



# Illinois State Board of Education

100 North First Street, Springfield, Illinois 62777-0001

ATTACHMENT 1

## Uniform Application for State Grant Assistance

Agency Completed Section		
1.	Type of Submission	<input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application
2.	Type of Application	<input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation (i.e. multiple year grant) <input type="checkbox"/> Revision (modification to initial application)
3.	Date/Time Received by State <i>Completed by State Agency upon Receipt of Application</i>	
4.	Name of the Awarding State Agency	ILLINOIS STATE BOARD OF EDUCATION
5.	Catalog of State Financial Assistance (CSFA) Number	586-13-1701
6.	CSFA Title	COLLABORATION FOR HEALTHY AND THRIVING STUDENTS
Catalog of Federal Domestic Assistance (CFDA) <input checked="" type="checkbox"/> Not applicable (No federal funding)		
7.	CFDA Number	
8.	CFDA Title	
9.	CFDA Number	
10.	CFDA Title	
Funding Opportunity Information		
11.	Funding Opportunity Number	MOTTFUN399
12.	Funding Opportunity Title	COLLABORATION FOR HEALTHY AND THRIVING STUDENTS
13.	Funding Opportunity Program Field	
Competition Identification <input type="checkbox"/> Not Applicable		
14.	Competition Identification Number	
15.	Competition Identification Title	

# Uniform Application for State Grant Assistance

## Illinois State Board of Education

### Applicant Completed Section

APPLICANT NAME (District Name and Number, if applicable)		REGION COUNTY DISTRICT TYPE CODE
16.	Legal Name (Name used for DUNS registration and grantee prequalification)	
17.	Common Name (DBA)	
18.	Employer/Taxpayer Identification Number (EIN, TIN)	
19.	Organizational DUNS Number	
20.	SAM CAGE Code	
21.	Business Address (Street, City, State, County, Zip Code + 4)	
<b>Applicant's Organizational Unit</b>		
22.	Department Name	
23.	Division Name	
<b>Applicant's Name and Contact Information for Person to be Contacted for <i>Program</i> Matters involving this Application</b>		
24.	First/Last Name	
25.	Suffix	
26.	Title	
27.	Organizational Affiliation	
28.	Telephone Number (Include Area Code)	
29.	Fax Number (Include Area Code)	
30.	E-Mail Address	
<b>Applicant's Name and Contact Information for Person to be Contacted for <i>Business/Administrative Office</i> Matters involving this Application</b>		
31.	First/Last Name	
32.	Suffix	
33.	Title	
34.	Organizational Affiliation	
35.	Telephone Number (Include Area Code)	
36.	Fax Number (Include Area Code)	
37.	E-Mail Address	

# Uniform Application for State Grant Assistance

## Illinois State Board of Education

### Applicant Completed Section (Continued)

Areas Affected		
38.	Areas Affected by the Project (cities, counties, state-wide) <i>Add Attachments (e.g., maps), if needed</i>	
39.	Legislative and Congressional Districts of Applicant	
40.	Legislative and Congressional Districts of Program / Project Attach an additional list, if needed	
Applicant's Project		
41.	Description Title of Applicant's Project <i>Text only for the title of the applicant's project.</i>	
42.	Proposed Project Term	Start Date: _____ End Date: _____
43.	Estimated Funding (Include all that apply)	<input type="checkbox"/> Amount Requested from the State: \$ _____ <input type="checkbox"/> Applicant Contribution (e.g., in kind, matching): \$ _____ <input type="checkbox"/> Local Contribution: \$ _____ <input type="checkbox"/> Other Source of Contribution: \$ _____ <input type="checkbox"/> Program Income: \$ _____ <input type="checkbox"/> Total Amount: \$ _____
<b>Applicant Certification:</b>  <p>By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001)</p> <p>(*) The list of certification and assurances, or an internet site where you may obtain this list is contained in the Notice of Funding Opportunity.</p> <p><input type="checkbox"/> I agree</p>		
Authorized Representative		
44.	First/Last	
45.	Suffix	
46.	Title	
47.	Telephone Number (Include Area Code)	
48.	Fax Number (Include Area Code)	
49.	E-Mail Address	
50.	Signature of Authorized Representative	
51.	Date Signed	



# Illinois State Board of Education

Regulatory Support and Wellness  
100 North First Street, E-222  
Springfield, Illinois 62777-0001

ATTACHMENT 2

## FY 2019 Collaboration for Healthy and Thriving Students

### COVER PAGE

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

A. Joint Applicant Authorized Representative Signature:

Signature

Date

B. Total number of proposed program sites.

C. Total number of school districts and community partners.



# Illinois State Board of Education

Regulatory Support and Wellness  
100 North First Street, E-222  
Springfield, Illinois 62777-0001

ATTACHMENT 3

\_\_\_\_\_ of \_\_\_\_\_

## FY 2019 Collaboration for Healthy and Thriving Students

### PROGRAMMATIC GOALS

APPLICANT NAME (Fiscal Agent) - LEA OR ENTITY NAME

REGION, COUNTY, DISTRICT, TYPE CODE

**Directions:** Describe in narrative form a minimum of three (3) programmatic goals that align with the identified principles and purposes of the program. ***Response should be limited to two (2) pages.***



# Illinois State Board of Education

Regulatory Support and Wellness  
100 North First Street, E-222  
Springfield, Illinois 62777-0001

ATTACHMENT 3

\_\_\_\_\_ of \_\_\_\_\_

## FY 2019 Collaboration for Healthy and Thriving Students

### PROGRAMMATIC GOALS

APPLICANT NAME (Fiscal Agent) - LEA OR ENTITY NAME

REGION, COUNTY, DISTRICT, TYPE CODE

**Directions:** Describe in narrative form a minimum of three (3) programmatic goals that align with the identified principles and purposes of the program. ***Response should be limited to two (2) pages.***



# Illinois State Board of Education

Regulatory Support and Wellness  
100 North First Street, E-222  
Springfield, Illinois 62777-0001

ATTACHMENT 4

\_\_\_\_\_ of \_\_\_\_\_

## FY 2019 Collaboration for Healthy and Thriving Students

### DEMONSTRATION OF NEED

APPLICANT NAME (Fiscal Agent) - LEA OR ENTITY NAME

REGION, COUNTY, DISTRICT, TYPE CODE

**Directions:** Provide a demonstration of need for the program using data points, metrics, and findings derived from existing assessments and audits. A gap analysis must also be conducted. ***Response should be limited to two (2) pages.***



# Illinois State Board of Education

Regulatory Support and Wellness  
100 North First Street, E-222  
Springfield, Illinois 62777-0001

ATTACHMENT 4

\_\_\_\_\_ of \_\_\_\_\_

## FY 2019 Collaboration for Healthy and Thriving Students

### DEMONSTRATION OF NEED

APPLICANT NAME (Fiscal Agent) - LEA OR ENTITY NAME

REGION, COUNTY, DISTRICT, TYPE CODE

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# Illinois State Board of Education

Regulatory Support and Wellness  
100 North First Street, E-222  
Springfield, Illinois 62777-0001

ATTACHMENT 5

\_\_\_\_\_ of \_\_\_\_\_

## FY 2019 Collaboration for Healthy and Thriving Students

### OBJECTIVES AND ACTIVITIES

APPLICANT NAME (Fiscal Agent) - LEA OR ENTITY NAME

REGION, COUNTY, DISTRICT, TYPE CODE

**Directions:** Describe the proposed activities to be funded under this program. List the objectives and activities of the proposed project in a time specific format. ***Response should be limited to two (2) pages.***



# Illinois State Board of Education

Regulatory Support and Wellness  
100 North First Street, E-222  
Springfield, Illinois 62777-0001

ATTACHMENT 5

\_\_\_\_\_ of \_\_\_\_\_

## FY 2019 Collaboration for Healthy and Thriving Students

### OBJECTIVES AND ACTIVITIES

APPLICANT NAME (Fiscal Agent) - LEA OR ENTITY NAME

REGION, COUNTY, DISTRICT, TYPE CODE

**Directions:** Describe the proposed activities to be funded under this program. List the objectives and activities of the proposed project in a time specific format. ***Response should be limited to two (2) pages.***



# Illinois State Board of Education

Regulatory Support and Wellness  
100 North First Street, E-222  
Springfield, Illinois 62777-0001

ATTACHMENT 6

\_\_\_\_\_ of \_\_\_\_\_

## FY 2019 Collaboration for Healthy and Thriving Students

### COLLABORATION

APPLICANT NAME (Fiscal Agent) - LEA OR ENTITY NAME

REGION, COUNTY, DISTRICT, TYPE CODE

**Directions:** Describe the collaboration with planned results or outcomes, mutually identified goals, intervention strategies, and activities.  
**Response should be limited to two (2) pages.**



# Illinois State Board of Education

Regulatory Support and Wellness  
100 North First Street, E-222  
Springfield, Illinois 62777-0001

ATTACHMENT 6

\_\_\_\_\_ of \_\_\_\_\_

## FY 2019 Collaboration for Healthy and Thriving Students

### COLLABORATION

APPLICANT NAME (Fiscal Agent) - LEA OR ENTITY NAME

REGION, COUNTY, DISTRICT, TYPE CODE

**Directions:** Describe the collaboration with planned results or outcomes, mutually identified goals, intervention strategies, and activities.  
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# Illinois State Board of Education

Regulatory Support and Wellness  
100 North First Street, E-222  
Springfield, Illinois 62777-0001

ATTACHMENT 7

\_\_\_\_\_ of \_\_\_\_\_

## FY 2019 Collaboration for Healthy and Thriving Students

### PEER LEARNING AGENDA

APPLICANT NAME (Fiscal Agent) - LEA OR ENTITY NAME

REGION, COUNTY, DISTRICT, TYPE CODE

**Directions:** Describe how a learning network or community of practice will be established to disseminate promising practices, resources, and technical assistance to entities interested in pursuing similar goals. ***Response should be limited to two (2) pages.***



# Illinois State Board of Education

Regulatory Support and Wellness  
100 North First Street, E-222  
Springfield, Illinois 62777-0001

ATTACHMENT 7

\_\_\_\_\_ of \_\_\_\_\_

## FY 2019 Collaboration for Healthy and Thriving Students

### PEER LEARNING AGENDA

APPLICANT NAME (Fiscal Agent) - LEA OR ENTITY NAME

REGION, COUNTY, DISTRICT, TYPE CODE

**Directions:** Describe how a learning network or community of practice will be established to disseminate promising practices, resources, and technical assistance to entities interested in pursuing similar goals. ***Response should be limited to two (2) pages.***



# Illinois State Board of Education

Regulatory Support and Wellness  
100 North First Street, E-222  
Springfield, Illinois 62777-0001

ATTACHMENT 8

\_\_\_\_\_ of \_\_\_\_\_

## FY 2019 Collaboration for Healthy and Thriving Students

### PROGRAM EVALUATION

APPLICANT NAME (Fiscal Agent) - LEA OR ENTITY NAME

REGION, COUNTY, DISTRICT, TYPE CODE

**Directions:** Provide a description of how the entity will assess program success, including metrics, data, and other statistical information relevant to the program. ***Response should be limited to two (2) pages.***



# Illinois State Board of Education

Regulatory Support and Wellness  
100 North First Street, E-222  
Springfield, Illinois 62777-0001

ATTACHMENT 8

\_\_\_\_\_ of \_\_\_\_\_

## FY 2019 Collaboration for Healthy and Thriving Students

### PROGRAM EVALUATION

APPLICANT NAME (Fiscal Agent) - LEA OR ENTITY NAME

REGION, COUNTY, DISTRICT, TYPE CODE

**Directions:** Provide a description of how the entity will assess program success, including metrics, data, and other statistical information relevant to the program. ***Response should be limited to two (2) pages.***





# Illinois State Board of Education

Regulatory Support and Wellness  
100 North First Street, E-222  
Springfield, Illinois 62777-0001

ATTACHMENT 9

\_\_\_\_\_ of \_\_\_\_\_

## FY 2019 Collaboration for Healthy and Thriving Students

### SUSTAINABILITY PLAN

APPLICANT NAME (Fiscal Agent) - LEA OR ENTITY NAME

REGION, COUNTY, DISTRICT, TYPE CODE

**Directions:** Describe in narrative form, how the program will be continued when funding ends. Address the projected size and scope of the program. Also, predict possible sources of leverage funding for this purpose. ***Response should be limited to two (2) pages.***



# Illinois State Board of Education

Regulatory Support and Wellness  
100 North First Street, E-222  
Springfield, Illinois 62777-0001

ATTACHMENT 9

\_\_\_\_\_ of \_\_\_\_\_

## FY 2019 Collaboration for Healthy and Thriving Students

### SUSTAINABILITY PLAN

APPLICANT NAME (Fiscal Agent) - LEA OR ENTITY NAME

REGION, COUNTY, DISTRICT, TYPE CODE

**Directions:** Describe in narrative form, how the program will be continued when funding ends. Address the projected size and scope of the program. Also, predict possible sources of leverage funding for this purpose. ***Response should be limited to two (2) pages.***

☐ Initial Budget    ☐ Revised Initial Budget

FISCAL YEAR <b>19</b>	SOURCE OF FUNDS CODE <b>MOTTFUN399</b>	REGION, COUNTY, DISTRICT, TYPE CODE	SUBMISSION DATE (mm/dd/yy) / /
APPLICANT NAME (Fiscal Agent) - LEA OR ENTITY NAME			
CONTACT PERSON		E-MAIL	
TELEPHONE (Include Area Code) SCHOOL YEAR :		SUMMER:	FAX:

**ILLINOIS STATE BOARD OF EDUCATION**  
 100 North First Street  
 Springfield, Illinois 62777-0001  
 (217) 782-5270

**FY 2019 Collaboration for Healthy and Thriving Students  
Budget Summary**

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

<b>ISBE USE ONLY</b>	Please check: <input type="checkbox"/> COMPLETED Notice of State Award (NOSA) <input type="checkbox"/> COMPLETED Uniform Grant Agreement (UGA)	
	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, Fiscal Requirements and Procedures" handbook that can be accessed at [www.isbe.net/Documents/fiscal\\_procedure\\_handbk.pdf](http://www.isbe.net/Documents/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.

LINE	FUNCTION NUMBER 1	EXPENDITURE ACCOUNT 2	SALARIES 3	EMPLOYEE BENEFITS 4	PURCHASED SERVICES 5	SUPPLIES AND MATERIALS 6	CAPITAL OUTLAY** 7	OTHER OBJECTS 8	NON-CAPITALIZED EQUIPMENT** 9	TOTAL 11
			(Obj. 100s)	(Obj. 200s)	(Obj. 300s)	(Obj. 400s)	(Obj. 500s)	(Obj. 600s)	(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*								
14	2540	Operation & Maintenance of Plant Services								
15	2550	Pupil Transportation Services								
16	2560	Food Services								
17	2570	Internal Services*								
18	2620	Planning, Research, Dev. & Eval. Services								
19	2630	Information Services								
22	2640	Staff Services*								
23	2660	Data Processing Services*								
24	2900	Other Support Services								
25	3000	Community Services								
27	4000	Payments to Other Districts and Gov't. Units								
29	Total Direct Costs									
30	Approved Indirect Costs x _____%									
31	TOTAL BUDGET									

**ISBE USE ONLY - DATE RECEIVED**

\*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, Regulatory Support and Wellness

FY 2019 Collaboration for Healthy and Thriving Students  
BUDGET SUMMARY BREAKDOWN

☐ Initial Budget ☐ Revised Initial Budget

\_\_\_\_\_ of \_\_\_\_\_

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

**Directions:** Prior to preparing this Budget Summary Breakdown request, please refer to the "State and Federal Grant Administration Policy, Fiscal Requirements and Procedures" handbook that can be accessed at [www.isbe.net/Documents/fiscal\\_procedure\\_handbk.pdf](http://www.isbe.net/Documents/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. **Itemize and explain each expenditure amount, including employee benefits. Use additional pages as needed.**

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)	OTHER OBJECTS (8)	NON- CAPITALIZED EQUIPMENT** (9)	TOTAL (11)
TOTALS										

FY 2019 Collaboration for Healthy and Thriving Students  
BUDGET SUMMARY BREAKDOWN

☐ Initial Budget ☐ Revised Initial Budget

\_\_\_\_\_ of \_\_\_\_\_

APPLICANT NAME (Fiscal Agent) - LEA OR ENTITY NAME	REGION, COUNTY, DISTRICT, TYPE CODE
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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)	OTHER OBJECTS (8)	NON- CAPITALIZED EQUIPMENT** (9)	TOTAL (11)
TOTALS										



# Illinois State Board of Education

Regulatory Support and Wellness  
100 North First Street, E-222  
Springfield, Illinois 62777-0001

ATTACHMENT 11A  
APPLICANT

## FY 2019 Collaboration for Healthy and Thriving Students

### PROGRAM-SPECIFIC TERMS OF THE GRANT

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

1. The program will be administered in accordance with all applicable statutes, regulations, program plans, and applications:
  - A. the control of funds provided under the program and title to property acquired with program funds will be in a public agency or in a nonprofit private agency, institution, organization, or Indian tribe, if the law authorizing the program provides for assistance to those entities; and
  - B. the public agency, nonprofit private agency, institution, organization, or Indian tribe will administer the funds and property to the extent required by the authorizing statutes.
2. The grantee will adopt and use proper methods of administering each such program, including:
  - A. the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; and
  - B. the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.
  - C. the program will be in compliance with all Grant Accountability Transparency Act (GATA).
3. The grantee will cooperate in carrying out any evaluation of the program conducted by or for the state education agency (SEA), the Secretary, or other Federal officials.
4. The grantee will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, funds paid to the applicant under each such program.
5. The before- or after-school program will take place in a safe and easily accessible facility. The grantee will ensure that any program to be located in a facility other than an elementary or secondary school is at least as accessible to the students to be served as if the program were located in an elementary or secondary school. The learning center will make available a description of how the students participating in the program carried out by the community learning center will travel safely to and from the center and home. Buildings that house the 21<sup>ST</sup> Century Community Learning Centers programs will meet local standards and codes for public facilities. Indoor and outdoor facilities must be safe and in good repair.
6. The grantee will ensure that students participating in the program carried out by the community learning center will travel safely to and from the center and home. Program funds may be used to cover reasonable transportation costs for program participants. If transportation is provided, the transportation plan must be clearly and appropriately related to project activities.
7. The program will primarily target students who attend schools eligible for schoolwide programs under Title I, Section 1114, and the families of such students.
8. Applicant ensures the activities offered are expected to improvement student academic achievement as well as overall student success.
9. The program will be developed and carried out in active collaboration with the schools the students attend. At a minimum, grantees will have a letter of collaboration from each school that will have students participating in 21<sup>ST</sup> Century Community Learning Centers activities. Each school will acknowledge its willingness to provide the program with, at a minimum, copies of participating student grade records, school attendance records, and information regarding whether or not the participating students were promoted to the next grade level as well as facilitate attainment of state assessment scores and surveys of teachers. Schools will receive parental/guardian consent before school records are submitted to the Healthy and Thriving Students Program.
10. The organization selected for funding will meet all statutory and regulatory requirements of this program. In order to ensure that a local grantee, including faith-based organizations, meets the purposes and criteria of the program, it shall not discriminate against beneficiaries on the basis of religion. Funds shall be used solely for the purposes set forth in this grant program. No funds provided pursuant to this program shall be expended to support religious practices, such as religious instruction, worship, or prayer. Faith-based organizations may offer such practices, but not as part of the program receiving assistance and faith-based organizations shall comply with generally accepted cost accounting requirements to ensure that funds are not used to support these activities.
11. Grantees will keep attendance records of program participants. Participants are required to be enrolled in the before- or after-school program. Grantees are expected to maintain attendance at the level for which funding is requested. Enrollment and retention activities should be described in the proposal.

12. Grantees will conduct criminal background checks for all program staff and volunteers who have direct contact with children and youth. Grantees are required to have a written protocol on file requiring background checks, as well as evidence of their completion. Further, no person shall be employed who has been convicted of a crime as listed in Section 10-21.9(c) of the School Code (105 ILCS 5/12-21.0(c)).
13. In accordance with the Child Abuse and Neglect Reporting Act (325 ILCS 5), adults working with children and youth under the age of 18 years old are required to be mandated reporters for suspected child abuse and neglect. All 21<sup>ST</sup> Century Community Learning Centers programs must have a written protocol for training their employees about the Act and identifying and reporting suspected incidents of child abuse or neglect.
14. Grantees will obtain permission from parents or guardians of participants prior to using students for public relations purposes, gathering data by methods such as youth surveys and interviews, and obtaining academic and school data.
15. The grantee 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 acknowledges that the Illinois State Board of Education may declare the grant agreement void if this certification is false (30 ILCS 500/50-11).
16. Grantees are required to submit an annual performance report (APR) and a quarterly grant periodic performance report.
17. Grantees will submit additional information as may be requested by the State Superintendent of Education.
18. Grantees will evaluate their programs annually as described in the approved proposal. Copies of the evaluation will be made available to the Illinois State Board of Education or others upon request. In addition to the local evaluation report, grantees will be required to participate in the state evaluation process.
19. Funding in subsequent years of the grant shall be provided based upon the satisfactory progress of the grantee in the preceding grant period and submission to the State Board of Education of an approvable continuation application in the format that the State Board specifies. Failure of the grantee to 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 times as the requirements are fulfilled.
20. Both applicants and joint applicants have signed a printed copy of all grant assurances and copies with original signatures will be maintained by the primary applicant for review upon request.
21. Subcontracting: No subcontracting is allowed without prior written approval of the State Superintendent of Education.
22. Funds received under this program must be used to supplement, and not supplant, funds that would otherwise be used for authorized activities.
23. Applicants may not directly or indirectly engage in, support or promote violence or terrorist activities pursuant to provisions of Executive Order 13224 and the USA Patriot Act.

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Name of Applicant

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**Original** Signature of Applicant

---

Date



# Illinois State Board of Education

Regulatory Support and Wellness  
100 North First Street, E-222  
Springfield, Illinois 62777-0001

ATTACHMENT 11B  
JOINT APPLICANT

## FY 2019 Collaboration for Healthy and Thriving Students

### PROGRAM-SPECIFIC TERMS OF THE GRANT

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  - A. the control of funds provided under the program and title to property acquired with program funds will be in a public agency or in a nonprofit private agency, institution, organization, or Indian tribe, if the law authorizing the program provides for assistance to those entities; and
  - B. the public agency, nonprofit private agency, institution, organization, or Indian tribe will administer the funds and property to the extent required by the authorizing statutes.
2. The grantee will adopt and use proper methods of administering each such program, including:
  - A. the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; and
  - B. the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.
3. The grantee will cooperate in carrying out any evaluation of the program conducted by or for the state education agency (SEA), the Secretary, or other Federal officials.
4. The grantee will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, funds paid to the applicant under each such program.
5. The before- or after-school program will take place in a safe and easily accessible facility. The grantee will ensure that any program to be located in a facility other than an elementary or secondary school is at least as accessible to the students to be served as if the program were located in an elementary or secondary school. The learning center will make available a description of how the students participating in the program carried out by the community learning center will travel safely to and from the center and home. Buildings that house the 21<sup>ST</sup> Century Community Learning Centers programs will meet local standards and codes for public facilities. Indoor and outdoor facilities must be safe and in good repair.
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9. The program will be developed and carried out in active collaboration with the schools the students attend. At a minimum, grantees will have a letter of collaboration from each school that will have students participating in 21<sup>ST</sup> Century Community Learning Centers activities. Each school will acknowledge its willingness to provide the program with, at a minimum, copies of participating student grade records, school attendance records, and information regarding whether or not the participating students were promoted to the next grade level as well as facilitate attainment of state assessment scores and surveys of teachers. Schools will receive parental/guardian consent before school records are submitted to the Healthy and Thriving Students Program.
10. The organization selected for funding will meet all statutory and regulatory requirements of this program. In order to ensure that a local grantee, including faith-based organizations, meets the purposes and criteria of the program, it shall not discriminate against beneficiaries on the basis of religion. Funds shall be used solely for the purposes set forth in this grant program. No funds provided pursuant to this program shall be expended to support religious practices, such as religious instruction, worship, or prayer. Faith-based organizations may offer such practices, but not as part of the program receiving assistance and faith-based organizations shall comply with generally accepted cost accounting requirements to ensure that funds are not used to support these activities.
11. Grantees will keep attendance records of program participants. Participants are required to be enrolled in the before- or after-school program. Grantees are expected to maintain attendance at the level for which funding is requested. Enrollment and retention activities should be described in the proposal.



12. Grantees will conduct criminal background checks for all program staff and volunteers who have direct contact with children and youth. Grantees are required to have a written protocol on file requiring background checks, as well as evidence of their completion. Further, no person shall be employed who has been convicted of a crime as listed in Section 10-21.9(c) of the School Code (105 ILCS 5/12-21.0(c)).
13. In accordance with the Child Abuse and Neglect Reporting Act (325 ILCS 5), adults working with children and youth under the age of 18 years old are required to be mandated reporters for suspected child abuse and neglect. All 21<sup>st</sup> Century Community Learning Centers programs must have a written protocol for training their employees about the Act and identifying and reporting suspected incidents of child abuse or neglect.
14. Grantees will obtain permission from parents or guardians of participants prior to using students for public relations purposes, gathering data by methods such as youth surveys and interviews, and obtaining academic and school data.
15. The grantee 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 acknowledges that the Illinois State Board of Education may declare the grant agreement void if this certification is false (30 ILCS 500/50-11).
16. Grantees are required to submit an annual performance report (APR) and a quarterly grant periodic performance report that describes participant information, project activities, accomplishments, and outcomes.
17. Grantees will submit additional information as may be requested by the State Superintendent of Education.
18. Grantees will evaluate their programs annually as described in the approved proposal. Copies of the evaluation will be made available to the Illinois State Board of Education or others upon request. In addition to the local evaluation report, grantees will be required to participate in the state evaluation process.
19. Funding in subsequent years of the grant shall be provided based upon the satisfactory progress of the grantee in the preceding grant period and submission to the State Board of Education of an approvable continuation application in the format that the State Board specifies. Failure of the grantee to 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 times as the requirements are fulfilled.
20. Both applicants and joint applicants have signed a printed copy of all grant assurances and copies with original signatures will be maintained by the primary applicant for review upon request.
21. Funds received under this program must be used to supplement, and not supplant, funds that would otherwise be used for authorized activities.
22. Applicants may not directly or indirectly engage in, support or promote violence or terrorist activities pursuant to provisions of Executive Order 13224 and the USA Patriot Act.

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Name of Joint Applicant

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**Original** Signature of Co-Applicant

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Date

## Illinois State Board of Education

**GRANT APPLICATION CERTIFICATIONS AND ASSURANCES**


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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

Region/County/District/School Code or Federal Employer Identification Number, as applicable. Individuals or other entities with neither of the foregoing, include Social Security Number.

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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 on 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 who has made application to the Illinois State Board of Education for an award of such grant funds.

"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," "program," and "project" may be used interchangeably.

"Grantee" 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.

"Project" means the activities to be performed for which grant funds are being sought by the applicant. The terms "project" and "program" may be used interchangeably.

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

**LAWS AND REGULATIONS REGARDING FEDERAL AND STATE AWARDS**

The applicant acknowledges and agrees that this grant is subject to the provisions of:

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards  
[http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

Illinois Grant Accountability and Transparency Act (GATA), 30 ILCS 708/1 *et seq.*  
<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=3559&ChapterID=7>

Administrative Rules for GATA, 44 Ill. Admin. Code Part 7000 <http://www.ilga.gov/JCAR/AdminCode/044/04407000sections.html>

**NO BINDING OBLIGATION**

2. 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 Illinois State Board of Education until such time as a final Grant Agreement is entered into between the applicant and the Illinois State Board of Education. Prior to the execution of a final Grant Agreement, the Illinois State Board of Education may withdraw its award of funding to the applicant at any time, for any reason.
3. 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 Illinois 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.

## PROJECT

4. 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.
5. Applicants may be asked to clarify certain aspects of their proposals/applications or proposed amendments prior to final agreement on the terms of the project or amendment.
6. All funds provided shall be used solely for the purposes stated in the approved proposal/application, as finalized in the Grant Agreement.
7. 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.

## GENERAL CERTIFICATIONS AND ASSURANCES

8. 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.) and 34 CFR part 106, 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.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 34 CFR part 104, the Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.), the Age Discrimination Act (42 U.S.C. 6101 et seq.) and 34 CFR part 110, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.) and 34 CFR part 100, 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)).
9. The applicant certifies it has informed the State Superintendent of Education in writing if any employee of the applicant/grantee was formerly employed by the Illinois 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.
10. The applicant shall notify the State Superintendent of Education if the applicant solicits or intends to solicit for employment any of the Illinois State Board of Education's employees during any part of the application process or during the Term of the Grant Agreement.
11. 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.
12. If the applicant is an individual, the applicant is not in default on an educational loan as provided in 5 ILCS 385/3.
13. The applicant certifies it does not pay dues or fees on behalf of its employees or agents or subsidize or otherwise reimburse them for payment of their dues or fees to any club which unlawfully discriminates (775 ILCS 25/1).
14. 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.
15. 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 its employees, b) volunteers, and c) all employees of persons or firms holding contracts with the applicant/grantee, 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.).

16. The applicant hereby assures that when purchasing core instructional print materials published after July 19, 2006, the applicant/grantee 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 Access Center (NIMAC) electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard (NIMAS), on or before delivery of the print instructional materials. This does not preclude a grantee school district from purchasing or obtaining accessible materials directly from the publisher.
17. The applicant certifies that notwithstanding any other provision of the application, proposal, or Grant Agreement, grant funds shall not be used and will not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization.

#### **JOINT APPLICATIONS – ADMINISTRATIVE AND/OR FISCAL AGENT**

18. Applicants/grantees 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/grantee that is a party to the joint application and is a legal entity, or a Regional Office of Education, may serve as the administrative and/or fiscal agent under the grant.
19. The entity acting as the fiscal agent certifies that it is responsible to the applicant/grantee or, in the case of a joint application, to each applicant/grantee 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 Grant Application Certifications and Assurances 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 the Illinois State Board of Education 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/grantees based on information (payment schedules) from joint applicants/grantees 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/grantees.);
  - (g) Require joint applicants/grantees to report expenditures to the fiscal agent based on actual expenditures/obligation data and documentation. Reports submitted to the Illinois State Board of Education should reflect actual expenditure/obligations for the fiscal agent and the data obtained from the joint applicants/grantees 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/grantees for collection of any funds to be returned to the Illinois State Board of Education.

#### **DRUG-FREE WORKPLACE CERTIFICATION**

20. 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, "applicant," "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 within 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.

21. The applicant represents and warrants that all of the certifications and assurances set forth herein, in the application, all attachments, and the Grant Agreement 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 Illinois State Board of Education.

*The undersigned affirms, under penalties of perjury, that he or she is authorized to execute the above Certifications and Assurances on behalf of the applicant. Further, the undersigned certifies under oath that all information contained herein 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.*

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**Original** Signature of Authorized Official

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Title

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Date

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Name of Authorized Official (Type or Print)



# Illinois State Board of Education

Regulatory Support and Wellness  
100 North First Street, E-222  
Springfield, Illinois 62777-0001

## 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 part 3485, including Subpart C Responsibilities of Participants Regarding Transactions (also see federal guidance at 2 CFR part 180). 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 Government-Wide System for Award Management Exclusions" (SAM Exclusions) at <http://www.sam.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

Regulatory Support and Wellness  
100 North First Street, E-222  
Springfield, Illinois 62777-0001

ATTACHMENT 14

## 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.

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*Organization Name*

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*PR/Award Number or Project Name*

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*Name of Authorized Representative*

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*Title*

---

**Original Signature of Authorized Representative**

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*Date*



# Illinois State Board of Education

Regulatory Support and Wellness  
100 North First Street, E-222  
Springfield, Illinois 62777-0001

ATTACHMENT 15A

## 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

10a. NAME AND ADDRESS OF LOBBYING ENTITY

(If individual, 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

Regulatory Support and Wellness  
100 North First Street, E-222  
Springfield, Illinois 62777-0001

ATTACHMENT 15C

## CONTINUATION SHEET DISCLOSURE OF LOBBYING ACTIVITIES

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REPORTING ENTITY

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