



# Illinois State Board of Education

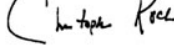
100 North First Street • Springfield, Illinois 62777-0001  
www.isbe.net

Gery J. Chico  
Chairman

Christopher A. Koch, Ed.D.  
State Superintendent of Education

September 2012

**TO:** Eligible Applicants

**FROM:** Christopher A. Koch, Ed.D.   
State Superintendent of Education

**SUBJECT: REQUEST FOR PROPOSALS (RFP): Early Learning Website**

## General Information

**Eligible Applicants:** Regional Offices of Education, Intermediate Service Centers, not for profit entities, public universities, public university laboratory schools approved by the State Board of Education, and area vocational centers with the necessary expertise pursuant to this RFP and demonstrated experience in early childhood learning and development, delivering professional development and developing web-based resources in Illinois are eligible to apply.

**Grant Award:** ISBE will award one grant and the annual grant award will be \$350,000. In FY 13, the funding is prorated and will not be more than \$175,000. In the event that these funds do not become available to the Illinois State Board of Education, no proposals submitted under this RFP will be funded.

**Grant Period:** The grant period will begin no sooner than January 1, 2013 and will extend until June 30, 2013 (i.e., fiscal year 2013). Continuation funding is anticipated and will be made available to the selected grantee for up to four additional fiscal years (i.e., 2013 through 2017) contingent upon a sufficient appropriation for the program and satisfactory progress in the preceding grant period.

**Application Deadline:** Mail the original and 5 copies to Cindy Zumwalt, Early Childhood Division Administrator, Illinois State Board of Education, 100 North First Street, E-225, Springfield, Illinois 62777-0001, to ensure receipt no later than 4:00 p.m., November 8, 2012.

Proposals also may be hand-delivered to the following locations:

Springfield Office  
Information Center  
1st Floor  
100 North First Street

Chicago Office  
Reception Area  
Suite 14-300  
100 West Randolph Street

**Contact Person:** For more information on this RFP, contact Donna Emmons, by phone at (217) 524-4835, or by email, [demmons@isbe.net](mailto:demmons@isbe.net).

## **Background**

The Illinois State Board of Education (ISBE) is committed to supporting early childhood education to ensure that all Illinois children develop a strong foundation for learning. This commitment is outlined in ISBE's Early Childhood Care and Education Position Statement found in Appendix A. Section 2-3.89 of the School Code ([105 ILCS 5/2-3.89](#)) provides for grants to establish programs which offer coordinated services to at-risk infants and toddlers and their families. These programs are commonly referred to as Prevention Initiative programs. The aim of Prevention Initiative is to provide voluntary, continuous, intensive, research-based, and comprehensive child development and family support services, as defined by the State Board of Education, for expecting parents and families with children from birth to age 3 to help them build a strong foundation for learning and to prepare children for later school success.

Section 2-3.71(a)(4.5) of the School Code (105 ILCS 5/2-3.71(a)(4.5) establishes the Preschool for All Children program. The goal of the Preschool for All Children program is to provide educational services to all 3- to 5-year-old children whose families choose to participate. The Preschool for All Children program focuses on providing high-quality educational programs for children who are determined to be at risk of academic failure. It also provides funding for programs serving families of low to moderate income whose children are not considered to be at risk academically and other families that choose to participate. Preschool for All Children programs must serve only 3- to 5-year-old children who are not age-eligible for kindergarten (i.e., age 5 on or before September 1 of the school year in which the Preschool for All Children program is to be implemented).

Current research on early childhood development supports and validates the importance of high-quality programs and services for young children in partnership with their families, schools, and communities. ISBE early childhood programs hope to lay a foundation for future growth and development that promotes the child's physical, emotional, social, and cognitive well-being, leading to successful learning as appropriate for each child.

In order to assist in the implementation of its early childhood education programs, the Illinois State Board of Education has, since 2001, funded a web-based resource for teachers, caregivers, parents and early childhood program personnel. With this Request for Proposals, ISBE is seeking to continue and further develop this web-based resource.

Applicants submitting a proposal for this grant are encouraged to think strategically about maintaining and further developing an early learning website for parents, caregivers, teachers, and program personnel as a source of evidence-based, reliable information on early childhood education, with a focus on supporting standards-based instruction. Currently the website offers resources such as printable Tip Sheets for caregivers and parents in English, Spanish, and Polish; answers to Frequently Asked Questions; a customized question-answering service; a statewide calendar of events for parents and caregivers; topics related to early care and education; activities related to the Illinois Early Learning Standard Benchmarks; the Illinois Projects in Practice website <http://illinoispip.org> and periodic interviews with experts in the field. The current website became publicly accessible in November, 2001. As of August, 2012, the early learning website had reached nearly 681,591 teachers, parents, and caregivers throughout the State of Illinois and the world for this year alone.

It is anticipated that the successful applicant will have access to the existing pages and resources of the current site in order to make the transition to the applicant's system and to support the site with its own infrastructure.

See <http://illinoisearlylearning.org/index.htm> to view the current website.

## **Program Specifications**

ISBE seeks proposals from eligible entities that offer innovative services, activities, and delivery methods that will continue to accomplish the overall objectives of the early learning website resource in the most meaningful and cost effective manner.

It is anticipated that the successful applicant will employ or contract with professional staff to implement activities and initiatives to accomplish the objects stated below.

The following objectives are established for the continuation of the early learning website:

- Provide online resources to a variety of audiences, primarily educators, caregivers, and parents of young children.
- Develop and host resources in a variety of formats, including:
  - Tip Sheets which are brief one- to two-page, easy-to-read resources available in multiple languages;
  - Video, webinars, and other multi-media resources;
  - Discussion boards and FAQ posts;
  - Interactive tools and activities, utilizing user-friendly, interactive, cross-platform applications (i.e. Adobe® Flash®, Java™, or Silverlight™) which must include linking the Illinois Early Learning and Development Standards and Early Learning Guidelines to benchmark-specific resources and activities;
  - An RSS feed that provides updates about early learning;
  - In-person workshops and exhibits which build off of website resources and topics;
  - An online early care and education newsletter published at least quarterly; and
  - Additional formats and approaches which add value to the website.
- Address topics of importance in early childhood education, developed with feedback and approval from ISBE staff, to include at a minimum:
  - Parenting;
  - Use of Illinois Early Learning and Development Standards and Early Learning Guidelines by practitioners, caregivers, and parents;
  - Supporting child development in the home;
  - Supporting children with disabilities; and
  - Supporting English language learners and children with home languages other than English.
- The website must have the capability to:
  - Stream video;
  - Administer and collect data from surveys;
  - Be constructed, hosted, and maintained outside of the Illinois State Board of Education; and
  - Include technical support and help to users in using the website.

- Additionally, the grantee will further develop, align, and integrate Illinois Learning and Development Standards, Early Learning Guidelines, and their benchmarks along with the Illinois Early Learning Standards for Kindergarten including the Kindergarten Common Core.
- The new and revised Guidelines and Standards can be found on the ISBE Early Childhood website, <http://www.isbe.net/earlychi/default.htm>

**Staff Structure:** Applicants must include sufficient levels of staffing to accomplish the proposed activities. Staff and/or positions must be commensurately qualified for the respective job responsibilities and duties. Proposals must list information for each position indicating specific qualifications including education, experience, and competency requirements and delineating respective job responsibilities and/or duties.

### **Fiscal Information**

The final amount to be awarded will depend upon the objectives addressed in the approved proposal and the total appropriation for the project. In FY 2013, the amount to be awarded for the Early Learning website from January 1 to June 30, 2013 will be up to \$175,000, depending upon the state appropriation. Funding up to \$350,000 is anticipated for each subsequent renewal period contingent upon sufficient appropriation for the program and satisfactory progress in the preceding grant contract year.

Funding received under this grant must not duplicate or supplant local or other state funds for similar activities. Documentation of the use of all funds and accurate record-keeping is required.

**Project Reporting and Evaluation Requirements:** Quarterly expenditure reports will be required. Further information about the use of grant funds and the completion of expenditure reports may be found in the [State and Federal Grant Administration Policy and Fiscal Requirements and Procedures handbook](#). ISBE will require quarterly progress reporting. The report must include but not limited to, all events administered with grant funds, a description of completed activities, website maintenance, and traffic.

Travel expenses for personnel to carry out grant activities will be an allowable expense. However, travel must be conducted as cost effectively as possible and expenses must be paid in accordance with local policies. Travel expenses, including transportation costs and, where overnight stay is required, lodging and per diem, are subject to the State rates according to the Governor’s Travel Control Board as outlined in the Reimbursement Schedule of the [Travel Guide](#) for State of Illinois Employees.

### **Proposal Format**

Each proposal must be submitted in the format outlined below. Please use the following as a checklist in assembling your completed proposal.

- \_\_\_ **1. Cover Page (Attachment 1):** Must be signed by the official authorized to submit the proposal. The cover page must contain the name, address, telephone and fax numbers, email address of applicant, name and the telephone number of contract.

- \_\_\_ **2. Proposal Abstract (Attachment 2):** Briefly describe the overall objectives and activities of the project.
- \_\_\_ **3. Program Narrative (Attachment 3):** Applicants are encouraged to refer to the *Criteria for Review and Approval of Proposals* section before completing the *Program Narrative*.
- \_\_\_ **4. Budget Summary and Payment Schedule (Attachment 4A):** Must be submitted on the form provided and signed by the official authorized to submit the proposal. The payment schedule should be based on the projected date of expenditures and be in accordance with the [State and Federal Administration Policy and Fiscal Requirements and Procedures](#).
- \_\_\_ **5. Budget Breakdown (Attachment 4B):** Must include descriptions of the anticipated expenditures, correlated to the line items set forth on the Budget Summary. Must include subcontract information, if applicable (see item 7 of the document titled “Certification and Assurances, and Standard Terms of the Grant,” Attachment 6).
- \_\_\_ **6. Program Specific Terms of the Grant (Attachment 5):** Must be signed by the official authorized to submit the proposal.
- \_\_\_ **7. Certifications and Assurances (Attachment 6):** Each applicant, *including each entity that is participating in a joint application*, is required to submit the certification forms attached (“Certification and Assurances, and Standard Terms of the Grant). These must be signed by the official legally authorized to submit the proposal and to bind the applicant to its contents.

### **Proposal Narrative Requirements**

- 1.) Provide an introduction for the project proposed. This should be a narrative description or an overview of the entire project. Describe the capacity of the applicant to carry out the grant objectives as identified in the *Program Specifications* of the RFP.
- 2.) Identify how project personnel and, if applicable, consultants will be identified, utilized and evaluated.
- 3.) List each person to potentially be employed and/or contracted by providing the information below.
  - a. Project title and name (if known);
  - b. Project responsibilities;
  - c. Qualification or expertise applicable to project purpose;
  - d. Rate of pay; and
  - e. Percentage of time (full time equivalency (FTE) on the project).
- 4.) Describe in detail for each of the activities identified in the Program Specifications section, the information listed below.
  - a. Implementation Steps/Work Plan
  - b. Staff Responsible
  - c. Timeline for Scope of Work
  - d. Proposed Funding for Activity
  - e. Project Deliverables

- f. Clearly describe the website system to be provided. Describe the capacity of the applicant to house, develop and maintain the web-based project

## **Criteria for Review and Approval of Proposals**

Proposals will be evaluated in a competitive review process in accordance with the applicable criteria set forth below and conducted by an expert panel of reviewers. Proposals will be scored on the criteria outlined below and ranked by score. The total number of possible points is 100. Final determination of funding will be made by the State Superintendent based upon the recommendations resulting from the review process.

- 1.) **Grantee Capability (30 points):** The applicant demonstrates the capacity to fully deliver a project of this magnitude and scope for the statewide early learning website. The applicant includes a thorough description of its proposed staffing, indicating the number of staff to be employed, their responsibilities and qualifications, and how personnel will contribute to the applicant's capacity to perform the work outlined in this RFP.

The proposal demonstrates the applicant's ability to manage and account for allocations and expenditures of the awarded funds.

The applicant demonstrates the expertise and experience in website construction and maintenance as outlined in the program specifications.

- 2.) **Quality of the Project Implementation/Work Plan (50 points):** The proposed plan demonstrates thorough planning, communication and innovation to deliver each of the project activities identified in the program specifications and program narrative requirements.
- 3.) **Timeline, Cost-Effectiveness and Budget (20 points):** The project timeline is appropriate for the scope of the work and project deliverables. The proposal represents a cost-effective use of State resources, as evidenced by the amount requested to support activities. The budget is reasonable and includes descriptions of anticipated expenditures, correlated to the line items in the Budget Summary. Subcontracting information, if applicable, is included.

Following the notification of grant awards, an applicant may request copies of reviewer comments by contacting the Early Childhood Division, [earlychi@isbe.net](mailto:earlychi@isbe.net). All requests must be submitted in writing (e.g. email).

**ILLINOIS STATE BOARD OF EDUCATION  
Early Childhood Care and Education Position Statement**

The State Board of Education believes that the educational development and success of all Illinois children can be significantly enhanced when children participate in early childhood programs and services.

For the purposes of this position statement, early childhood is defined as the period in a child's life from birth through eight years of age. Appropriate early childhood programs, practices and services are defined as those which:

- are founded on research-based knowledge about child development;
- promote the child's emotional, physical, mental and social well-being; and
- support and nurture families.

The Illinois State Board of Education is actively committed to develop, deliver and support early childhood programs, practices and services that will enable all children to be successful students and responsible citizens. The State Board will give particular attention to the following actions:

1. Emphasize the need for high-quality early experiences that reflect research and knowledge on program quality and outcomes across the developmental period of birth through eight years.
2. Encourage Illinois public schools to create coherent early learning systems that minimize major transitions for children and provide stable, consistent educational experiences for young children, ages three through eight years.
3. Make prekindergarten programs available for all Illinois children identified as at-risk of academic failure and actively seek their participation. Support the provision of full-day prekindergarten for at-risk students who need additional educational experiences.
4. Support the availability of full-day kindergarten programs for all Illinois children.
5. Collaborate with families and relevant social service providers to provide early identification of and response to educational risk factors among children from birth through three years of age.
6. Collaborate with families, community organizations, child care organizations, Head Start and other state agencies to meet the physical, mental, social and emotional needs of young children, including their physical care and protection; share resources, services and accountability.
7. Emphasize the quality of instructional staff and leadership for early childhood programs in Illinois.

**EARLY CHILDHOOD BLOCK GRANT  
EARLY LEARNING WEBSITE  
FY 2013  
Cover Page**

PROJECT NAME

**REQUEST**

REQUESTED ANNUAL BUDGET \$ \_\_\_\_\_

**INSTITUTION OR AGENCY**

NAME OF SUPERINTENDENT		REGION, COUNTY, DISTRICT TYPE CODE	
TITLE		PROJECT CONTACT	
NAME OF INSTITUTION OR AGENCY		TITLE	
ADDRESS (Street, City, State, Zip Code)		PROJECT ADDRESS (Street, City, State, Zip Code)	
TELEPHONE (Include Area Code)	FAX (Include Area Code)	TELEPHONE (Include Area Code)	FAX (Include Area Code)

*I certify that the program administrator/contact person identified above is authorized to act on behalf of the applicant with regard to the Early Childhood Block Grant, Early Learning Website.*

\_\_\_\_\_ *Date*

\_\_\_\_\_ *Original Signature of Superintendent or Authorized Official*



**ILLINOIS STATE BOARD OF EDUCATION**

Early Childhood Division  
100 North First Street, E-225  
Springfield, Illinois 62777-0001

ATTACHMENT 2

**FY 2013  
EARLY CHILDHOOD BLOCK GRANT  
EARLY LEARNING WEBSITE  
PROPOSAL ABSTRACT**

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**Directions:** Summarize the proposed program, including outcomes, and provide enough explanation of the project. This page may be duplicated and distributed to individuals who request information about this project.

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**ILLINOIS STATE BOARD OF EDUCATION**

Early Childhood Division  
100 North First Street, E-225  
Springfield, Illinois 62777-0001

ATTACHMENT 3

**FY 2013  
EARLY CHILDHOOD BLOCK GRANT  
EARLY LEARNING WEBSITE  
PROGRAM NARRATIVE**

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**Directions:** Summarize the proposed program, including outcomes, and provide enough explanation of the project. This page may be duplicated and distributed to individuals who request information about this project.

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**ILLINOIS STATE BOARD OF EDUCATION**

Early Childhood Division  
100 North First Street, E-225  
Springfield, Illinois 62777-0001

ATTACHMENT 3

**FY 2013  
EARLY CHILDHOOD BLOCK GRANT  
EARLY LEARNING WEBSITE  
PROGRAM NARRATIVE**

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**Directions:** Summarize the proposed program, including outcomes, and provide enough explanation of the project. This page may be duplicated and distributed to individuals who request information about this project.

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- Initial Budget
- Revised Initial Budget
- Amendment (No. \_\_\_\_\_)
- Multi-district Application

FISCAL YEAR <b>13</b>	SOURCE OF FUNDS CODE <b>3999</b>	REGION, COUNTY, DISTRICT, TYPE CODE	SUBMISSION DATE
NAME OF INSTITUTION OR AGENCY			
PROJECT CONTACT		TELEPHONE NUMBER (Include Area Code)	
E-MAIL ADDRESS		FAX NUMBER (Include Area Code)	

**ILLINOIS STATE BOARD OF EDUCATION**  
 Early Childhood Division  
 100 North First Street, E-225  
 Springfield, Illinois 62777-0001

**FY 2013  
 EARLY CHILDHOOD BLOCK GRANT  
 EARLY LEARNING WEBSITE  
 Budget Summary and Payment Schedule**

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

<b>ISBE USE ONLY</b>	PROGRAM APPROVAL DATE AND INITIALS	
	TOTAL FUNDS	
	CARRYOVER FUNDS	
	CURRENT FUNDS	
	BEGIN DATE	END DATE

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)	PAYMENT SCHEDULE
			(Obj. 100s)	(Obj. 200s)	(Obj. 300s)	(Obj. 400s)	(Obj. 500s)	(Obj. 600s)	(Obj. 700s)		
24	2900	Other Support Services									July-August
											September
28	Total Direct Costs										October
29	Approved Indirect Costs x _____%										November
											December
30	TOTAL BUDGET										January
											February
											March
											April
											May
											June
											July-August
											<b>TOTAL</b>
											\$ _____

\* If expenditures are shown, the indirect costs rate cannot be used.

\*\* Not applicable to all grants, and in no instances can Capital Outlay and Non-Capitalized Equipment or Facilities Acquisition & Construction Services be included in the indirect costs application.

\_\_\_\_\_  
Date                      **Original** Signature of Superintendent or Administrator

\_\_\_\_\_  
Date                      **Original** Signature of ISBE Division Administrator  
 Early Childhood Division

**FY 2013 EARLY CHILDHOOD BLOCK GRANT EARLY LEARNING WEBSITE BUDGET SUMMARY BREAKDOWN**

NAME OF INSTITUTION OR AGENCY

REGION, COUNTY, DISTRICT, TYPE CODE

Itemize and explain each expenditure amount, including employee benefits. Use additional pages as needed.

FUNCTION NUMBER (1)	EXPENDITURE DESCRIPTION AND ITEMIZATION (2)	SALARIES (3)	EMPLOYEE BENEFITS (4)	PURCHASES 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)	

**FY 2013 EARLY CHILDHOOD BLOCK GRANT EARLY LEARNING WEBSITE BUDGET SUMMARY BREAKDOWN**

NAME OF INSTITUTION OR AGENCY

REGION, COUNTY, DISTRICT, TYPE CODE

Itemize and explain each expenditure amount, including employee benefits. Use additional pages as needed.

FUNCTION NUMBER (1)	EXPENDITURE DESCRIPTION AND ITEMIZATION (2)	SALARIES (3)	EMPLOYEE BENEFITS (4)	PURCHASES 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)	



## CERTIFICATIONS AND ASSURANCES AND STANDARD TERMS OF THE GRANT

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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:

\_\_\_\_\_

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.

For-Profit award recipients shall not utilize grant funds in any manner for normal operating expenses or to generate a profit. The applicant certifies that notwithstanding any other provision of the application, proposal, or Grant Agreement, grant funds shall not be used and will not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization.

14. 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.

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.

#### **COPYRIGHT**

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.

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*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)*