



# Illinois State Board of Education

100 North First Street, S-284  
Springfield, Illinois 62777-0001

## 2019-2020 (FY 2020) SCHOOL TECHNOLOGY REVOLVING LOAN PROGRAM LOAN APPLICATION

### INNOVATION AND SECONDARY TRANSFORMATION

**Instructions:** Submit 1 original. No faxed submissions will be accepted.

This application is to be used in applying for a loan under the School Technology Revolving Loan Program (105 ILCS 5/2-3.117a). The completed application must be submitted to the above address. Please carefully read and use the instructions when completing this application. **You should receive confirmation of your request within 20 calendar days of receipt. If you do not receive confirmation, please contact us at (217) 782-0354 to verify receipt. Please note that incomplete applications will not be processed until all requested information is received. Loans are awarded on a first come, first served basis.**

**Application Deadline:** Applications for Grades K-8 will be accepted from June 1, 2019 through December 1, 2019.

#### APPLICANT INFORMATION

DISTRICT NAME AND NUMBER		REGION, COUNTY, DISTRICT, TYPE CODE	
NAME OF SUPERINTENDENT/AUTHORIZED OFFICIAL		PROGRAM CONTACT	
TITLE		TITLE OF PROGRAM CONTACT	
ADDRESS (Street, City, State, Zip Code)		ADDRESS (Street, City, State, Zip Code)	
TELEPHONE (Include Area Code)	FAX (Include Area Code)	TELEPHONE (Include Area Code)	FAX (Include Area Code)
E-MAIL		E-MAIL	

#### USE OF LOAN FUNDS

Check the Technology Hardware Investments category(ies) for which the loan proceeds will be used. See Item 2 of the instructions for allowable expenditures in each category.

- |  |  |
|--|--|
| <input type="checkbox"/> a) Equipment and wiring for Installing/Upgrading local and wide area networks and for network hardware. | <input type="checkbox"/> d) Other technology hardware investments that directly relate to staff development and classroom instruction. |
| <input type="checkbox"/> b) Supplies and cost of labor for electrical work directly related to technology.                       | <input type="checkbox"/> e) Staff development directly related to the integration of technology into the learning environment.         |
| <input type="checkbox"/> c) Computer hardware used for classroom instruction and/or used for staff development.                  | <input type="checkbox"/> f) Computer furniture (not to exceed 10 percent of loan proceeds).  |

#### ISBE USE ONLY

DATE RECEIVED:	Approval Date
	Amount \$
	Reviewer Initials
Original Signature of ISBE Division Administrator/Authorized Innovation and Secondary Transformation	Date

**2019-2020 (FY 2020)**  
**SCHOOL TECHNOLOGY REVOLVING LOAN PROGRAM**  
**LOAN APPLICATION**

**MAXIMUM LOAN AMOUNT**

Enter the Amounts found in the FY 20 Loan Eligibility Listing found at <https://www.isbe.net/Pages/Educational-Technology.aspx>

Grades K-8 Enrollment

\_\_\_\_\_ X \$150 + \$25,000 = \$\_\_\_\_\_

\_\_\_\_\_ \$

loan amount applicant is requesting (not to exceed the maximum amount or \$6 million, whichever is less)

**2%** rate of interest to be applied to loan. Interest is amortized over a three-year period and computed semi-annually.

**LOCAL TECHNOLOGY COMMITMENT**

Briefly describe the proposed use(s) of the loan funds and the grade levels benefited, as specified in the resolution adopted by applicant's governing board authorizing submission of the loan application. (Use only the space below.)

**FOR VOCATIONAL EDUCATION COOPERATIVE & DISTRICT-CHARTERED CHARTER SCHOOLS**

Attach a copy of the resolution adopted by the board of education of each district from which the applicant receives students, agreeing to the requirement that the general state aid of the district(s) will be accessed in the case of a default on the loan by the cooperative or charter school.

**ASSURANCES**

*I certify that the funds received from this loan will be used to further the use of technology in grades K-8, that the above-named applicant will repay this loan (principal and interest) within three years according to the terms and conditions set forth in the loan agreement, and that the applicant will comply with Section 2-3.117a of the School Code and rules governing the program (23 Ill. Adm. Code 575, Subpart B) regarding the use of the loan.*

*I further certify that the local board of education/governing board approved by resolution the submission of this loan application at a public meeting held on:*

\_\_\_\_\_  
 Month, Day & Year of Board Resolution

\_\_\_\_\_  
 Type Name

\_\_\_\_\_  
 Signature of Board of Education/Governing Board President

\_\_\_\_\_  
 Month, Day & Year of Application  
 Submission

\_\_\_\_\_  
 Type Name

\_\_\_\_\_  
 Signature of District Superintendent

**ILLINOIS STATE BOARD OF EDUCATION**  
 Innovation and Secondary Transformation  
 100 North First Street, S-284  
 Springfield, IL 62777-0001

**2019-2020 (FY 2020)**  
**SCHOOL TECHNOLOGY REVOLVING LOAN PROGRAM**  
**ACCOUNTING BULLETIN 161 CERTIFICATION**

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*(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:

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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 or loan 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.

**FINANCIAL TERMS**

- 7. 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.
- 8. 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.
- 9. Financial Reports: Quarterly expenditure reports are required of all award recipients receiving funds, unless otherwise specified in the program specific terms or the request for proposals. Quarterly reports must describe the progress of the project or use and the expenditure of the grant funds. The expenditure through dates to be used in reporting expenditures and obligations are from the project beginning date through September 30, December 31, March 31, and June 30 of each fiscal year and the project ending date.

Those entities with established IWAS accounts with the Illinois State Board of Education, must electronically submit expenditure reports by the required due dates specified within the Grant Agreement. Those entities not enrolled in IWAS, must request paper expenditure report forms not later than twenty (20) calendar days before the due dates specified within the Grant Agreement to the Illinois State Board of Education. Expenditure reports are due twenty (20) calendar days after the expenditure through date. Failure to file the required reports within the timelines will result in a breach of the Grant Agreement. Upon any such breach, the State Board of Education may, without limitation, withhold the current year's payments and payments for future years' projects under the same program until the reports are properly filed.

All grant funds must be spent or obligated, and all activities must be completed prior to the project ending date. Each award recipient must submit a completion report showing the obligations and the expenditures for the project no later than twenty (20) calendar days after the project ending date.

If a completion report was filed through the project ending date and had no outstanding obligations, the completion report will be the award recipient's final expenditure report. Failure to submit this completion/final expenditure report will result in current and subsequent years' project funding being withheld until the report is received. In cases where final expenditures are less than total disbursements, the overpayment must be returned to the State Board of Education within forty-five (45) calendar days of the project ending date for all state grants or federal grants that do not expressly allow carryover funds. Failure to return the funds will result in a breach of the Grant Agreement. Upon any such breach, the State Board of Education may, without limitation, withhold current and subsequent years' project funding until the overpayment is returned.

If a completion report was filed with outstanding obligations, then a final expenditure report showing total project expenditures (with all prior obligations paid) must be submitted no later than ninety (90) calendar days after the project ending date. Failure to submit the final expenditure report will result in current and subsequent years' project funding being withheld until the report is received. In cases where final expenditures are less than total disbursements, the overpayment must be returned to the State Board of Education within 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.

- 10. 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.
- 11. 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. In addition, any grantee receiving funds is required to permit the grantor agency, the Auditor General, or the Attorney General to inspect and audit any books, records, or papers related to the program, project, or use for which grant funds were provided.

The undersigned affirms, under oath, the following: that all information in the grant agreement is true and correct to the best of his or her knowledge, information, and belief; 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.

By: \_\_\_\_\_  
Date
*Original* Signature of Authorized Official
Title

**2019-2020 (FY 2020)**  
**SCHOOL TECHNOLOGY REVOLVING LOAN PROGRAM**  
**APPLICATION INSTRUCTIONS**

**Application Deadline.** Applications close on December 1 of a given year. Applications received later than December 1 will not be considered for funding.

**Item 1.** Fill in items completely. RCDT codes can be found at <https://www.isbe.net/Pages/Data-Analysis-Directories.aspx>.

**Item 2.** Funding is available under the School Technology Revolving Loan Fund for six categories of technology hardware investments for students and staff (23 Ill. Adm. Code 575.200(a)), which include:

- a) Expenditures for the establishment of local and wide area networks (e.g., cabling from network server to other areas, termination supplies, cable testers, patch panels) and for network hardware (e.g., switches, servers, hubs, modems, network adapter cards, transceivers, surge protection, uninterruptible power systems, network administration software);
- b) Supplies and the cost of labor for electrical work directly related to technology (e.g., wiring, conduit, boxes, receptacles, switches, cover plates, distribution panels and breakers);
- c) Hardware necessary for classroom instruction and staff development (e.g., computers, monitors, keyboards, mice, printers, network adapters, software and licenses for applications that are used in the classroom or for staff development purposes);
- d) Other technology hardware investments directly related to classroom instruction or staff development (e.g., scanners, projectors, LCD panels, digital cameras, camcorders);
- e) Staff development directly related to the integration of technology into the learning environment; and
- f) Computer furniture (not to exceed 10 percent of the loan proceeds).

Televisions, VCRs and DVD players are not allowable expenditures of loan proceeds.

**Item 3.** This calculation is based on the student enrollment reported on the Fall Enrollment and Housing Report (as applicable) or other uniform reporting procedure specified by the State Board of Education for the school year previous to this application. You may request an amount less than or equal to the maximum; however, your request cannot exceed \$6 million in any fiscal year.

**Item 4.** This description should demonstrate the applicant's commitment to technology investments by briefly outlining how the loan proceeds would be used. Allowable items for each category are listed in parentheses in Item 2 above. Descriptions should correspond with the boxes checked in Item 2 of the application. Use only the space provided on the form; additional materials will not be considered in the review process.

**Item 5.** In the case of a default on a loan, the State Board of Education shall deduct the amount owed from the recipient's next general state aid payment. In the case of entities that do not receive general state aid directly from the state (i.e., vocational education cooperatives and district-chartered charter schools), the board of education of each school district from which the recipient receives students must adopt a resolution agreeing that its general state aid can be accessed in the event of a default, in accordance with rules found at 23 Ill. Adm. Code 575.400(b)(5). Copies of such resolutions must be included with the loan application.

**Item 6.** The applicant must certify that the loan application was approved by resolution at a public meeting of the governing board and that the applicant will spend the loan proceeds to benefit the grade levels specified on the application and comply with all terms and conditions of the loan. Provide the date the governing board adopted the resolution and the date of application submission on the appropriate lines. The governing board's president and the applicant's authorized official must sign the application on the appropriate lines.

**(Continued on page 2)**

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**2019-2020 (FY 2020)**  
**SCHOOL TECHNOLOGY REVOLVING LOAN PROGRAM**  
**APPLICATION INSTRUCTIONS (Continued)**

**Submission of Applications.** Each application, bearing original signatures, must be submitted to: **Illinois State Board of Education, Innovation and Secondary Transformation, 100 North First Street, S-284, Springfield, IL 62777-0001.**

**Applications must be submitted and postmarked no later than 30 calendar days following the governing board's approval.**

Applications postmarked later than 30 days following the governing board's approval shall be returned to the applicant as ineligible for consideration. Such applicant may reapply during the funding cycle. An applicant can receive only one loan per fiscal year.

**Review of Application and Notification of Loan Award.** Applications will be reviewed for completeness. An applicant submitting an incomplete application will be notified of the deficiencies no later than 20 calendar days after the State Board of Education receives the application. **Applications will not be processed until all requested information is received.**

All complete applications that demonstrate compliance with Section 2-3.117a of the School Code and Subpart Section 575.500 shall be approved for funding on a first come first served basis, as long as funds appropriated for a given fiscal year remain available. Loan award determinations may be made on September 15, 2019, December 15, 2019, March 15, 2020 and May 15, 2020, during the funding cycle of July 1, 2019, through June 30, 2020.

Notification of the loan award will be made no later than 15 calendar days after the State Board of Education loan award determination date specified above.

**Terms and Conditions of Loan.** Loans will be given for no longer than a three-year period. Loan proceeds must be obligated no later than six months following receipt. An expenditure report must be submitted on a State Board of Education-supplied form no later than nine months following receipt of the loan proceeds. In the event a loan recipient does not expend loan proceeds as approved on the application, the State Board of Education shall require upon written notice payment of outstanding principal of the loan and the amount of interest accrued on the next payment due date.

Applicants receiving a loan award will be required to execute a promissory note containing terms and conditions in accordance with the Illinois Adm. Code Section 575.700.

Use of loan proceeds shall be accounted for in accordance with the Program Accounting Manual (23 Ill. Adm. Code 110) or, for participants not subject to the Program Accounting Manual, in accordance with generally accepted standards of governmental accounting principles.

Payments (principal and interest calculated for three years) on the loan must be made on a semi-annual basis over the life of the loan (6 payments total). Payments must be made by check and are due on June 1 and December 1 or March 1 and September 1 of each year of the loan, with the first payment due on June 1 or March 1 of the fiscal year in which the loan was made. Early pay-off is allowed in accordance with the 23 Illinois Adm. Code 575.600(c).

Payments not received within 15 calendar days of the due date will be assessed a penalty of 5 percent of the payment due. In the case of a default that is not cured within 90 calendar days, the State Board of Education shall deduct the amount owed from the loan recipient's next payment of general state aid. For loan recipients that do not receive general state aid directly from the state, the amount owed will be deducted from the general state aid of each of the school districts from which the recipient receives students in accordance with procedures stipulated in rules governing the School Technology Program (see 23 Ill. Adm. Code 575.400(b)(5)).

Subsequent loan applications from a loan recipient in default of a loan received under this program shall not be considered until good standing has been restored; however, the chartering school district or individual school districts participating in a vocational education cooperative shall be allowed to apply for loans on behalf of their respective school districts.