

ILLINOIS STATE BOARD OF EDUCATION

ATTACHMENT 1

Innovation and Improvement Division
 100 North First Street, N-242
 Springfield, Illinois 62777-0001
 217/524-4832

FY 2013
ILLINOIS 21ST CENTURY COMMUNITY LEARNING CENTERS PROGRAM
Cover Page

Directions: Submit 1 original application, 4 copies, and 2 electronic copies on separate CDs. Faxed copies or other electronic submissions will not be accepted.

APPLICANT NAME (Fiscal Agent) LEA OR ENTITY NAME	REGION, COUNTY, DISTRICT, TYPE CODE	
APPLICANT NAME SUPERINTENDENT OR CHIEF EXECUTIVE OFFICER	SCHOOL YEAR TELEPHONE (Include Area Code)	SUMMER TELEPHONE (Include Area Code)
APPLICANT ADDRESS (Street, City, State, 9 Digit Zip Code)	APPLICANT E-MAIL	
	APPLICANT COUNTY NAME	
CO-APPLICANT NAME LEA OR ENTITY NAME	CO-APPLICANT NAME SUPERINTENDENT OR CHIEF EXECUTIVE OFFICER	
CO-APPLICANT ADDRESS (Street, City, State, 9 Digit Zip Code)	CO-APPLICANT TELEPHONE (Include Area Code)	FAX (Include Area Code)
	CO-APPLICANT SUPERINTENDENT OR CHIEF EXECUTIVE OFFICER E-MAIL	
PROGRAM CONTACT NAME	PROGRAM CONTACT TELEPHONE (Include Area Code)	FAX (Include Area Code)
PROGRAM CONTACT E-MAIL		

I certify that the program administrator or contact person identified above is authorized to act on behalf of the institution with 21st Century Community Learning Centers grant for FY 2013.

A. APPLICANT SIGNATURE(S) (Prior to submission of this application, please review the requirements to receive the competitive priority.)

1. _____
 Type/Print Name Superintendent **Original** Signature of Superintendent Date

2. _____
 Type/Print Name of Chief Executive Officer **Original** Signature of Chief Executive Officer Date

B. FISCAL AGENT (Fiscal agent is responsible for submitting budgets, amendments, expenditure reports, paying bills, etc.)

1. _____
 Type/Print Name of Superintendent or Chief Executive Officer **Original** Signature of Superintendent or Chief Executive Officer Date

**FY 2013 21ST CENTURY COMMUNITY LEARNING CENTERS PROGRAM
SUMMARY**

APPLICANT NAME (Fiscal Agent)	REGION, COUNTY, DISTRICT, TYPE CODE
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A. Additional Co-Applicant Name(s) (if any):

B. Applicant has consulted with private or public schools during the development of this proposal. ☐ Yes ☐ No
(If Yes, Attachment 11a or 11b must be included.)

C. Applicant, under this proposal, is either new or previously funded. *Check (✓) only 1 applicant box below.*
☐ New Applicant or ☐ Previously Funded Applicant

D. Competitive Priority Points

- Propose to serve students who attend schools that are in federal academic improvement or state academic status and are submitted as a joint application between at least one LEA receiving funds under Title I, Part A and at least one public or private community organization; ☐ Yes ☐ No
- Propose to serve the state's lowest performing schools and are submitted as a joint application between at least one LEA receiving funds under Title I, Part A and at least one public or private community organization; ☐ Yes ☐ No
- Propose to be innovative and incorporate promising practices and are submitted as a joint application between at least one LEA receiving funds under Title I, Part A and at least one public or private community organization; and ☐ Yes ☐ No
- Propose to serve eligible middle schools or high schools and are submitted as a joint application between at least one LEA receiving funds under Title I, Part A and at least one public or private community organization (eligible schools as indicated in the Population to be Served section of this RFP). ☐ Yes ☐ No

E. Total FY 2013 21ST Century Community Learning Centers (CCLC) program funds requested. \$ _____

F. Total number of proposed after-school sites. _____

G. Total number of school districts and community partners. _____

H. End Date Requested

- ☐ June 30, 2013
- ☐ August 31, 2013 (This option is only available for grantees providing a summer program ending after June 30, 2013.)

**FY 2013 21ST CENTURY COMMUNITY LEARNING CENTERS PROGRAM
SUMMARY (Continued)**

APPLICANT NAME (Fiscal Agent)	REGION, COUNTY, DISTRICT, TYPE CODE
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I. List all partners and information below.

[illegible]

FY 2013 21ST CENTURY COMMUNITY LEARNING CENTERS AFTER-SCHOOL SITES AND SCHOOLS

Page ____ of ____

INSTRUCTIONS: Complete for each proposed after-school site. (Use additional pages as needed.)

AFTER-SCHOOL SITE #. _____	ADDRESS (Street, City, State, Zip Code)	SITE CONTACT PERSON
NAME OF FACILITY		TELEPHONE NUMBER

LIST ALL SCHOOLS WHOSE STUDENTS **WILL BE SERVED** AT THIS SITE. PROVIDE THE REQUESTED INFORMATION ABOUT EACH SCHOOL.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	
DISTRICT NAME AND NUMBER	NAME AND ADDRESS OF SCHOOL	PRINCIPAL CONTACT INFORMATION (Name, Address, Telephone Number, E-Mail)	POVERTY RATE	CHECK IF IN FEDERAL SCHOOL IMPROVEMENT STATUS	CHECK IF IN STATE ACADEMIC STATUS	CHECK IF TITLE I FUNDED	CHECK IF TIER I	CHECK IF TIER II	SCHOOL GRADE SPAN	ENROLLMENT	PROJECTED NUMBER OF 21ST CCLC PARTICIPANTS	PROJECTED NUMBER OF 21ST CCLC PARTICIPANTS 30 DAYS OR MORE	GRADES TO BE SERVED BY 21ST CCLC AFTERSCHOOL PROGRAM
1.	<input type="checkbox"/> Previously served by applicant. <input type="checkbox"/> Not previously served by applicant.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
2.	<input type="checkbox"/> Previously served by applicant. <input type="checkbox"/> Not previously served by applicant.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
3.	<input type="checkbox"/> Previously served by applicant. <input type="checkbox"/> Not previously served by applicant.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

FY 2013 21ST CENTURY COMMUNITY LEARNING CENTERS AFTER-SCHOOL SITES AND SCHOOLS

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FY 2013 21ST CENTURY COMMUNITY LEARNING CENTERS AFTER-SCHOOL SITES AND SCHOOLS

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FY 2013 21ST CENTURY COMMUNITY LEARNING CENTERS AFTER-SCHOOL SITES AND SCHOOLS

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PROPOSAL ABSTRACT

APPLICANT NAME (Fiscal Agent)

REGION, COUNTY, DISTRICT, TYPE CODE

Directions: Briefly describe the overall objectives and activities of the 21ST Century Community Learning Centers project, including students' and families' needs, the activities proposed, the intended outcomes, and key people who will be involved in the project. ***Response should be limited to one (1) page.***

**FY 2013 21ST CENTURY COMMUNITY LEARNING CENTERS PROGRAM
PROJECT SERVICE CHART**

ATTACHMENT 5

Page ____ of ____

Directions: Complete the required information for each site.

APPLICANT NAME (Fiscal Agent)	REGION, COUNTY, DISTRICT, TYPE CODE
SITE NAME	AMOUNT BUDGETED FOR SITE \$ _____

SCHOOL YEAR HOURS PER WEEK				
	BEFORE SCHOOL HOURS PER WEEK	AFTER SCHOOL/EVENING HOURS PER WEEK	WEEKEND HOURS PER WEEK	TOTAL
# of hours available for student participation				
# of hours available for family members participation				

Total # of weeks programming is implemented during the regular school year: _____

SUMMER HOURS PER WEEK			
	HOURS PER WEEK	WEEKEND HOURS PER WEEK	EVENING HOURS PER WEEK
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Total # of weeks programming is implemented during the summer: _____

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PROJECT SERVICE CHART**

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EVALUATION DESIGN

Page 1 of 2

APPLICANT NAME (Fiscal Agent)

REGION, COUNTY, DISTRICT, TYPE CODE

Directions: Provide the information requested in the 21st CCLC Program Design and Evaluation section of the RFP. Previously funded applications must, also, attach the local evaluation from the past three (3) years from the previous grant cycle as Appendix C. ***Responses must be limited to not more than two (2) pages.***

EVALUATION DESIGN

APPLICANT NAME (Fiscal Agent)	REGION, COUNTY, DISTRICT, TYPE CODE
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SUSTAINABILITY PLAN

Page 1 of 3

APPLICANT NAME (Fiscal Agent)

REGION, COUNTY, DISTRICT, TYPE CODE

Directions: Describe, in narrative form, how the 21st CCLC program will be continued when funding ends in 2017. Address the projected size and scope of the program. Also, predict possible sources of leverage funding for this purpose. Complete the chart on Attachment 7B. A sample is provided. **Responses must be limited to not more than three (3) pages.**

SUSTAINABILITY PLAN

Page 2 of 3

APPLICANT NAME (Fiscal Agent)

REGION, COUNTY, DISTRICT, TYPE CODE

Directions: Describe, in narrative form, how the 21st CCLC program will be continued when funding ends in 2017. Address the projected size and scope of the program. Also, predict possible sources of leverage funding for this purpose. Complete the chart on Attachment 7B. A sample is provided. **Responses must be limited to not more than three (3) pages.**

SUSTAINABILITY PLAN

Page 3 of 3

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SUSTAINABILITY CHART

APPLICANT NAME (Fiscal Agent)	REGION, COUNTY, DISTRICT, TYPE CODE
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FY 2013 SUSTAINABILITY CHART

AREA	STRATEGY	FINANCIAL GOAL	DETAILS
Examples: Partnership	Develop partnerships with new and out of town program providers and individuals	\$5,000 by June 30, 2014 of in-kind support	<ul style="list-style-type: none"> • Get three retired teachers from local area • Develop college based program options • Build artist collaboration with local potters
Fees	Bring in \$5,000 per year in fees without turning away a single low income student	\$2,500 in fees by June 30, 2013 \$5,000 in fees by June 30, 2014	<ul style="list-style-type: none"> • Fee structure will follow a break even model for each class • Free slots will be offered to all low income students
Other	Get 1 sponsor for each session (2 months) of programming	\$100 per session or \$500 by 6/30/13 \$200 per session or \$1,000 by 6/30/14 \$400 per session or \$2,000 by 6/30/15	<ul style="list-style-type: none"> • Sponsor gets guest column in local newspaper • Sponsor is recognized in 1 public forum and in posters around town Free slots will be offered to all

SUSTAINABILITY CHART

APPLICANT NAME (Fiscal Agent)

REGION, COUNTY, DISTRICT, TYPE CODE

Directions: Using the sample provided complete the following chart.

FY 2013 SUSTAINABILITY CHART

AREA	STRATEGY	FINANCIAL GOAL	DETAILS

SUSTAINABILITY CHART

APPLICANT NAME (Fiscal Agent)	REGION, COUNTY, DISTRICT, TYPE CODE
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Directions: Using the sample provided complete the following chart.

FY 2013 SUSTAINABILITY CHART

AREA	STRATEGY	FINANCIAL GOAL	DETAILS

FY 2013 21ST CENTURY COMMUNITY LEARNING CENTERS PROGRAM

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GOALS AND OBJECTIVES

DISTRICT NAME AND NUMBER	REGION, COUNTY, DISTRICT, TYPE CODE	SOURCE OF FUNDS CODE 4421
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Directions: Create a goal for the program and describe your program's objectives; measurable outcomes to help reach that goal; include a strategy to help achieve the objective and; a target date for completion. For each goal and their objectives the grantee will need to identify and align to the State Performance Indicators in Attachment A. The grantee must have at least three local goals and objectives related to areas such as: student achievement in the core academic areas as aligned to the Illinois Learning Standards, family involvement, sustainability, attendance and participation to complete this attachment. Goals must be specific, measurable, attainable, relevant, and time bound (S.M.A.R.T.).

Example:

Goal: 70% of regular attendees will demonstrate an increase in involvement in at least one school activity and in other subject areas such as technology, arts, music, theater, and sports and other recreation activities by the end of the three year grant period.

21st CCLC Goal # _____:

Objective (1)	State Performance Indicator (2)	Measurable Outcomes(s) (3)	Strategy or Activity (4)	Target Date for Completion (5)
Example: Participants will demonstrate an increased involvement in school activities and in participating in other subject areas such as technology, arts, music theater, and sports and other recreation activities.	Students participating in the program will have a higher attendance rate and a change in their attitudes toward school. Students participating in the program will graduate from school.	Attendees will have an increase in attendance rates by 10%. Attendees will have an increased graduation rate by 10%.	Incorporate age appropriate enrichment activities that foster an appreciation in subject areas such as technology, arts, music, theater and other recreation activities.	June 1, 2013 June 1, 2013

FY 2013 21ST CENTURY COMMUNITY LEARNING CENTERS PROGRAM

Page ____ of ____

GOALS AND OBJECTIVES

DISTRICT NAME AND NUMBER	REGION, COUNTY, DISTRICT, TYPE CODE	SOURCE OF FUNDS CODE 4421
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Directions: Create a goal for the program and describe your program's objectives; measurable outcomes to help reach that goal; include a strategy to help achieve the objective and; a target date for completion. For each goal and their objectives the grantee will need to identify and align to the State Performance Indicators in Attachment A. The grantee must have at least three local goals and objectives related to areas such as: student achievement in the core academic areas as aligned to the Illinois Learning Standards, family involvement, sustainability, attendance and participation to complete this attachment. Goals must be specific, measurable, attainable, relevant, and time bound (S.M.A.R.T.).

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GOALS AND OBJECTIVES

DISTRICT NAME AND NUMBER	REGION, COUNTY, DISTRICT, TYPE CODE	SOURCE OF FUNDS CODE 4421
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Directions: Create a goal for the program and describe your program's objectives; measurable outcomes to help reach that goal; include a strategy to help achieve the objective and; a target date for completion. For each goal and their objectives the grantee will need to identify and align to the State Performance Indicators in Attachment A. The grantee must have at least three local goals and objectives related to areas such as: student achievement in the core academic areas as aligned to the Illinois Learning Standards, family involvement, sustainability, attendance and participation to complete this attachment. Goals must be specific, measurable, attainable, relevant, and time bound (S.M.A.R.T.).

Example:

Goal: 70% of regular attendees will demonstrate an increase in involvement in at least one school activity and in other subject areas such as technology, arts, music, theater, and sports and other recreation activities by the end of the three year grant period.

21st CCLC Goal # _____:

Objective (1)	State Performance Indicator (2)	Measurable Outcomes(s) (3)	Strategy or Activity (4)	Target Date for Completion (5)
Example: Participants will demonstrate an increased involvement in school activities and in participating in other subject areas such as technology, arts, music theater, and sports and other recreation activities.	Students participating in the program will have a higher attendance rate and a change in their attitudes toward school. Students participating in the program will graduate from school.	Attendees will have an increase in attendance rates by 10%. Attendees will have an increased graduation rate by 10%.	Incorporate age appropriate enrichment activities that foster an appreciation in subject areas such as technology, arts, music, theater and other recreation activities.	June 1, 2013 June 1, 2013

☐ Initial Budget ☐ Revised Initial Budget

FISCAL YEAR 13	SOURCE OF FUNDS CODE 4421	REGION, COUNTY, DISTRICT, TYPE CODE	SUBMISSION DATE (mm/dd/yy)
APPLICANT NAME (Fiscal Agent)			
CONTACT PERSON		E-MAIL	
TELEPHONE (Include Area Code) SCHOOL YEAR :		SUMMER:	FAX:

ILLINOIS STATE BOARD OF EDUCATION

Innovation and Improvement Division
100 North First Street, N-242
Springfield, Illinois 62777-0001
217/524-4832

FY 2013 21ST Century Community Learning Centers Programs Budget Summary

**Use whole dollars only. Omit Dollar Signs,
Commas, and Decimal Places, e.g., 2536**

ATTACHMENT 8

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

Directions: Prior to preparing this Budget Summary 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. 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.

LINE	FUNCTION NUMBER 1	EXPENDITURE ACCOUNT 2	SALARIES 3	EMPLOYEE BENEFITS 4	PURCHASED SERVICES 5	SUPPLIES AND MATERIALS 6	CAPITAL OUTLAY** 7	NON-CAPITALIZED EQUIPMENT** 9	TOTAL 11
			(Obj. 100s)	(Obj. 200s)	(Obj. 300s)	(Obj. 400s)	(Obj. 500s)	(Obj. 700s)	
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 & 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							
26	4000	Payments to Other Districts and Gov't. Units							
28	Total Direct Costs								
29	Approved Indirect Costs x _____%								
30	TOTAL BUDGET								

*If expenditures are shown, the indirect costs rate cannot be used. ** In no instances can Capital Outlay and Non-Capitalized equipment be included in the cost rate.

Date

Original Signature of District Superintendent/Authorized Official

Date

Original Signature of ISBE Division Administrator, Innovation and Improvement

REGION, COUNTY, DISTRICT, TYPE CODE

FUNCTION NUMBER (1)	OBJECT NUMBER	EXPENDITURE DESCRIPTION AND ITEMIZATION (2)	SALARIES (3)	EMPLOYEE BENEFITS (4)	PURCHASED SERVICES (5)	SUPPLIES AND MATERIALS (6)	CAPITAL OUTLAY** (7)	NON- CAPITALIZED EQUIPMENT** (9)	TOTAL (11)
TOTALS									

REGION, COUNTY, DISTRICT, TYPE CODE

FUNCTION NUMBER (1)	OBJECT NUMBER	EXPENDITURE DESCRIPTION AND ITEMIZATION (2)	SALARIES (3)	EMPLOYEE BENEFITS (4)	PURCHASED SERVICES (5)	SUPPLIES AND MATERIALS (6)	CAPITAL OUTLAY** (7)	NON- CAPITALIZED EQUIPMENT** (9)	TOTAL (11)
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REGION, COUNTY, DISTRICT, TYPE CODE

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TOTALS									

REGION, COUNTY, DISTRICT, TYPE CODE

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TOTALS									

REGION, COUNTY, DISTRICT, TYPE CODE

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REGION, COUNTY, DISTRICT, TYPE CODE

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TOTALS									

SUBCONTRACTORS

Page _____ of _____

APPLICANT NAME (Fiscal Agent)	REGION, COUNTY, DISTRICT, TYPE CODE
-------------------------------	-------------------------------------

Directions: Identify each subcontractor the applicant proposes will provide services in the 21ST CCLC program. The amount to be paid under subcontract should align with the amount listed in the budget detail.

NAME OF SUBCONTRACTOR	ADDRESS (Street, City, State, 9 Digit Zip Code)
MEASURABLE AND TIME-SPECIFIC SERVICE(S) TO BE PROVIDED	NEED AND PURPOSE FOR SUBCONTRACTING
AMOUNT TO BE PAID UNDER SUBCONTRACT	PROJECTED NUMBERS OF PARTICIPANTS TO BE SERVED

NAME OF SUBCONTRACTOR	ADDRESS (Street, City, State, 9 Digit Zip Code)
MEASURABLE AND TIME-SPECIFIC SERVICE(S) TO BE PROVIDED	NEED AND PURPOSE FOR SUBCONTRACTING
AMOUNT TO BE PAID UNDER SUBCONTRACT	PROJECTED NUMBERS OF PARTICIPANTS TO BE SERVED

NAME OF SUBCONTRACTOR	ADDRESS (Street, City, State, 9 Digit Zip Code)
MEASURABLE AND TIME-SPECIFIC SERVICE(S) TO BE PROVIDED	NEED AND PURPOSE FOR SUBCONTRACTING
AMOUNT TO BE PAID UNDER SUBCONTRACT	PROJECTED NUMBERS OF PARTICIPANTS TO BE SERVED

SUBCONTRACTORS

Page _____ of _____

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AMOUNT TO BE PAID UNDER SUBCONTRACT	PROJECTED NUMBERS OF PARTICIPANTS TO BE SERVED

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AMOUNT TO BE PAID UNDER SUBCONTRACT	PROJECTED NUMBERS OF PARTICIPANTS TO BE SERVED

FY 2013 21ST CENTURY COMMUNITY LEARNING CENTERS (21ST CCLC)

EQUITABLE PARTICIPATION OF PRIVATE SCHOOLS

The equitable participation requirements in Subpart 1 of Part E of Title IX of the ESEA apply to the Title IV, Part B, 21ST CCLC program. Private school participation requirements cannot be satisfied simply by inviting private schools to participate in programs and/or activities designed for public school students, teachers or other educational personnel. Consultation must occur before the state education agency (SEA) or grantee makes any decision that affects the opportunities of eligible private school children, families, teachers, and other educational personnel. Further each grantee must provide the SEA with a written affirmation signed by officials of each participating private school that such consultation has occurred.

School districts and eligible local entities must engage in timely and meaningful consultation with appropriate private school officials during the design and development of programs and continue the consultation throughout the implementation of these programs. School districts and local entities must provide, on an equitable basis, special educational services or other benefits that address the needs under the program of children, teachers, and other educational personnel in public schools in areas served by the districts and local entities. Expenditures for educational services and other benefits for private school children, families, teachers, and other educational personnel must be equal, taking into account the number and educational needs of the children to be served, to the expenditures for participating public school children.

The law requires the consultations to address:

- How children's needs will be identified;
- What services will be provided;
- How, where, and by whom services will be offered;
- How services will be assessed and how results of the assessment will be used to improve those services;
- The size and scope of the equitable services to be provided to the eligible public school children, families, teachers, and other educational personnel and the amount of funds available for those services; and
- How and when the grantee will make decisions about the delivery of services, including a thorough consideration and analysis of views of private school officials on the provision of contract services through potential third-party providers.

We hereby testify as indicated by the below signatures that appropriate consultation as described above has occurred.

☐ Yes, we wish to participate. ☐ No, we do not wish to participate. ☐ Yes, we wish to participate and request further consultation

Name of Private School

Type Name of Private School Administrator

Original Signature of Private School Administrator

Date

Type Name of Administrative Agent

Original Signature of Administrative Agent

Date

ILLINOIS STATE BOARD OF EDUCATION

Innovation and Improvement Division

100 North First Street, N-242

Springfield, IL 62777-0001

FY 2013 21ST CENTURY COMMUNITY LEARNING CENTERS (21ST CCLC)

EQUITABLE PARTICIPATION OF PUBLIC SCHOOLS

The equitable participation requirements in Subpart 1 of Part E of Title IX of the ESEA apply to the Title IV, Part B, 21ST CCLC program. Public school participation requirements cannot be satisfied simply by inviting public schools to participate in programs and/or activities designed for non-public school students, teachers or other educational personnel. Consultation must occur before the state education agency (SEA) or grantee makes any decision that affects the opportunities of eligible public school children, families, teachers, and other educational personnel. Further, each grantee must provide the SEA with a written affirmation signed by officials of each participating private school that such consultation has occurred.

Local entities (Community Based Organizations [CBOs] and Faith Based Organizations [FBOs]) must engage in timely and meaningful consultation with appropriate Local Education Authority or LEA officials during the design and development of programs and continue the consultation throughout the implementation of these programs. Local entities must provide, on an equitable basis, special educational services or other benefits that address the needs under the program of children, families, teachers, and other educational personnel in public schools in areas served by the districts and local entities. Expenditures for educational services and other benefits for public school children, teachers, and other educational personnel must be equal, taking into account the number and educational needs of the children to be served, to the expenditures for participating private school children.

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- What services will be provided;
- How, where, and by whom services will be offered;
- How services will be assessed and how results of the assessment will be used to improve those services;
- The size and scope of the equitable services to be provided to the eligible private school children, families, teachers, and other educational personnel and the amount of funds available for those services; and
- How and when the grantee will make decisions about the delivery of services, including a thorough consideration and analysis of views of private school officials on the provision of contract services through potential third-party providers.

We hereby testify as indicated by the below signatures that appropriate consultation as described above has occurred:

☐

Yes, we wish to participate.

☐

No, we do not wish to participate.

☐

Yes, we wish to participate and request further consultation.

 District Name and Number

 Name of Public School

 Type Name of Public School Administrator

Original Signature of Public School Administrator

 Date

 Type Name of Administrative Agent

Original Signature of Administrative Agent

 Date

Directions: Each applicant proposing to provide course(s) in the 21ST CCLC program that are required under Section 27-22 of the School Code (105 ILCS 5/27-22) for receipt of a diploma from an Illinois public high school must provide the following information.

COURSE NAME	COURSE DESCRIPTION
<p>AMOUNT OF CREDIT: _____</p> <p>Is this course offered during the regular school year? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If "yes," explain how offering the course will be supplemental to, rather than supplanting, courses offered in the regular school curriculum?</p>

The undersigned certifies that each class listed in this chart meets the minimum requirements of the school district that will be issuing credit for the course. The school district superintendent further certifies that this course will be taught by an individual appropriately qualified to teach the course and that the course in the before-school, after-school, or summer school setting does not reduce the number of such offerings at the school and in no way supplants other federal, state, or local funds.

Region, County, District, Type Code	<i>Original</i> Signature of Fiscal Agent	Date
-------------------------------------	---	------

Directions: Each applicant proposing to provide course(s) in the 21ST CCLC program that are required under Section 27-22 of the School Code (105 ILCS 5/27-22) for receipt of a diploma from an Illinois public high school must provide the following information.

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Region, County, District, Type Code	<i>Original</i> Signature of Fiscal Agent	Date
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ILLINOIS STATE BOARD OF EDUCATION

Innovation and Improvement Division

100 North First Street, N-242

Springfield, IL 62777-0001

FY 2013 ILLINOIS 21ST CENTURY COMMUNITY LEARNING CENTERS PROGRAM**PROGRAM-SPECIFIC TERMS OF THE GRANT**

- A. The 21st CCLC program will be offered in a safe and easily accessible facility. When the program is located in a facility other than an elementary school or secondary school, the program will be at least as accessible to the students to be served as if the program were located in an elementary school or secondary school.

The 21st CCLC will have a policy regarding how the students participating in the program will travel safely to and from the center and home.

Buildings that house the 21st CCLC programs will meet local standards and codes for public facilities. Indoor and outdoor facilities must be safe and in good repair.

- B. Students participating in the program carried out by the 21st CCLC will travel safely to and from the center and home. Program funds are used to cover transportation costs for program participants. If transportation is provided, the transportation plan will be clearly and appropriately related to project activities.
- C. Funds under this part will be used to increase the level of state, local, and other non-federal 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 non-federal funds.
- D. The program will target students primarily who attend schools eligible for schoolwide programs under Title I, Section 1114, and the families of such students.
- E. Applicants gave notice to the community of the intent to submit an application. The application and any waiver request will be made available for public review after submission of the application.
- F. The program will be developed and carried out in active collaboration with the schools the students attend. A Memorandum of Understanding (MOU) was developed and will be carried out according to the terms therein over the duration of the grant.
- G. The organization selected for funding will meet all statutory and regulatory requirements of this program. Faith-based organizations will meet the program's purposes and criteria, and will not discriminate against beneficiaries on the basis of religion. Funds will be used solely for the purposes set forth in this grant program. No funds provided pursuant to this program will be expended to support religious practices, such as religious instruction, worship, or prayer. All programs including faith-based organizations will comply with generally accepted cost accounting requirements and ensure that funds are not used to support non secular activities.
- H. Attendance records of program participants will be kept. Participants will be enrolled in the before- or after-school program. Drop-in services will not be funded by 21st CCLC program funds. Attendance will be maintained at the level for which funding is requested.
- I. Criminal background checks will be conducted for all program staff and volunteers who have direct contact with children and youth. A written protocol will be on file requiring background checks. Evidence of all background checks will be kept on file. No person will 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)).
- 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 will follow mandated reporting requirements for suspected child abuse and neglect. A written protocol for training employees about the Act and identifying and reporting suspected incidents of child abuse or neglect will be kept on file.

- K. 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 will be collected and maintained on file.
 - L. The grantee certifies that it is not delinquent in the payment of any debt to the State (or if delinquent has entered into a deferred payment plan to pay the debt), and the grantee acknowledges that the Illinois State Board of Education may declare the grant agreement void if this certification is false (30 ILCS 500/50-11).
 - M. The grantee will submit an annual performance report (APR) that describes participants' information, project activities, accomplishments, and outcomes. (Refer to Appendix A and Attachment 7C.) All information related to the APR will be entered into the 21st CCLC electronic Profile and Performance Information Collection System (PPICS) as required by the U.S. Department of Education. Grantee understands that failure to do so based on the timeline provided by the federal government will result in the freezing of funds until the information is completed.
- Grantees will conduct needs assessments, parent and student satisfaction surveys, and self-assessments.
- N. Grantees will attend workshops and trainings offered by the Illinois State Board of Education or another entity contracted by the State.
 - O. Grantees will submit additional information as requested by the State Superintendent of Education.
 - P. An evaluation of the programs will be conducted annually as described in the approved proposal. Copies of the evaluation will be made available to the Illinois State Board of Education (ISBE) or others upon request. Grantees will participate in the statewide evaluation of the ISBE.
 - Q. The grantee certifies that any course offered for State required graduation credits meets the minimum requirements of the school district that will be issuing credit for the course. The school district superintendent further certifies that this course will be taught by an appropriately qualified individual and providing this course in the before-school, after-school, or summer school setting does not reduce the number of such offerings at the school and in no way supplants other federal, state, or local funds.
 - R. Grantee certifies that failure submit the information requested by the timelines indicated in the continuation application may result in the loss of continuation funding or the freezing of funds until such time as the requirements are fulfilled.

Name of Applicant

By: _____
 Date **Original** Signature Authorized Official Title

ILLINOIS STATE BOARD OF EDUCATION

Innovation and Improvement Division
 100 North First Street, N-242
 Springfield, IL 62777-0001

FY 2013 ILLINOIS 21ST CENTURY COMMUNITY LEARNING CENTERS PROGRAM**PROGRAM-SPECIFIC TERMS OF THE GRANT**

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- C. Funds under this part will be used to increase the level of state, local, and other non-federal 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 non-federal funds.
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- F. The program will be developed and carried out in active collaboration with the schools the students attend. A Memorandum of Understanding (MOU) was developed and will be carried out according to the terms therein over the duration of the grant.
- G. The organization selected for funding will meet all statutory and regulatory requirements of this program. Faith-based organizations will meet the program's purposes and criteria, and will not discriminate against beneficiaries on the basis of religion. Funds will be used solely for the purposes set forth in this grant program. No funds provided pursuant to this program will be expended to support religious practices, such as religious instruction, worship, or prayer. All programs including faith-based organizations will comply with generally accepted cost accounting requirements and ensure that funds are not used to support non secular activities.
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- I. Criminal background checks will be conducted for all program staff and volunteers who have direct contact with children and youth. A written protocol will be on file requiring background checks. Evidence of all background checks will be kept on file. No person will 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)).
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 - R. Grantee certifies that failure submit the information requested by the timelines indicated in the continuation application may result in the loss of continuation funding or the freezing of funds until such time as the requirements are fulfilled.

Name of Co-Applicant

By: _____
 Date **Original** Signature Authorized Official Title

CERTIFICATIONS AND ASSURANCES AND STANDARD TERMS OF THE GRANT

(Insert Applicant's Name Here)

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

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

☐ Individual ☐ Corporation ☐ Partnership ☐ Unincorporated association ☐ Government entity

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

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

DEFINITIONS

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

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

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

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

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

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

PROJECT

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

SUBCONTRACTING

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

If subcontracting is allowed, then all project responsibilities are to be retained by the applicant to ensure compliance with the terms and conditions of the grant. All subcontracting must be documented and must have the prior written approval of the State Superintendent of Education. Approval of subcontracts shall be subject to the same criteria as are applied to the original proposal/application. The following information is required if any subcontracting is to be utilized:

- Name(s) and address(es) of subcontractor(s);
- Need and purpose for subcontracting;
- Measurable and time-specific services to be provided;
- Association costs (i.e., amounts to be paid under subcontracts); 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.

FINANCIAL TERMS

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.
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 - (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.

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14. The applicant, in compliance with the provisions of 30 ILCS 105/9.07, will not expend any funds received from the Illinois General Revenue Fund for promotional items including calendars, pens, buttons, pins, magnets, and any other similar promotional items.
15. 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.

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forty-five (45) calendar days from the date of first notice of the amount due for all state grants or federal grants that do not expressly allow carryover funds. Failure to return the funds will result in a breach of the Grant Agreement. Upon any such breach, the State Board of Education may, without limitation, withhold current and subsequent years' project funding until the overpayment is returned.

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

NO BINDING OBLIGATION

18. The applicant acknowledges and agrees that the selection of its proposal for funding, or approval to fund an application, shall not be deemed to be a binding obligation of the State Board of Education until such time as a final Grant Agreement is entered into between the applicant and the State Board of Education. Prior to the execution of a final Grant Agreement, the State Board of Education may withdraw its award of funding to the applicant at any time, for any reason.

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

DEFAULT AND TERMINATION

20. The award recipient will be in default of the grant award and the corresponding Grant Agreement if it breaches any representation or warranty made in the Grant Agreement, the Program Specific Terms or in these Certifications and Assurances, and Standard Terms of the Grant, or fails to observe or perform any covenant, agreement, obligation, duty or provision set forth in the Grant Agreement, the Program Specific Terms or in these Certifications and Assurances, and Standard Terms of the Grant. Upon default by the award recipient and written notification by the State Board of Education, the award recipient will have ten (10) calendar days in which to cure the default to the satisfaction of the State Board of Education. If the default is not cured to the satisfaction of the State Board of Education, the State Board of Education shall thereafter have full right and authority to terminate the Grant Agreement, and/or seek such other remedy that may be available at law or in equity. Upon termination of the Grant Agreement, the award recipient will cease all use of grant funds, shall cancel all cancelable obligations relating to the project, and shall return all unexpended grant funds to the State Board of Education within forty-five (45) calendar days of termination.

INDEMNIFICATION

21. To the fullest extent permitted by law, the award recipient shall indemnify, defend and hold harmless the State of Illinois, the State Board of Education, and their respective members, officers, agents and employees against all claims, demands, suits, liabilities, injuries (personal or bodily), property damage, causes of action, losses, costs, expenses, damages or penalties, including, without limitation, reasonable defense costs, reasonable legal fees, and the reasonable value of time spent by the Attorney General's Office, arising or resulting from, or occasioned by or in connection with (a) any bodily injury or property damage resulting or arising from any act or omission to act (whether negligent, willful, wrongful, or otherwise) by the award recipient, its subcontractors, subgrantees, volunteers, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable; (b) failure by the award recipient or its subcontractors, subgrantees, or volunteers to comply with any laws applicable to the performance of the grant; (c) any breach of the Grant Agreement, including, without limitation, any representation or warranty provided by the award recipient herein; (d) any infringement of any copyright, trademark, patent, or other intellectual property right; or (e) the alleged unconstitutionality or invalidity of the Grant Agreement. Neither the award recipient nor its employees or subcontractors shall be considered agents or employees of the State Board of Education or of the State of Illinois.

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

GENERAL CERTIFICATION AND ASSURANCES

22. The applicant will obey all applicable state and federal laws, regulations, and executive orders, including without limitation: those regarding the confidentiality of student records, such as the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) and the Illinois School Student Records Act (ISSRA) (105 ILCS 10/1 et seq.); those prohibiting discrimination on the basis of race, color, national origin, sex, age, or handicap, such as Title IX of the Amendments of 1972 (20 U.S.C. 1681 et seq.), the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.),

2000e et seq.), the Public Works Employment Discrimination Act (775 ILCS 10/0.01 et seq.), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.); and the Illinois School Code (105 ILCS 5/1-1 et seq.). Further, no award recipient shall deny access to the program funded under the grant to students who lack documentation of their immigration status or legal presence in the United States (*Plyler v. Doe*, 457 U.S. 202, 102 S.Ct. 2382 (1982)).

23. 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.
24. If the applicant is an individual, the applicant is not in default on an educational loan as provided in 5 ILCS 385/3.
25. 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).
26. The applicant certifies it has informed the State Superintendent of Education in writing if any employee of the applicant was formerly employed by the State Board of Education and has received an early retirement incentive under 40 ILCS 5/14-108.3 or 40 ILCS 5/16-133.3 (Illinois Pension Code). The applicant acknowledges and agrees that if such early retirement incentive was received, the Grant Agreement is not valid unless the official executing the agreement has made the appropriate filing with the Auditor General prior to execution.
27. 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.
28. 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.
29. 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.
30. 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.
31. 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 employees of persons or firms holding contracts with the applicant, who have direct contact with children receiving services under the grant; and such applicant shall not (a) employ individuals, (b) allow individuals to volunteer, or (c) enter into a contract with a person or firm who employs individuals, who will have direct contact with children receiving services under the grant who have been convicted of any offense identified in subsection (c) of Section 10-21.9 of the School Code (105 ILCS 5/10-21.9(c)) or have been found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 (705 ILCS 405/2-1 et seq.).
32. 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.
33. 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.
34. 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 expenditure/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.
35. The applicant hereby assures that when purchasing core instructional print materials published after July 19, 2006, the applicant will ensure that all such purchases are made from publishers who comply with the requirements of 105 ILCS 5/28-21 which instructs the publisher to send (at no additional cost) to the National Instructional Materials Center (NIMAC) electronic files containing the contents of the print instructional materials using the NIMAS standard, on or before delivery of the print instructional materials. This does not preclude the district from purchasing or obtaining accessible materials directly from the publisher. For further information, see 105 ILCS 5/28-21 at <http://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=010500050HArt%2E+28&ActID=1005&ChapAct=105%26nbsp%3BILCS%26nbsp%3B5%>.

DRUG-FREE WORKPLACE CERTIFICATION

36. 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.

Signature of Authorized Official

Title

Date

Name of Authorized Official (Type or Print)

CERTIFICATIONS AND ASSURANCES AND STANDARD TERMS OF THE GRANT

(Insert ~~Ö~~ Applicant's Name Here)

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

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

☐ Individual ☐ Corporation ☐ Partnership ☐ Unincorporated association ☐ Government entity

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

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

DEFINITIONS

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

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

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

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

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

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

PROJECT

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

SUBCONTRACTING

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

If subcontracting is allowed, then all project responsibilities are to be retained by the applicant to ensure compliance with the terms and conditions of the grant. All subcontracting must be documented and must have the prior written approval of the State Superintendent of Education. Approval of subcontracts shall be subject to the same criteria as are applied to the original proposal/application. The following information is required if any subcontracting is to be utilized:

- Name(s) and address(es) of subcontractor(s);
- Need and purpose for subcontracting;
- Measurable and time-specific services to be provided;
- Association costs (i.e., amounts to be paid under subcontracts); 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.

FINANCIAL TERMS

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.

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14. The applicant, in compliance with the provisions of 30 ILCS 105/9.07, will not expend any funds received from the Illinois General Revenue Fund for promotional items including calendars, pens, buttons, pins, magnets, and any other similar promotional items.
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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

forty-five (45) calendar days from the date of first notice of the amount due for all state grants or federal grants that do not expressly allow carryover funds. Failure to return the funds will result in a breach of the Grant Agreement. Upon any such breach, the State Board of Education may, without limitation, withhold current and subsequent years' project funding until the overpayment is returned.

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

NO BINDING OBLIGATION

18. The applicant acknowledges and agrees that the selection of its proposal for funding, or approval to fund an application, shall not be deemed to be a binding obligation of the State Board of Education until such time as a final Grant Agreement is entered into between the applicant and the State Board of Education. Prior to the execution of a final Grant Agreement, the State Board of Education may withdraw its award of funding to the applicant at any time, for any reason.

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

DEFAULT AND TERMINATION

20. The award recipient will be in default of the grant award and the corresponding Grant Agreement if it breaches any representation or warranty made in the Grant Agreement, the Program Specific Terms or in these Certifications and Assurances, and Standard Terms of the Grant, or fails to observe or perform any covenant, agreement, obligation, duty or provision set forth in the Grant Agreement, the Program Specific Terms or in these Certifications and Assurances, and Standard Terms of the Grant. Upon default by the award recipient and written notification by the State Board of Education, the award recipient will have ten (10) calendar days in which to cure the default to the satisfaction of the State Board of Education. If the default is not cured to the satisfaction of the State Board of Education, the State Board of Education shall thereafter have full right and authority to terminate the Grant Agreement, and/or seek such other remedy that may be available at law or in equity. Upon termination of the Grant Agreement, the award recipient will cease all use of grant funds, shall cancel all cancelable obligations relating to the project, and shall return all unexpended grant funds to the State Board of Education within forty-five (45) calendar days of termination.

INDEMNIFICATION

21. To the fullest extent permitted by law, the award recipient shall indemnify, defend and hold harmless the State of Illinois, the State Board of Education, and their respective members, officers, agents and employees against all claims, demands, suits, liabilities, injuries (personal or bodily), property damage, causes of action, losses, costs, expenses, damages or penalties, including, without limitation, reasonable defense costs, reasonable legal fees, and the reasonable value of time spent by the Attorney General's Office, arising or resulting from, or occasioned by or in connection with (a) any bodily injury or property damage resulting or arising from any act or omission to act (whether negligent, willful, wrongful, or otherwise) by the award recipient, its subcontractors, subgrantees, volunteers, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable; (b) failure by the award recipient or its subcontractors, subgrantees, or volunteers to comply with any laws applicable to the performance of the grant; (c) any breach of the Grant Agreement, including, without limitation, any representation or warranty provided by the award recipient herein; (d) any infringement of any copyright, trademark, patent, or other intellectual property right; or (e) the alleged unconstitutionality or invalidity of the Grant Agreement. Neither the award recipient nor its employees or subcontractors shall be considered agents or employees of the State Board of Education or of the State of Illinois.

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

GENERAL CERTIFICATION AND ASSURANCES

22. The applicant will obey all applicable state and federal laws, regulations, and executive orders, including without limitation: those regarding the confidentiality of student records, such as the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) and the Illinois School Student Records Act (ISSRA) (105 ILCS 10/1 et seq.); those prohibiting discrimination on the basis of race, color, national origin, sex, age, or handicap, such as Title IX of the Amendments of 1972 (20 U.S.C. 1681 et seq.), the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.),

2000e et seq.), the Public Works Employment Discrimination Act (775 ILCS 10/0.01 et seq.), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.); and the Illinois School Code (105 ILCS 5/1-1 et seq.). Further, no award recipient shall deny access to the program funded under the grant to students who lack documentation of their immigration status or legal presence in the United States (*Plyler v. Doe*, 457 U.S. 202, 102 S.Ct. 2382 (1982)).

23. 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.
24. If the applicant is an individual, the applicant is not in default on an educational loan as provided in 5 ILCS 385/3.
25. 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).
26. The applicant certifies it has informed the State Superintendent of Education in writing if any employee of the applicant was formerly employed by the State Board of Education and has received an early retirement incentive under 40 ILCS 5/14-108.3 or 40 ILCS 5/16-133.3 (Illinois Pension Code). The applicant acknowledges and agrees that if such early retirement incentive was received, the Grant Agreement is not valid unless the official executing the agreement has made the appropriate filing with the Auditor General prior to execution.
27. 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.
28. 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.
29. 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.
30. 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.
31. 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 employees of persons or firms holding contracts with the applicant, who have direct contact with children receiving services under the grant; and such applicant shall not (a) employ individuals, (b) allow individuals to volunteer, or (c) enter into a contract with a person or firm who employs individuals, who will have direct contact with children receiving services under the grant who have been convicted of any offense identified in subsection (c) of Section 10-21.9 of the School Code (105 ILCS 5/10-21.9(c)) or have been found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 (705 ILCS 405/2-1 et seq.).
32. 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.
33. 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.
34. 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 expenditure/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.
35. The applicant hereby assures that when purchasing core instructional print materials published after July 19, 2006, the applicant will ensure that all such purchases are made from publishers who comply with the requirements of 105 ILCS 5/28-21 which instructs the publisher to send (at no additional cost) to the National Instructional Materials Center (NIMAC) electronic files containing the contents of the print instructional materials using the NIMAS standard, on or before delivery of the print instructional materials. This does not preclude the district from purchasing or obtaining accessible materials directly from the publisher. For further information, see 105 ILCS 5/28-21 at <http://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=010500050HArt%2E+28&ActID=1005&ChapAct=105%26nbsp%3BILCS%26nbsp%3B5%>.

DRUG-FREE WORKPLACE CERTIFICATION

36. 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.

Signature of Authorized Official

Title

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, 2 CFR 417 Subpart C Responsibilities of Participants Regarding Transactions. The regulations were published in the May 25, 2010 Federal Register (pages 29183-29189). Copies of the regulations may be obtained by contacting the Illinois State Board of Education.

BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW.**CERTIFICATION**

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

- (1) Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- (2) It will provide immediate written notice to whom this Certification is submitted if at any time the prospective lower tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
- (3) It shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated;
- (4) It will include the clause titled *Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions*, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions;
- (5) The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into; and
- (6) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Certification.

Organization Name

PR/Award Number or Project Name

Name of Authorized Representative

Title

Original Signature of Authorized Representative

Date

Instructions for Certification

1. By signing and submitting this Certification, the prospective lower tier participant is providing the certifications set out herein.
2. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
3. Except for transactions authorized under paragraph 3 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used herein, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 and Executive Order 12689. You may contact the person to which this Certification is submitted for assistance in obtaining a copy of those regulations.
5. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the "GSA Excluded Parties List System" at <http://epls.arnet.gov/>.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required herein. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

ILLINOIS STATE BOARD OF EDUCATION
100 North First Street
Springfield, IL 62777-0001

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.

Organization Name

PR/Award Number or Project Name

Name of Authorized Representative

Title

Original Signature of Authorized Representative

Date

DISCLOSURE OF LOBBYING ACTIVITIES

Directions: 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

_____ Congressional District, if known

6. FEDERAL DEPARTMENT/AGENCY

7. FEDERAL PROGRAM NAME/DESCRIPTION

_____ CFDA Number, if applicable

8. FEDERAL ACTION NUMBER, if known

9. AWARD AMOUNT, if known

\$ _____

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

b. INDIVIDUALS PERFORMING SERVICES
(Including address if different from No. 10a) (last name, first name, MI)

(Attach Continuation Sheet(s) ISBE 85-37A, if necessary)

11. AMOUNT OF PAYMENT (check all that apply)

\$ _____ ☐ Actual ☐ Planned

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.

ORIGINAL SIGNATURE

PRINT NAME OR TYPE

TITLE

TELEPHONE NUMBER

DATE

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 subaward 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 (0348-0046), Washington, D.C. 20503.

ILLINOIS STATE BOARD OF EDUCATION

100 North First Street
Springfield, Illinois 62777-0001

**CONTINUATION SHEET
DISCLOSURE OF LOBBYING ACTIVITIES**

REPORTING ENTITY

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

ATTACHMENT 17

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

DISTRICT NAME AND NUMBER

REGION, COUNTY, DISTRICT, TYPE CODE

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

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

Section 427 is not intended to duplicate the requirements of the civil rights statutes, but rather to ensure that, in designing their programs, applicants for federal funds address equity concerns that may affect the ability of certain beneficiaries to fully participate in the program and to achieve high standards. Consistent with 21st Century Community Centers Program requirements and its approved proposal, an applicant may use the federal funds awarded to it to eliminate barriers it identifies.

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

ILLINOIS STATE BOARD OF EDUCATION
Funding and Disbursements Division
100 North First Street, E-340
Springfield, Illinois 62777-0001

ATTACHMENT 18

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

DISTRICT NAME AND NUMBER/AGENCY/INSTITUTION NAME			REGION, COUNTY, DISTRICT, TYPE CODE
FISCAL YEAR 13	SOURCE OF FUNDS CODE 4421	DUNS (9 digit number)**	PROGRAM NAME

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 you receive will support your activities and actions to meet the purpose and goals of your Federal grant. If there are multiple funding actions, please 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*: (255 maximum characters used)

Agency's Annual Gross Revenues*:

☐ Yes ☐ No In the previous fiscal year, did your organization (including parent organizations, all branches, and all affiliates worldwide) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **AND** (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? Please select the Yes check box only if both (1) and (2) are answered affirmatively.

Please provide the names and the total compensation package (using the preceding fiscal year's compensations of the top 5 highest paid individuals within your organization, regardless of the funding source*). ftp://help.isbe.net/webapps/eGMS/2011/FFATA_Fed_Regis_7_8_2010.pdf

NAME	TOTAL COMPENSATION
1.	
2.	
3.	
4.	
5.	

* Required Field

** If you do not have a DUNS number, please contact Dun & Bradstreet at fedgov.dnb.com/webform