5030-51-Cohort 13 - Grant 1

**County:** Cook

**21st Century New Awards** ▾  
[Printer-Friendly](#)  
[Click to Return to Organization Select](#)  
[Click to Return to Application Select](#)

[Overview](#) [Applicant Information](#) [Program Information](#) [FFATA](#) [Budget Pages](#) [Assurance Pages](#) [Submit](#) [Application History](#) [Page Lock Control](#) [Application Print](#)

**Application History(Read Only)** [Instructions](#)

Status Change	UserId	Action Date
1st Program Review Complete	fakelogin	11-21-2012
Submitted to ISBE	fakelogin	11-21-2012
Forwarded to District Admin	fakelogin	11-21-2012
Submitted for Review	fakelogin	11-21-2012

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or [Click here to Contact Us](#)  
Copyright © 2012, Illinois State Board of Education

# Page Lock Control Page

**Board of Education** **eGMS - Grants Application** SESSION TIMEOUT 59:56

**Applicant:** ALTERNATIVE SCHOOLS NETWORK **County:** Cook **21st Century New Awards** [Printer-Friendly](#)  
**Application:** 2012-2013 21st Century New Awards - 13 [Click to Return to Application Select](#)  
**Cycle:** Original Application  
**Project Number:** 13-4421-13-15-016-5030-51-Cohort 13 - Grant 1

[Overview](#) [Applicant Information](#) [Program Information](#) [FFATA](#) [Budget Pages](#) [Assurance Pages](#) [Submit](#) [Application History](#) [Page Lock Control](#) [Application Print](#)

The application has been submitted. No more updates will be saved for the application.

**Page Review Status** [Instructions](#)

☒ Expand All

	Page Status	Open Page for editing
<b>21st Century New Awards</b>		
<a href="#">21st Century New Awards</a>	Unlock Section	<input checked="" type="checkbox"/>
Applicant Information	OPEN	<input type="checkbox"/>
Program Information	OPEN	<input type="checkbox"/>
FFATA	OPEN	<input type="checkbox"/>
<a href="#">Budget Pages</a>	Unlock Section	<input checked="" type="checkbox"/>
Technology Acquisition	OPEN	<input type="checkbox"/>
Budget Detail	OPEN	<input type="checkbox"/>
<a href="#">Assurance Pages</a>	Unlock Section	<input checked="" type="checkbox"/>
Program Assurances	OPEN	<input type="checkbox"/>
Debarment	OPEN	<input type="checkbox"/>
Lobbying	OPEN	<input type="checkbox"/>
State Assurances	OPEN	<input type="checkbox"/>
AssurancesText	OPEN	<input type="checkbox"/>

# Application Print

The screenshot displays the 'eGMS - Grants Application' web interface. At the top, the header includes the Illinois State Board of Education logo and the title 'eGMS - Grants Application'. A session timeout of 59:56 is shown. The main content area displays application details: Applicant: ALTERNATIVE SCHOOLS NETWORK, County: Cook, Application: 2012-2013 21st Century New Awards - 13, Cycle: Original Application, and Project Number: 13-4421-13-15-016-5030-51-Cohort 13 - Grant 1. A navigation bar contains buttons for Overview, Applicant Information, Program Information, FFATA, Budget Pages, Assurance Pages, Submit, Application History, Page Lock Control, and Application Print. Below this, a 'Selectable Application Print' section features an 'Instructions' button and a red message: 'The application has been submitted. No more updates will be saved for the application.' The 'Request Print Job' section on the left lists application components with checkboxes: 21st Century New Awards (checked), Overview (checked), Applicant Information (checked), Program Information (checked), FFATA (checked), Budget Pages (checked), Assurance Pages (checked), Submit (checked), and Application History (checked). The 'Requested Print Jobs' and 'Completed Print Jobs' sections are empty. The Windows taskbar at the bottom shows the date and time as 9:02 AM on 11/21/2012.

Illinois State Board of Education

eGMS - Grants Application

SESSION TIMEOUT 59:56

Applicant: ALTERNATIVE SCHOOLS NETWORK County: Cook 21st Century New Awards

Application: 2012-2013 21st Century New Awards - 13  
Cycle: Original Application

Project Number: 13-4421-13-15-016-5030-51-Cohort 13 - Grant 1

Overview Applicant Information Program Information FFATA Budget Pages Assurance Pages Submit Application History Page Lock Control Application Print

Selectable Application Print [Instructions](#)

The application has been submitted. No more updates will be saved for the application.

Request Print Job

☒ 21st Century New Awards

☒ Overview

☒ Applicant Information

☒ Program Information

☒ FFATA

☒ Budget Pages

☒ Assurance Pages

☒ Submit

☒ Application History

Requested Print Jobs

Completed Print Jobs

9:02 AM 11/21/2012

# Submission Process Steps

- Complete and successfully save all pages.
- Run the Consistency Check on the Submit page
- Submit to the next review level, up through the District Administrator
- Have District Administrator sign all Assurances pages
- District Administrator should submit to ISBE



# Review Process Steps

- ISBE reviewers will review the application and note any questions or concerns on the Review Checklist document
- If ISBE staff reviews and finds no questions or concerns, the application will be approved and the budget will be loaded into FRIS
- If there are questions or concerns, the ISBE reviewer will return the document to the district
- An e-mail is generated to everyone on the History page when an application is returned for changes or approved

# Review Process Steps – cont.

- If the application is returned for changes, the applicant will receive an e-mail notification that the application has been returned for changes
- The applicant should open the Review Checklist, which also opens the application for changes to be made



# Review Checklist Button

Illinois State Board of Education

**eGMS - Grants Application**

District Name: ALTERNATIVE SCHOOLS NETWORK RCDT: 15-016-5030-51 County: Cook

Application Select

This Program Allows you to have multiple projects.  
Would you like to create a new project for the current year? ☐ Yes

Select an application from the list(s) below and press one of the following buttons:

[Open Application](#) [Review Checklist](#) [Review Checklist Print All](#)

Print requests may take up to several hours depending on demand for conversion to a PDF.

	Application / Amendment	Original Submit Date	Status	Status Date	Consult
2012-2013					
<input checked="" type="radio"/>	13-4421-13 Original Application - Cohort 13 - Grant 1	11-21-2012	1st Program Review Complete	11-21-2012	<input type="checkbox"/>

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us  
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# Review Checklist – cont.

The screenshot shows a web browser window with the URL [https://sec3.isbe.net/eGrant\\_web/ReviewCh](https://sec3.isbe.net/eGrant_web/ReviewCh). The page header includes the Illinois State Board of Education logo and navigation links: [EGMS HOME](#), [ISBE HOME](#), and [LOGOFF](#). The session timeout is 58:48. The main content area displays the following information:

**Applicant:** [Redacted]  
**Application:** 00  
**Cycle:** Amendment 1  
**Project Number:** 12-3705-00-01-001-0020-26-Liberty  
CUSD#2 FY12 PSA 3-5

**Checklist:** District View Only  
[Printer-Friendly](#)  
[Spell Check](#)

**Review Checklist**

**Preschool for All Review Checklist**

1. A general issue needs to be addressed.  
[Not Applicable](#) ▼  
☐ Check to add comment.
2. The applicant information is appropriate and complete.  
No ▼  
☒ Check to add comment.  
[Provide the position title ja 3-12-12](#)
3. The information on the Joint Agreement page is complete.  
No ▼  
☒ Check to add comment.  
[Provide address for 2nd member of the joint agreement ja 3-12-12](#)

# Review Process Steps – cont.

- After addressing all issues, the district staff must re-run the Consistency Check on the Submit page
- District staff must re-submit to ISBE
- ISBE staff will review and ensure that all questions/concerns have been addressed
- ISBE staff will approve, which loads the budget into FRIS

# Important Dates

- Start Date = November 1, 2012
- End Date = June 30, 2013 unless summer activities are requested. If summer activities, request an end date of 08/31/2013 on the Applicant Information page
- Amendment Due Date = all amendments must be submitted no later than 30 days prior to the approved end date of the project

# General Help

- There are Instruction hyperlinks at the top of each application page. Don't forget to use them if needed
- There is a spell-check link available. Follow the onscreen directions to use it
- There is a “printer-friendly” option to view a completed page to show all information. You may use this to print out a particular page if you do not need the entire application

# General Help – cont.

- Work from left to right for best results
- Make sure all pages are saved before moving to another tab
- Save your work throughout the completion process
- Keep originals of any signed documents such as Private School Consultation forms and Principal Letters on file
- Use the helpdesk. Call them at (217)558-3600 between 7:00am – 4:30pm

# REMINDER:

## NEVER Use the Browser “Back” Button!!



# Fiscal Reminders

- Any amendments must be made before program changes take place either as a budget amendment or program amendment

## **WHEN TO AMEND:**

- If anticipated expenditures will exceed 20% or \$1,000, whichever is greater, on a budgeted cell
  - When there is a major change in project scope
  - When you are adding a new expenditure item
  - If unique program requirements are added or changed
- Expenditure reports must be done by the 20<sup>th</sup> after the end of each quarter or more frequently if needed



# Resources

- ISBE website: <http://www.isbe.net>
- SEDL Afterschool Toolkit:  
<http://www.sedl.org/afterschool/toolkits>
- You for Youth website: <http://y4y.ed.gov>

# Questions?

# Contact Information

Illinois State Board of Education

100 N. 1<sup>st</sup> St. N-242

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217-524-4832

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