

School Maintenance Project Grant Program

Instructions for the Application Process

April 2024

Table of Contents

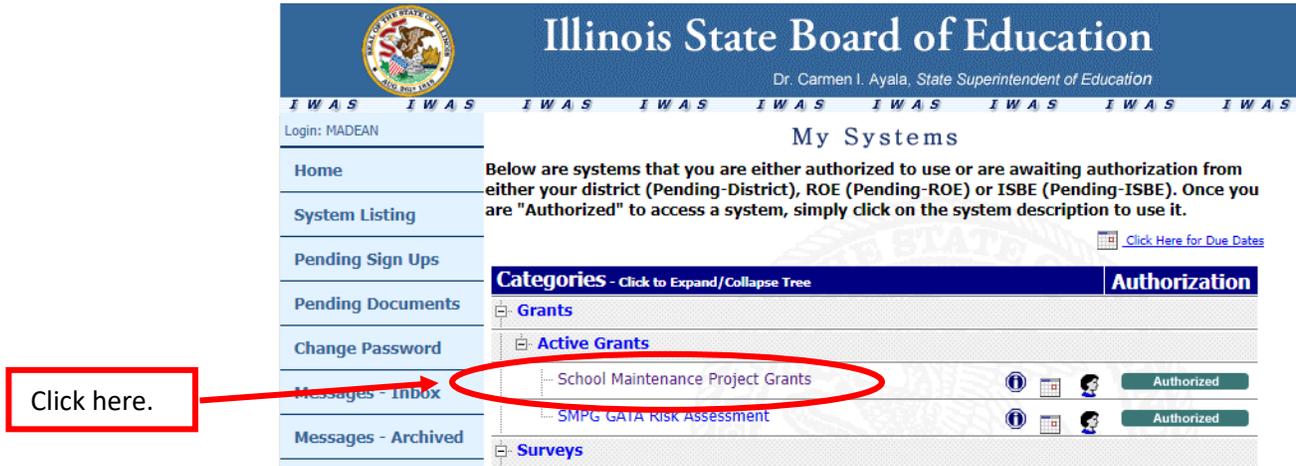
I. Application Instructions

- | | |
|--|---------|
| A. School District Role – Creating the Application | Page 2 |
| B. School District Role – Submitting the Application | Page 19 |
| C. ROE Role – Approving and Submitting the Application | Page 29 |

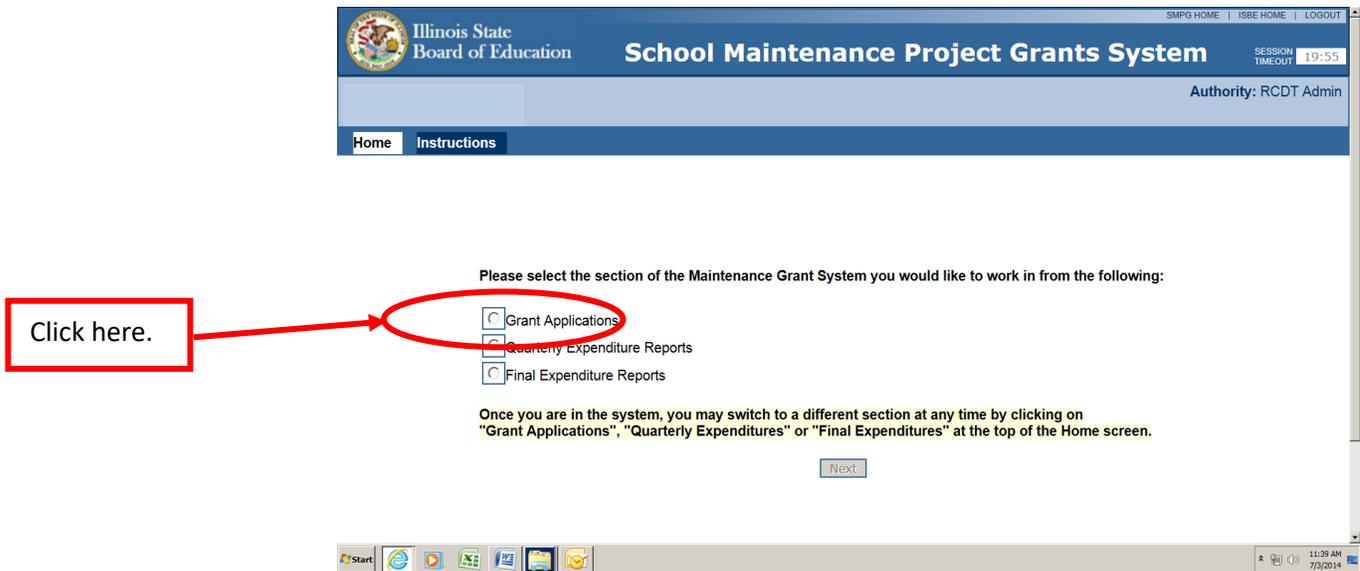
I. Application Instructions

A. School District Role – Creating the Application

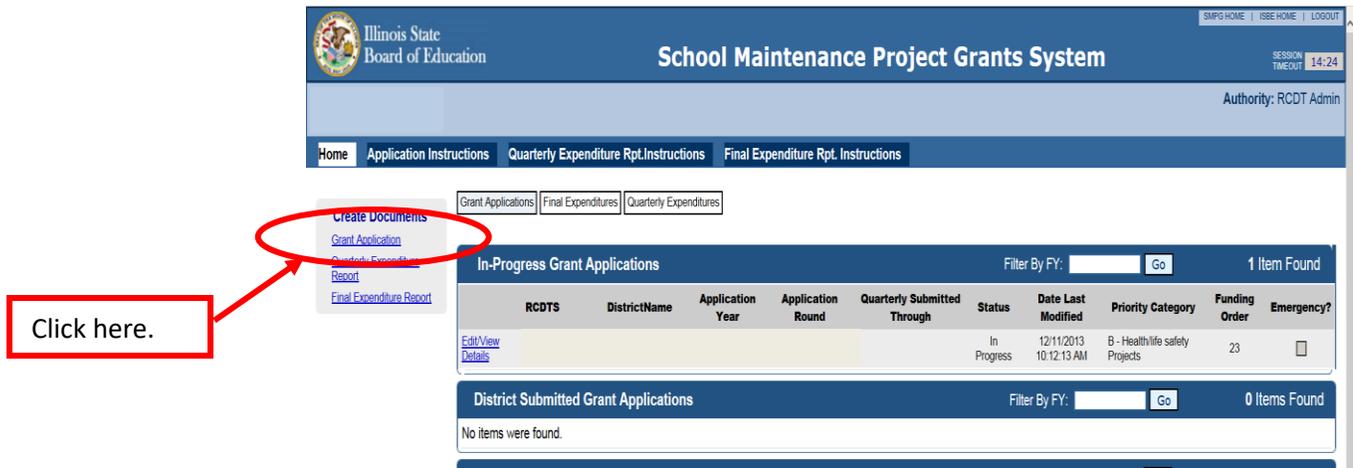
1. Log in to the ISBE Web Application Security (IWAS) system and click **System Listing**. Click **School Maintenance Project Grants** under Active Grants.



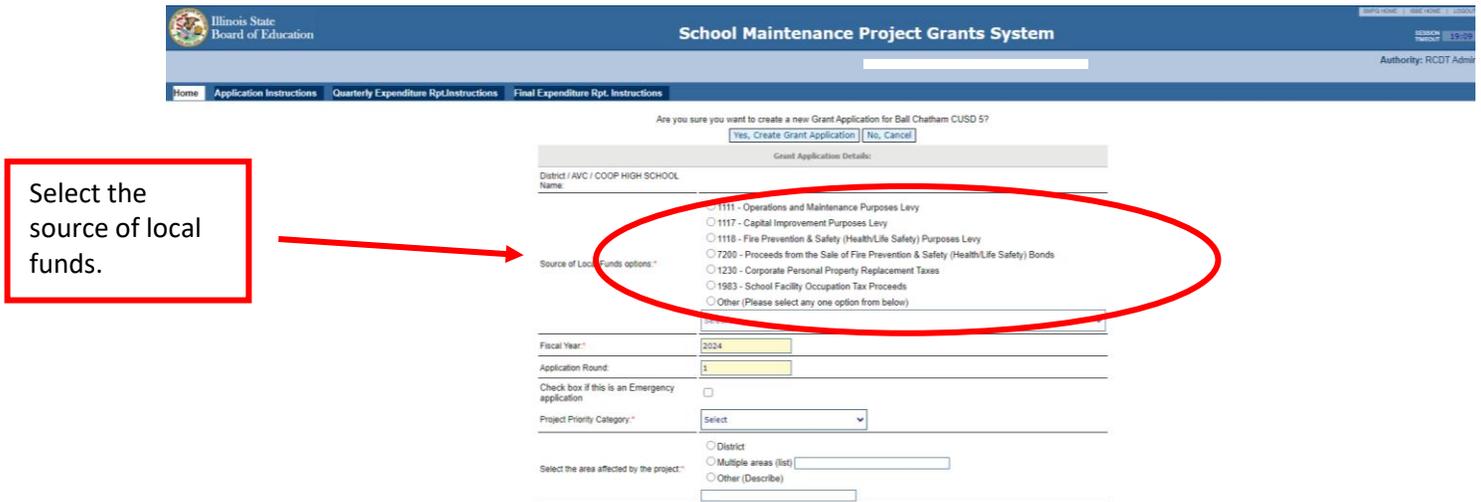
2. Select **Grant Applications** from screen below.



- Click on the **Grant Application** under Create Documents on the home screen to create the School Maintenance Project Grant (SMPG) application.



- Select the local fund source in the **Source of Local Funds** box, that will be used to match the requested grant amount (up to \$50,000). The matching source of local funds must be in the fund where the funds will be expended.



- Choose the **Project Priority Code** for the application. The Priority Code list includes Emergency, Health/Life Safety (H/LS), State Priority Project, Permanent Improvement Project, or Other. If the application is for an emergency, be sure to check the **Emergency Application** box.
 - An emergency project is one that is made necessary by a disaster as described in School Construction Law, Section 5-30 (1) (destroyed or damaged by flood, tornado, fire, earthquake, or other disasters, either man-made or produced by nature). Conditions caused by age or lack of timely maintenance do not constitute an emergency. Costs of an emergency project that are covered by insurance may not be claimed as part of an emergency project.
NOTE: The Local Education Agency (LEA) will be required to provide the date, nature, and extent of emergency pertaining to the actual work items in the emergency screen.

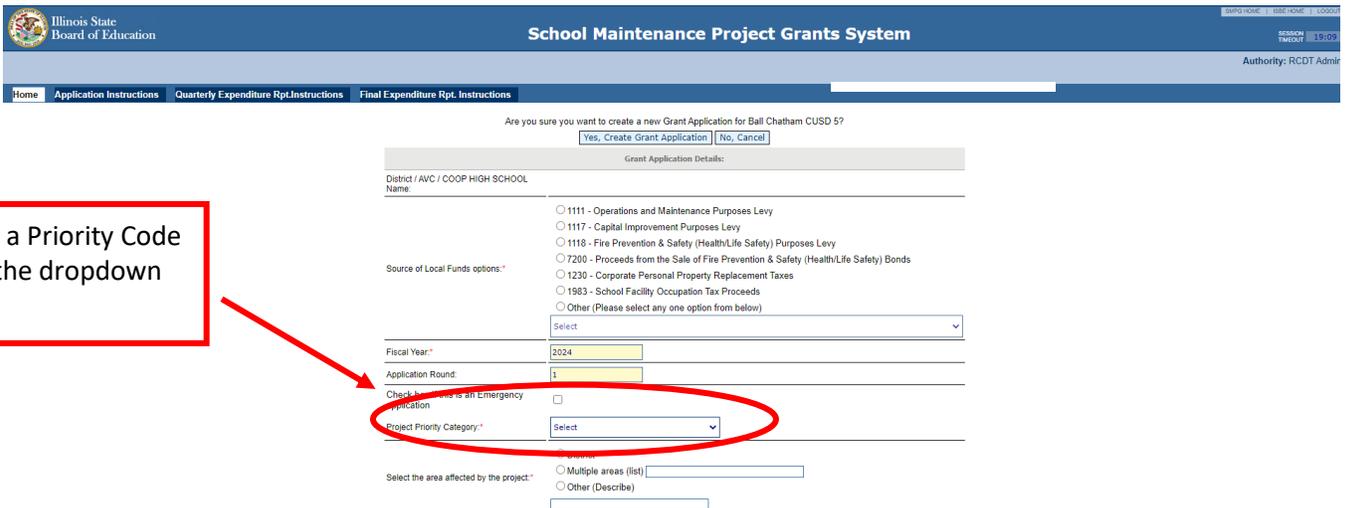
- b. **Health/Life Safety Project** means one that is necessary to correct a violation of the Health/Life Safety Code for Public Schools (23 Ill. Adm. Code 180) **OR** to provide handicapped accessibility or school security.

NOTE: The approved H/LS amendment number for Health Life Safety work must be included in the box provided in the Health Life Safety screen and for projects correcting a violation or any project using Health/Life Safety funds as their local match. B – Health Life Safety Projects is required to be the project priority if 7200 (Health/Life Safety) is chosen as the Source of Local Funds.

- c. **State Priority Project** means one that is necessary for energy conservation or that adapts a building or structure to better serve students in a specific program for which the applicant receives funding under the School Code (e.g., preschool education, school technology). *NOTE: The LEA must enter the State Program Name and/or Energy Efficiency (if for energy efficiency work) in the Purpose and Need box.*

- d. **Permanent Improvement Project** means one designed to upgrade or install building systems (e.g., air conditioning, electrical, or plumbing systems) or involving other improvements to a building or structure so that the building or structure is better adapted to the applicant educational programs.

- e. **Other Project** should be used for projects that don't fit in any of the above categories.



Illinois State Board of Education

School Maintenance Project Grants System

Home Application Instructions Quarterly Expenditure Rpt.Instructions Final Expenditure Rpt. Instructions

Are you sure you want to create a new Grant Application for Ball Chatham CUSD 57?

Grant Application Details:

District / AVC / COOP HIGH SCHOOL Name: _____

Source of Local Funds options:**

- 1111 - Operations and Maintenance Purposes Levy
- 1117 - Capital Improvement Purposes Levy
- 1118 - Fire Prevention & Safety (Health/Life Safety) Purposes Levy
- 7200 - Proceeds from the Sale of Fire Prevention & Safety (Health/Life Safety) Bonds
- 1230 - Corporate Personal Property Replacement Taxes
- 1983 - School Facility Occupation Tax Proceeds
- Other (Please select any one option from below)

Select: _____

Fiscal Year*: 2024

Application Round: 1

Check this box if this is an Emergency application:

Project Priority Category*: Select

Select the area affected by the project:**

- Multiple areas (list) _____
- Other (Describe) _____

- Select the area affected by the project. A district would select **District**. A special education cooperative or vocational center would select **Multiple areas** and list the districts covered by the special education cooperative or vocational center.



Select the area affected by the project. For a district, please select **District**. Please list the areas affected if **Multiple Areas** or **Other** is selected.

Are you sure you want to create a new Grant Application for Ball Chatham CUSD 5?

Grant Application Details:

District / AWC / COOP HIGH SCHOOL Name: _____

Source of Local Funds options:*

- 1111 - Operations and Maintenance Purposes Levy
- 1117 - Capital Improvement Purposes Levy
- 1118 - Fire Prevention & Safety (Health/Life Safety) Purposes Levy
- 7200 - Proceeds from the Sale of Fire Prevention & Safety (Health/Life Safety) Bonds
- 1230 - Corporate Personal Property Replacement Taxes
- 1983 - School Facility Occupation Tax Proceeds
- Other (Please select any one option from below)

Select: _____

Fiscal Year: 2024

Application Round: 1

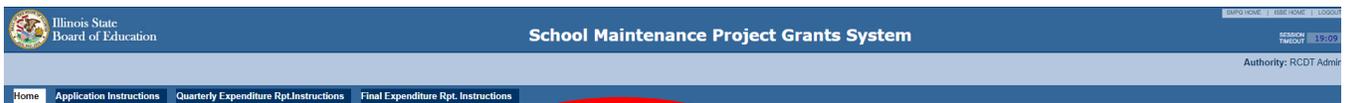
Check box if this is an Emergency application:

Project Priority Category: Select

Select the area affected by the project:*

- District
- Multiple areas (list) _____
- Other (Describe) _____

- Finally, click the **Yes, Create Grant Application** box at the top of page to create the application. (This will place the application "In-Progress." LEAs will only be able to modify and work with an application that has a status of **In-Progress Grant Applications**.)



Click **Yes, Create Grant Application** once all information is complete.

Are you sure you want to create a new Grant Application for Ball Chatham CUSD 5?

Grant Application Details:

District / AWC / COOP HIGH SCHOOL Name: _____

Source of Local Funds options:*

- 1111 - Operations and Maintenance Purposes Levy
- 1117 - Capital Improvement Purposes Levy
- 1118 - Fire Prevention & Safety (Health/Life Safety) Purposes Levy
- 7200 - Proceeds from the Sale of Fire Prevention & Safety (Health/Life Safety) Bonds
- 1230 - Corporate Personal Property Replacement Taxes
- 1983 - School Facility Occupation Tax Proceeds
- Other (Please select any one option from below)

Select: _____

Fiscal Year: 2024

Application Round: 1

Check box if this is an Emergency application:

Project Priority Category: Select

Select the area affected by the project:*

- District
- Multiple areas (list) _____
- Other (Describe) _____

NOTE: Each LEA may only submit one application per grant round. If an application has already been created for the current round, a yellow highlighted message will appear indicating that "A grant application for Fiscal Year ##### and Round # has already been created." A new application cannot be added.

A Grant application for Fiscal Year 2024 and Round 1 has already been created. You may view it by clicking the link below

[View Existing Application](#)

Grant Application Details:

District / AVC / COOP HIGH SCHOOL Name:

Source of Local Funds options:

- 1111 - Operations and Maintenance Purposes Levy
- 1117 - Capital Improvement Purposes Levy
- 1118 - Fire Prevention & Safety (Health/Life Safety) Purposes Levy
- 7200 - Proceeds from the Sale of Fire Prevention & Safety (Health/Life Safety) Bonds
- 1230 - Corporate Personal Property Replacement Taxes
- 1983 - School Facility Occupation Tax Proceeds
- Other (Please select any one option from below)

Fiscal Year: 2024

Application Round: 1

Check box if this is an Emergency application:

This message will appear if an application has already been created for the current round.

8. Review application header Information page on the grant application for accuracy and, if needed, make corrections by clicking on **“Edit Header Information.”** Click **Save Header** after corrections are made. Click **Cancel** if no corrections are made.

Click **Edit Header Information** to make corrections.

Home > Grant Application

Application Header Information

[Edit Header Information](#)

- Application Year: 2024
- Application Round: 1
- Emergency Application:
- District:
- RCDT#:
- Area affected by the project: District
- County:
- District Superintendent:
- Total Estimated Project Cost: \$100,000.00
- Total Requested Grant Amount: \$50,000.00
- Total Reserved Local Funds (District Responsibility): \$50,000.00
- Total Reserved Remaining Funds (District Responsibility): \$0.00
- Final Project Closeout Date:
- Source of Local Funds:
- Project Priority Code:
- Project Funding Order: 1
- Date Created: 07/18/2023
- Current Status: In Progress
- Last Updated By:
- Created By:

[District Approval](#)

9. Add Work Items to the Grant Application Schedule. Click **Work Items** under Application Data in the Grant Application screen.

Illinois State Board of Education

School Maintenance Project Grants System

Home | Application Instructions | Quarterly Expenditure Rpt.Instructions | Final Expenditure Rpt. Instructions

Home > Grant Application

Application Header Information

[Edit Header Information](#)

- Application Year: 2024
- Application Round: 1
- Emergency Application: No
- District:
- RCDT#:
- Area affected by the project: District
- County:
- District Superintendent:
- Total Estimated Project Cost: 5100,000.00
- Total Requested Grant Amount: 550,000.00
- Total Reserved Local Funds (District Responsibility): 550,000.00
- Total Reserved Remaining Funds (District Responsibility): 50.00
- Final Project Closeout Date: 12/31/2023
- Source of Local Funds:
- Project Priority Code:
- Project Funding Order: 1
- Date Created: 07/18/2023
- Current Status: In Progress
- Last Updated By:
- Created By:

[District Approval](#)

GATA Information

- Submission Type: Original Application
- Type of Application: New
- Name of Awarding Agency: ISBE
- CSFA Number: 586-00-1723
- CSFA Title: School Maintenance Grant
- Funding Opportunity Number: 19-3999ER
- Funding Opportunity Title: School Maintenance Project Grant
- Funding Opportunity Program Field: Education
- Department Name: ISBE
- Division Name: School Business Services

Application Data

- [Work Items](#)
- [Attachments](#)

Click **Add Item to Schedule.**

10. Click **Add Item to Schedule.**

Illinois State Board of Education
School Maintenance Project Grants System
SESSION TIMEOUT 19:34
Authority: RCDT Admin

Home Application Instructions Quarterly Expenditure Rpt.Instructions Final Expenditure Rpt. Instructions

Add Item to Schedule > Work Item Listing

1. COUNTY CODE 2. DISTRICT CODENAME 3. APPLICATION YEAR/ROUND 2024, 1

No items were found.

Total Estimated Project Cost	0.00
Total Requested Grant Amount	0.00
Total Reserved Local Funds(District Responsibility)	0.00
Total Reserved Remaining Funds (District Responsibility)	

11. Select appropriate **Facility Name and Address** from dropdown list.

Select facility name and address from the dropdown list.

Illinois State Board of Education
School Maintenance Project Grants System
SMPG HOME | ISBE HOME | LOGOUT
SESSION TIMEOUT 19:55
Authority: RCDT Admin

Home Instructions

Home > Grant Application > Schedule of Work Items > Add / Edit Work Item

Add / Edit Schedule Item

Item Id:

Facility Name & Address:*
Select
BENJAMIN FRANKLIN EARLY EDUC CTR, 500 Harrison St, Mount Vernon
Dr. Andy Hall Elem School, 301 S 17th St, Mount Vernon
J L BUFORD INTERMEDIATE ED CTR, 623 S 34th St, Mount Vernon
Kenneth Martin Educ Dvlpmnt Ctr, 521 Perkins, Mount Vernon
MT VERNON DIST 80 PRIMARY CENTER, 401 N 30th St, Mount Vernon
Oakland Education Center, 1722 Oakland Ave, Mount Vernon
ZADOK CASEY MIDDLE SCHOOL, 1829 Broadway St, Mount Vernon

Description of Facility:*

Description of Work:*

Project Priority Category: B - Health/life safety Projects

12. Description of Facility: Enter a description and include the age and square footage of the building, location of the building systems and/or the location within the facility where the work will take place.

Enter a description of the facility. Describe the year built and any other pertinent useful information.

Illinois State Board of Education
School Maintenance Project Grants System
SESSION TIMEOUT 19:17
Authority: RCDT Admin

Home Instructions
Home > Grant Application > Schedule of Work Items > Add / Edit Work Item

Add / Edit Schedule Item

Item Id:

Facility Name & Address:

Description of Facility:

Description of Work:

13. Description of Work: Enter a narrative description of the nature and scope of work. Be thorough. Explain what work needs to be completed, including replacement and repairable related items to complete the project.

NOTE: The project cannot be a "school construction project" (the acquisition, development, construction, reconstruction, rehabilitation, improvement, architectural planning, and installation of capital facilities consisting of buildings, structures, durable equipment, and land for educational purposes). Projects should only provide for maintenance, upkeep of buildings, or structures for educational purposes. Ongoing operational costs (including in-house labor for SMPG projects not contracted out) cannot be included for any School Maintenance Project Grant.

Enter a thorough description of the nature and scope of the work to be done.

Illinois State Board of Education
School Maintenance Project Grants System

Home Application Instructions Quarterly Expenditure Rpt. Instructions Final Expenditure Rpt. Instructions
Home > Grant Application > Schedule of Work Items > Add / Edit Work Item

Add / Edit Schedule Item

Item Id:

Facility:

Description of Facility:

Description of Work:

Location of Work within the building/outside the building if it affects only a portion of the building: (i.e. North Wing classrooms)

14. Location of Work: Enter a description and include the location of work within the building/outside the building if it affects only a portion of the building (e.g., north wing classrooms).

Illinois State Board of Education

School Maintenance Project Grants System

Home Application Instructions Quarterly Expenditure Rpt. Instructions Final Expenditure Rpt. Instructions

Home > Grant Application > Schedule of Work Items > Add / Edit Work Item

Add / Edit Schedule Item

Item Id:

Facility Name & Address:

Description of Facility: Elementary facility built in 1969. Houses about 360 students, building is 40,220 square feet.

Description of Work: Replacing HVAC units with high efficiency units.

Location of Work within the building/outside the building if it affects only a portion of the building: (i.e. North Wing classrooms)

Enter Location of Work within the facility.

15. The Project Priority Code selected in **Create Grant Application** is carried over to the Schedule of Work Items screen. Depending on the Priority Code selected, the LEA may be required to enter additional information as follows:

- a) Emergency Projects: Enter the date of the emergency as well as the nature and extent of the emergency.

Illinois State Board of Education

School Maintenance Project Grants System

Home Application Instructions Quarterly Expenditure Rpt. Instructions Final Expenditure Rpt. Instructions

Home > Grant Application > Schedule of Work Items > Add / Edit Work Item

Add / Edit Schedule Item

Item Id:

Facility Name & Address:

Description of Facility: Elementary building built in 1965, latest addition in 1967, 12 classrooms, capacity for 241 students, 26,749 square feet

Description of Work: Replace roof of the building

Location of Work within the building/outside the building if it affects only a portion of the building: (i.e. North Wing classrooms) East wing of the building

Priority Category: A - Emergency Projects

Date of Emergency: 09/01/2023

Nature and Extent of Emergency: Straight line winds have damaged the roof on the east wing of the building. 100 students are displaced until the damaged portion of the roof can be fixed and water is leaking in through the damaged roof.

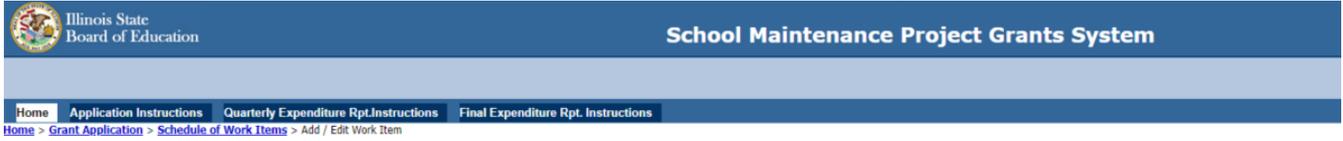
Category Code: Roof

The date, nature, and extent of the emergency must be detailed.

b) Health/Life Safety Project: Work items must identify if the work is to correct a Health/Life Safety (HLS) violation or if it is to provide accessibility or security.

If the work is to correct a violation or if Health/Life Safety funds will be used for the local match, enter the amendment number from the dropdown box provided, along with the work item.

NOTE: A project for Handicapped Accessibility, School Security, or 10 Year Survey does not require an amendment number. However, enter the number if one is available.



Check the box for Health/Life Safety, Handicapped Accessibility, School Security, or 10 Year Survey. Select the HLS amendment number from the dropdown if one is required or available.

If there is a difference in cost between the HLS work item and SMPG work item, enter and describe the differences in the box.

If the HLS work item is past the competition date listed in the amendment or survey, enter and explain the work has not yet been completed and the cause of delay.

Select the HLS work item number from the dropdown.

Enter the cost and completion date differences, if applicable.

- c) State Priority: Make an entry in the **Purpose/Need** box if the project is for energy conservation or to adapt a building or structure to better serve students in a specific program where the applicant received funding under the School Code.

Enter the purpose/need for a project that is a state priority OR the details for energy conservation.

Item Id: 1

Facility Name & Address: [Dropdown]

Description of Facility: Elementary building built in 1965, latest addition in 1967, 12 classrooms, capacity for 241 students, 26,749 square feet

Description of Work: Replace windows throughout the facility

Location of Work within the building/outside the building: North and west wing of the building

Project Priority Category: [Dropdown]

Purpose/Need: Energy conservation - Replacing windows will result in \$1,500 in annual energy savings

Category Code: Windows, Doors, Hardware

Total Work Cost: [0.00] \$75000

Estimated Start Date: [12/01/2023]

Estimated Completion Date: [12/31/2023]

Buttons: Save Item, Delete, Cancel

16. Category Code: Choose a category from the dropdown list that best describes the nature and scope of work listed.

Select the category code here.

Category Code: [Dropdown]

- Accessibility
- Asbestos
- Bleachers/Seating
- Electrical (Lighting/Wiring/Networking)
- Energy
- Environmental
- Fire Alarm System/Fire Prevention
- Flooring, Wall, Ceiling
- Fixed Equipment
- Windows, Doors, Hardware**
- Masonry/TuckPointing
- Multiple HLS
- Other
- Paving/Site
- Playground
- Plumbing
- Restroom
- Remodeling
- Roof
- Security (Systems/E911)
- Technology
- Utility Services
- Windows, Doors, Hardware
- HVAC/Boilers

Buttons: Save Item, Cancel

17. Total Work Cost: Enter the estimated cost for the work item listed, including associated fees such as architect/engineer fees, etc.

NOTE: Work cost must be entered without commas and rounded to the nearest whole number.

18. Estimated Start Date: Enter the estimated start date the work is estimated to begin.

19. Estimated Completion Date: Enter the estimated end date the work is estimated to be completed.

NOTE: The Final Expenditure Report should be submitted in IWAS within 20 days of final project closeout or completion date. The final project closeout date can be adjusted as work schedules change. Dates must be entered in MM/DD/YYYY format.

Enter the total project costs (rounded to nearest whole dollar). Enter the estimated start and completion dates.

The screenshot shows the 'Add / Edit Schedule Item' form in the School Maintenance Project Grants System. The form includes fields for Item ID, Facility Name & Address, Description of Facility, Description of Work, Location of Work, Project Priority Category, Category Code, Total Work Cost (0000), Estimated Start Date (MM/DD/YYYY), and Estimated Completion Date (MM/DD/YYYY). A red box highlights the Total Work Cost, Estimated Start Date, and Estimated Completion Date fields. A red arrow points from the text box to these fields.

Beware: Grant funds are subject to the Illinois Grant Funds Recovery Act [30 ILCS 705]. Any funds not expended or legally obligated within two years after disbursement by the state of Illinois shall be returned to the Illinois State Board of Education (ISBE) within 45 days.

There will be a 90-day liquidation period to fully liquidate the funds and get to final project closeout for grant funds that are legally obligated at the two-year mark. Any grant funds not obligated within two years and expended within 90 days after the two-year period end dates shall be returned to ISBE within 45 days.

20. Click the **Save Item** button once the work item is complete.

Click here when all information has been entered.

The screenshot shows the 'Add / Edit Schedule Item' form in the School Maintenance Project Grants System. The form includes fields for Item ID, Facility Name & Address, Description of Facility, Description of Work, Location of Work, Project Priority Category, Category Code, Total Work Cost (0000), Estimated Start Date (MM/DD/YYYY), and Estimated Completion Date (MM/DD/YYYY). A red box highlights the 'Save Item' button. A red arrow points from the text box to the 'Save Item' button.

21. Go back to Step 10 and repeat the steps to add additional work items to the schedule.

NOTE: Grant awards will provide 50% of the total project cost, with a maximum of \$50,000 per application cycle (round).

Home Application Instructions Quarterly Expenditure Rpt. Instructions Final Expenditure Rpt. Instructions

Home > Grant Application > Work Item Listing

[Add Item to Schedule](#)

1. COUNTY CODE

2. DISTRICT CODE/NAME

3. APPLICATION YEAR/ROUND
2024_1

Item I.D.	Facility Name	Facility Address	Facility Description	Project Description	Project Location	Priority Code	Category Code	Est. cost	Est. Start Date	Est. Completion Date
Open 1			Elementary building built in 1965, latest addition in 1967. 12 classrooms, capacity for 241 students. 26,749 square feet	Replace windows throughout the facility	North and west wing of the building	D	WIND	\$75,000.00	12/01/2023	12/31/2023

Total Estimated Project Cost	\$75,000.00
Total Requested Grant Amount	\$37,500.00
Total Reserved Local Funds (District Responsibility)	\$37,500.00
Total Reserved Remaining Funds (District Responsibility)	

Click here to add additional work items.

22. Schedule of work items will be listed for each facility in the application, with the Total Estimated Project Costs, Requested Grant Amount, Reserved Local Funds, and Reserved Remaining Funds amount.

Home Application Instructions Quarterly Expenditure Rpt. Instructions Final Expenditure Rpt. Instructions

Home > Grant Application > Work Item Listing

[Add Item to Schedule](#)

1. COUNTY CODE

2. DISTRICT CODE/NAME

3. APPLICATION YEAR/ROUND
2024_1

Item I.D.	Facility Name	Facility Address	Facility Description	Project Description	Project Location	Priority Code	Category Code	Est. cost	Est. Start Date	Est. Completion Date
Open 1			Elementary building built in 1965, latest addition in 1967. 12 classrooms, capacity for 241 students. 26,749 square feet	Replace windows throughout the facility	North and west wing of the building	B	WIND	\$112,000.00	12/01/2023	12/31/2023

Total Estimated Project Cost	\$112,000.00
Total Requested Grant Amount	\$50,000.00
Total Reserved Local Funds (District Responsibility)	\$50,000.00
Total Reserved Remaining Funds (District Responsibility)	\$12,000.00

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us
Copyright © 2010-2023, Illinois State Board of Education

Click here to return to Grant Application Header page.

These should reflect the totals of all work items and show the requested grant amount and total reserved funds as required by the district.

23. Click on **Grant Application** to return to the Grant Application Header page.

24. Click on **Grant Application Certifications and Assurances for the School Maintenance Project Grant** in the Application Certification & Assurances window on the Grant Application Header page.

Illinois State Board of Education School Maintenance

Home Application Instructions Quarterly Expenditure Rpt.Instructions Final Expenditure Rpt. Instructions

Home > Grant Application

Application Header Information

[Edit Header Information](#)

- Application Year: 2024
- Application Round: 1
- Emergency Application: No
- District:
- RCOT#:
- Area affected by the project: District
- County:
- District Superintendent:
- Total Estimated Project Cost: \$112,000.00
- Total Requested Grant Amount: 550,000.00
- Total Reserved Local Funds (District Responsibility): 550,000.00
- Total Reserved Remaining Funds (District Responsibility): 512,000.00
- Final Project Closeout Date: 12/31/2023
- Source of Local Funds: 7200 - Proceeds from the Sale of Fire Prevention & Safety (Health/Life Safety) Bonds
- Project Priority Code: B - Health/life safety Projects
- Project Funding Order: 1
- Date Created: 07/18/2023
- Current Status: In Progress
- Last Updated By:
- Created By:

District Approval

GATA Information

- Submission Type: Original Application
- Type of Application: New
- Name of Awarding Agency: ISBE
- CSFA Number: 586-00-1723
- CSFA Title: School Maintenance Grant
- Funding Opportunity Number: 19-3999ER
- Funding Opportunity Title: School Maintenance Project Grant
- Funding Opportunity Program Field: Education
- Department Name: ISBE
- Division Name: School Business Services

Application Data

- [Work Items](#)
- [District Data](#)

Application Certifications & Assurances

- [Grant Application Certifications and Assurances for the School Maintenance Project Grant](#)
- [Program Specific and Financial Assurances for the School Maintenance Project Grant](#)

Click on the link to agree with the first set of assurances.

25. Read through all assurances. Check the box in the top left corner to certify the applicant will comply with the first set of grant assurances.

This box must be checked to approve.

State Assurances
 Grant Application Certifications and Assurances

FY 24 Application Cycle - Round 1
STATE ASSURANCES:
 Grant Application Certifications and Assurances

By checking this box, 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:
 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.

26. Click on **Save Page** at the bottom of the screen to submit this page electronically. Once saved, a message will appear at the top of the page:

Click **Save Page** to certify compliance with the assurances on this page.

Assurance has been submitted electronically.

Note: The IWAS system will not allow the application to be submitted until this step has been completed.

30. 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:

- Publicizing the statement.
 - 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.
 - Specifying the sanctions that will be taken against employees for violations of such prohibition.
 - Notifying the employee that, as a condition of employment on such contract or grant, the employee will
 - Abide by the terms of the statement, and
 - 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.
- Establishing a drug-free awareness program to inform employees about:
 - The dangers of drug abuse in the workplace;
 - The grantee's or contractor's policy of maintaining a drug-free workplace;
 - Any available drug counseling, rehabilitation, and employee assistance programs; and
 - The penalties that may be imposed upon an employee for drug violations.
- 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.
- 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.
- Imposing a sanction on, or requiring the satisfactory participation in a drug abuse prevention or rehabilitation program by, any employee who is so convicted, as required by section 5 of the Drug-Free Workplace Act.
- 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.
- Making a good faith effort to continue to maintain a drug-free workplace through implementation of the Drug-Free Workplace Act.

31. The applicant represents and warrants that all of the certifications and assurances set forth herein in this 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. The award recipient shall 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.

Save Page

27. Click on **Grant Application** to return to the Grant Application Header page.

Click on **Grant Application** to return to header page.

A message will appear confirming that the first set of assurances has been submitted electronically.

State Assurances
Grant Application Certifications and Assurances

FY 24 Application Cycle - Round 1
STATE ASSURANCES:
Grant Application Certifications and Assurances

By checking this box, 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. 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 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.

28. Click on **Program Specific and Financial Assurances for the School Maintenance Project Grant** on the Grant Application Header page.


Illinois State Board of Education
School Maintenance

[Home](#) | [Application Instructions](#) | [Quarterly Expenditure Rpt.Instructions](#) | [Final Expenditure Rpt. Instructions](#)

[Home](#) > [Grant Application](#)

Application Header Information

[Edit Header Information](#)

- Application Year: 2024
- Application Round: 1
- Emergency Application: No
- District:
- RCDT#:
- Area affected by the project: District
- County:
- District Superintendent:
- Total Estimated Project Cost: \$112,000.00
- Total Requested Grant Amount: \$50,000.00
- Total Reserved Local Funds (District Responsibility): \$50,000.00
- Total Reserved Remaining Funds (District Responsibility): \$12,000.00
- Final Project Closeout Date: 12/31/2023
- Source of Local Funds: 7200 - Proceeds from the Sale of Fire Prevention & Safety (Health/Life Safety) Bonds
- Project Priority Code: B - Health/Life safety Projects
- Project Funding Order: 1
- Date Created: 07/18/2023
- Current Status: In Progress
- Last Updated By:
- Created By:

District Approval

GATA Information

- Submission Type: Original Application
- Type of Application: New
- Name of Awarding Agency: ISBE
- CSFA Number: 586-00-1723
- CSFA Title: School Maintenance Grant
- Funding Opportunity Number: 19-3999ER
- Funding Opportunity Title: School Maintenance Project Grant
- Funding Opportunity Program Fields: Education
- Department Name: ISBE
- Division Name: School Business Services

Application Data

- [Work Items](#)
- [District Data](#)

Application Certifications & Assurances

- [Certifications and Assurances for the School Maintenance Project Grant](#)
- Program Specific and Financial Assurances for the School Maintenance Project Grant

Click on the second link to agree with the next set of assurances.

29. Read through all assurances on this page and then check the box to comply with the second set of grant assurances.

Check the box to comply with assurances.

PROGRAM SPECIFIC/FINANCIAL ASSURANCES FOR SCHOOL MAINTENANCE PROJECT GRANT

FY 24 Application Cycle - Round 1

By checking this box, 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:

 The project will be administered by or under the supervision of the applicant and in accordance with the School Construction Law (105 ILCS 230), School Maintenance Project Grant Rules (23 Ill. Adm. Code Section 151, Subpart B) and all other laws and rules; however, grant awards shall not exceed \$50,000 per project, and applicants shall provide a match from local funds equal to the grant amount requested.

The applicant assures that the School Maintenance Project Grant application has been authorized by the local board of education, in the case of school districts, or other school governing authority at a duly convened meeting and the local board of education reserved local funds in an amount equal to the School Maintenance Project Grant requested to meet the local match requirement. In addition, the applicant has not obligated funds or began work on any of the projects listed.

DEFINITIONS

The capitalized word "Term" means the period of time from the project beginning date through the project ending date. For the School Maintenance Project Grant, "Term" is further defined to mean the period of time from Grant approval by the Illinois State Board of Education to the disbursement of the grant award by the State, whichever occurs first.

FINANCIAL TERMS

30. Click on **Save Page** at the bottom of the screen to submit this page electronically. Once saved, a message will appear at the top of the page:

Assurance has been submitted electronically.

NOTE: The IWAS system will not allow the application to be submitted until this step has been completed.

FINANCIAL AND PERFORMANCE REPORTS

7. Quarterly expenditure reports are required of all award recipients receiving funds. 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.
8. Quarterly expenditure reports are required by the Illinois Grant Funds Recovery Act, 30 ILCS 705/4(b) and 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 Illinois State Board of Education may, without limitation, request for the School Maintenance Project Grant funds to be returned. In the event that a grant recipient has failed to remit payment and the debt is ninety (90) calendar days past due, involuntary offset may be applied against Evidence Based Funding. Grant recipients that have further grants with the state for which the debt can be applied will be referred to the Department of Revenue's Debt Collection Bureau or the Attorney General as appropriate.
9. Par 23 Ill. Adm. Code 151 Subtitle A, Section 151.140 Terms of the Grant, Subsection B, a Final Expenditure report is due after the end of the Term. The Final Expenditure report must be submitted within twenty (20) calendar days and indicate total project costs for all projects on the approved application. Failure to file a Final Expenditure report within the timelines will result in a breach of the Grant Agreement. Upon any such breach, the Illinois State Board of Education may, without limitation, request for the School Maintenance Project Grant funds to be returned. In the event that a grant recipient has failed to remit payment and the debt is ninety (90) calendar days past due, involuntary offset may be applied against Evidence Based Funding. Grant recipients that have no further grants with the state for which the debt can be applied will be referred to the Department of Revenue's Debt Collection Bureau or the Attorney General as appropriate.
10. Par 23 Ill. Adm. Code 151 Subtitle A, Section 151.140 Terms of the Grant, Subsection B, in cases where the Final Expenditure report shows that actual project expenditures are less than estimated so that the amount of the grant is greater than 50 percent of the total project expenditures, the applicant shall refund the amount of the grant that is in excess of 50 percent of actual project expenditures. Any overpayment must be returned to the Illinois State Board of Education within forty-five (45) calendar days. Failure to return the funds will result in a breach of the Grant Agreement. In the event that a grant recipient has failed to remit payment and the debt is ninety (90) calendar days past due, involuntary offset may be applied against Evidence Based Funding. Grant recipients that have no further grants with the state for which the debt can be applied will be referred to the Department of Revenue's Debt Collection Bureau or the Attorney General as appropriate.
11. The award recipient will maintain records of 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 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 Illinois State Board of Education.
12. The Illinois State Board of Education and other governmental agencies 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 Illinois State Board of Education, provide the Illinois State Board of Education with information and documentation (including books, papers, and other documents related to the project) regarding the award recipient's progress or performance with respect to the administration and operation of the project.
13. If applicable, the applicant shall be required to observe and comply with provisions of the Prevailing Wage Act, 820 ILCS 130/1 et seq., which applies to the wages of laborers, mechanics, and other workers employed in any public works.

ASSURANCE OF USE

14. It is the intent of the State that all or a portion of the costs of this project may be paid or reimbursed from the proceeds of tax-exempt bonds subsequently issued by the State. Therefore, the grantee understands and acknowledges that the grant proceeds must be used only for capital project purposes and that the grant project must be used only for public educational purposes.

Save Page

(Program Specific and Financial Assurances for the School Maintenance Project Grant)

Click on Save Page.

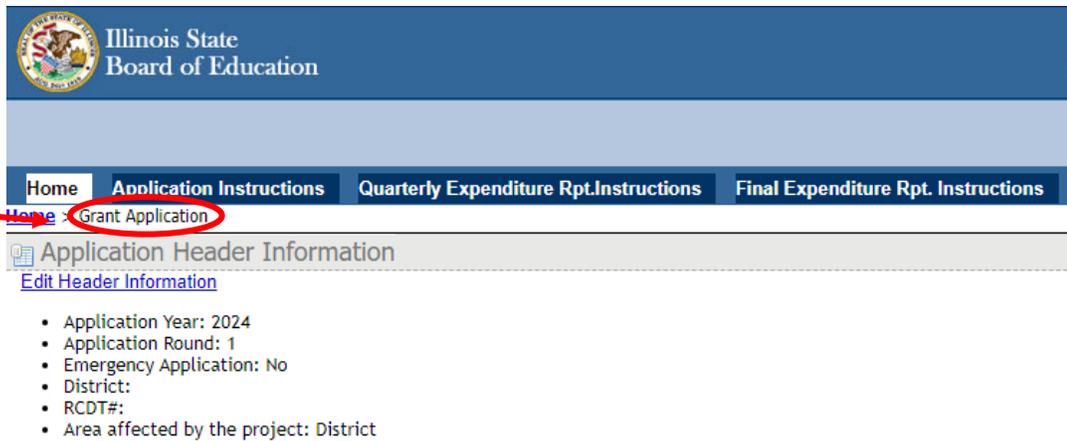
B. School District Role – Submitting the Application

1. After all information has been entered into the IWAS system, the certification pages must be printed, signed, scanned as PDFs, and attached in the IWAS Grant Application as separate documents. Follow the instructions below.

Even though these assurances have been agreed to electronically, the PDFs must be submitted as described above. The application can then be electronically submitted to the Regional Office of Education (ROE).

NOTE: The certification forms are no longer sent to ISBE via mail; they are attached to the application as PDFs within the IWAS system.

2. Click on **Grant Application** to ensure you are on the Grant Application Header page.



Illinois State Board of Education

Home Application Instructions Quarterly Expenditure Rpt.Instructions Final Expenditure Rpt. Instructions

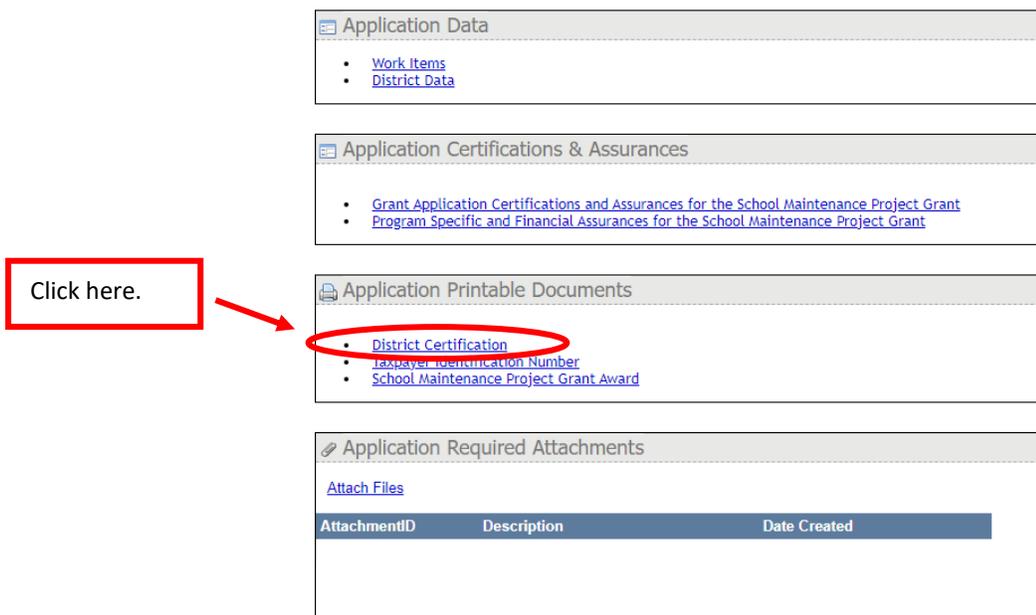
Home Grant Application

Application Header Information

[Edit Header Information](#)

- Application Year: 2024
- Application Round: 1
- Emergency Application: No
- District:
- RCDT#:
- Area affected by the project: District

3. Click on **District Certification** under Application Printable Documents.



Application Data

- [Work Items](#)
- [District Data](#)

Application Certifications & Assurances

- [Grant Application Certifications and Assurances for the School Maintenance Project Grant](#)
- [Program Specific and Financial Assurances for the School Maintenance Project Grant](#)

Application Printable Documents

- [District Certification](#)
- [ISBE System Identification Number](#)
- [School Maintenance Project Grant Award](#)

Application Required Attachments

[Attach Files](#)

AttachmentID	Description	Date Created
--------------	-------------	--------------

- Print the District Certification form. The board president must complete by dating and signing where indicated at the bottom.

Illinois State Board of Education

School Maintenance Project Grants System

Home Application Instructions Quarterly Expenditure Rpt.Instructions Final Expenditure Rpt. Instructions

Home > Grant Application > District Certification

SCHOOL MAINTENANCE PROJECT GRANT

FY 24 Application Cycle - Round 1

District Certification

Name :

RCDT #:

TIN #:

The submissions made to the Illinois State Board of Education by the applicant and the terms and conditions described in the Grant Application Certifications and Assurances and the Program Specific and Financial Assurances of this application shall constitute the grant agreement between the applicant and the Illinois State Board of Education for the use of the funds to complete the projects described in the "Work Item Listing" section of the School Maintenance Project Grant Application. This grant agreement shall be deemed to be entered into when the application has been approved by the Illinois State Board of Education. This grant agreement constitutes the entirety of the agreement between the parties and supersedes any other agreement or communication, whether written or oral, relating to the award of the grant funds. The person submitting this application on behalf of the applicant certifies and assures the Illinois State Board of Education that he or she has been duly authorized to file this application for and on behalf of the applicant, is the authorized representative of the applicant in connection with this grant agreement, and that he or she is authorized to execute these Certifications and Assurances and Standard Terms of the Grant on behalf of the applicant. Further, the person submitting this application on behalf of the applicant certifies under oath that all information in the grant agreement is true and correct to the best of his or her knowledge, information and belief, that grant funds shall be used only for the purposes described in this agreement, and that the award of this grant is conditioned upon this certification.

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

The person approving these Certifications, Assurances and Standard Terms of the Grant hereby certifies and assures the Illinois State Board of Education that the person submitting the final application on behalf of the applicant (and thereby executing the grant agreement with the Illinois State Board of Education) has the necessary legal authority to do so. (v.23.2017)

The person approving this application certifies (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 his/her knowledge. He/she also provided the required assurances titled "Grant Application Certifications and Assurances, and Standard Terms for the School Maintenance Project Grant" and "Program Specific and Financial Assurances for the School Maintenance Project Grant" (found within the application under "Application Certifications and Assurances") and agrees to comply with any resulting terms if an award is accepted. He/she is aware that any false, fictitious, or fraudulent statements or claims may subject him/her to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001). The list of certification and assurances is included below.

By submitting this form, I certify to the above and that the local board of education or other school governing authority has authorized the school maintenance project during a duly convened meeting, and has reserved local funds to meet the local match requirement. In addition, the applicant has not obligated funds or begun work on any of the projects listed on this application prior to the submission of this application. Signing below certifies that he or she has read, understood, and will comply with all the provisions of the following:

- Grant Application Certifications and Assurances, and Standard Terms for the School Maintenance Project Grant, and
- Program-Specific and Financial Assurances for the School Maintenance Project Grant.

Signature of President of Board of Education

Name of Board President (type or print)

Date

- Click on **Grant Application** to return to the Grant Application Header page.

Illinois State Board of Education

School Maintenance Project Grants System

Home Application Instructions Quarterly Expenditure Rpt.Instructions Final Expenditure Rpt. Instructions

Home > Grant Application > District Certification

SCHOOL MAINTENANCE PROJECT GRANT

FY 24 Application Cycle - Round 1

District Certification

Name :

RCDT #:

TIN #:

The submissions made to the Illinois State Board of Education by the applicant and the terms and conditions described in the Grant Application C

- Click on **Taxpayer Identification Number** under Application Printable Documents.

Click here.

Application Data

- [Work Items](#)
- [District Data](#)

Application Certifications & Assurances

- [Grant Application Certifications and Assurances for the School Maintenance Project Grant](#)
- [Program Specific and Financial Assurances for the School Maintenance Project Grant](#)

Application Printable Documents

- [District Certification](#)
- [Taxpayer Identification Number](#)
- [School Maintenance Project Grant Award](#)

Application Required Attachments

[Attach Files](#)

AttachmentID	Description	Date Created

7. The Taxpayer Identification Number form must be completed as follows:

- a. The District Name, RCDT, and Federal Employee Identification Number should be prepopulated on the form.

NOTE: The District Name on the form is the name on file at the Comptroller's Office. Please do not change this. The comptroller will only send payment for the grant if the name on the form matches the comptroller's file.

- b. Print the Taxpayer Identification Number form. Authorized representatives of the LEA must sign and date this form.

These should all be prepopulated on the form. If they are not, please complete.

Illinois State Board of Education

School Maintenance Project Grants System

Home Application Instructions Quarterly Expenditure Rpt. Instructions Final Expenditure Rpt. Instructions

Home > Grant Application > TIN Form

School Maintenance Project Grant
FY Application Cycle - Round
TAXPAYER IDENTIFICATION NUMBER

As an authorized

1. The number shown on this form is the correct taxpayer identify

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or longer subject to backup withholding, and

3. Enter the name of the LEA as entered at the State of Illinois Comptroller's Office, the RCDT Number and the FEIN (unless already populated below).

Name: _____

RCDT: _____

Federal Employer Identification Number (FEIN): _____

Legal Status: Governmental/School District

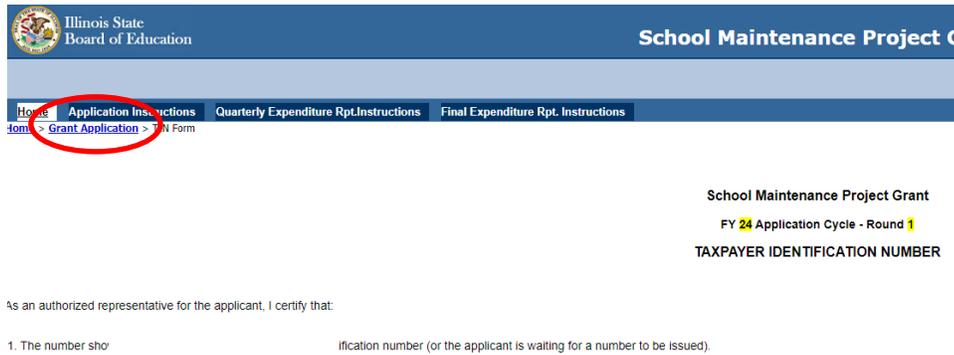
Signature of authorized Representative: _____

Date: _____

Make sure to sign and date the form.

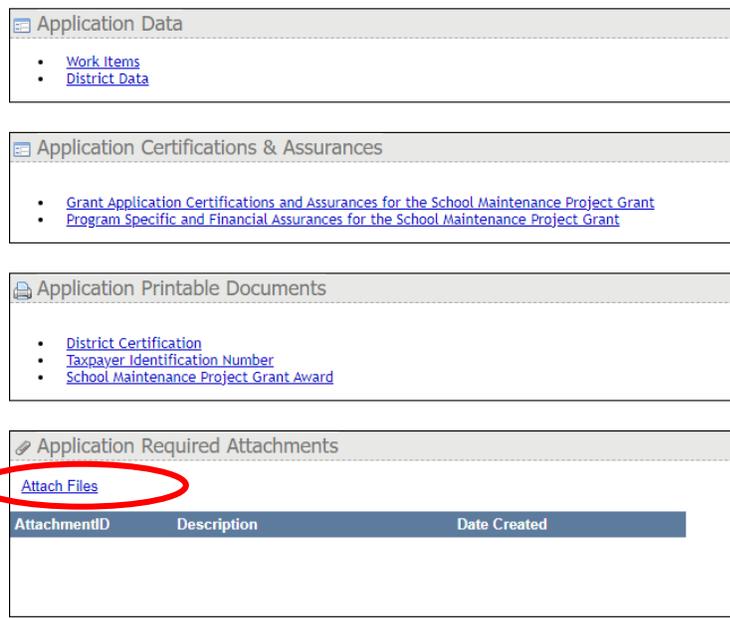
8. Click on **Grant Application** to return to the Grant Application header page.

Click here to return to grant header page.



9. Scan each form as a separate PDF after they are completed, signed, and dated. These need to be separate files so each form can be submitted into its own link.
10. Return to the Grant Application Header page and click on **Attach Files** in the Application Required Attachments window to submit the PDFs.

Click on **Attach Files**.



11. Click the **Choose File** button and search for the form listed next to the box in the District Certification and Taxpayer Identification Number boxes. Follow the prompts to attach the files. Each file must be attached separately.

12. Click on the **Submit** button to send the files to ISBE after they are attached.

Click on each **Choose File** button to attach the corresponding file (PDF).

Please select up to four files for upload to ISBE. There is a size limit of 10 MB on each file. If uploading from a removable drive, please do not remove the media from the drive until submission is complete. Only files with extensions .pdf are allowed for submission. Please make sure there are no special characters like sig\$%*&!(~<>|:[] in the file name. If uploading multiple large files, such as photos, this may take several minutes, depending on connection speed.

District Certification

Taxpayer Identification Number

Before attaching your forms, please check to ensure the following:

District Certification Form:

- The TIN number is printed on the form and matches the TIN number on the Taxpayer Identification Form.
- The Board president has signed AND dated the form.
- The Board President's printed signature is on the form.
- The entire form is readable.

Taxpayer Identification Form:

- The TIN number printed on the form matches the TIN number on the District Certification Form.
- The form has been signed and dated.
- The entire form is readable.

Click on **Submit** after the files are attached.

13. Return to the Grant Application Header page and click the **District Approval** button.

Click **District Approval** button.

Application Year: 2024

- Application Round: 1
- Emergency Application: No
- District:
- RCDT#:
- Area affected by the project: District
- County:
- District Superintendent:
- Total Estimated Project Cost: \$112,000.00
- Total Requested Grant Amount: \$50,000.00
- Total Reserved Local Funds (District Responsibility): \$50,000.00
- Total Reserved Remaining Funds (District Responsibility): \$12,000.00
- Final Project Closeout Date: 12/31/2023
- Source of Local Funds: 7200 - Proceeds from the Sale of Fire Prevention & Safety (Health/Life Safety) Bonds
- Project Priority Code: B - Health/life safety Projects
- Project Funding Order: 1
- Date Created: 07/18/2023
- Current Status: In Progress
- Last Updated by:
- Created By:

Important: Before submitting the application in IWAS, the local board of education is required to hold a duly convened meeting and **MUST** a) authorize the School Maintenance Project Grant application, b) reserve local funds to cover the district's portion of the project costs, and c) have not started any of the work listed on the application.

14. Make sure the boxes in the final approval screen are checked for BOTH the Certification and Assurances, and Standard Terms for the School Maintenance Project Grant and for the Program Specific and Financial Assurances for the School Maintenance Project Grant. If they are not checked, complete Step 24 through Step 30 in the previous section.

 Illinois State Board of Education

School Maintenance Project Grants System

[Home](#) | [Application Instructions](#) | [Quarterly Expenditure Rpt.Instructions](#) | [Final Expenditure Rpt. Instructions](#)

[Home](#) > [Grant Application](#) > District Submission

By Submitting this form, I certify that:

1. The local board of education or other school governing authority has authorized the school maintenance project during a duly convened meeting,
2. The local board has reserved local funds to meet the local match requirement,
3. The applicant has not obligated funds or began work on any of the projects listed on this application prior to the submission of this application.

District Submission	
President of Board of Education*	<input type="text"/>
Date of board meeting where the local board of education [MM/DD/YYYY]: • Authorized the school maintenance project grant application • Reserved local funds to meet the local match requirement	<input type="text"/>
Reserved Local Funds:*	<input type="text" value="50000.00"/>

In addition, I certify that I have read, understood and will comply with all of the provisions of the following Certifications and Assurances, and Standard Terms for the School Maintenance Project Grant.

- Certifications and Assurances, and Standard Terms for the School Maintenance Project Grant
- Program Specific and Financial Assurances for the School Maintenance Project Grant

Before the application can be approved and processed:

1. The GATA Internal Control Questionnaire (ICQ) has been completed through the OMB portal. This is completed once yearly for any district who receives grants from the State of Illinois, and should already be complete. If you have not yet completed this, it must be completed prior to applying for a School Maintenance Grant.
2. The "District Certification" and the "Taxpayer Identification Number" forms must be printed, signed and attached as a PDF under the Application Required Attachments.

These boxes must be checked.



15. Enter the board president's name and the date of the board meeting when the SMPG application was approved. The local fund amount reserved for the local match requirement is carried over from the Grant Application Header screen. Click the blue **Submit to ROE** button.

Enter name of the president of the school board.
Enter the date the board approved the application.

Click **Submit to ROE**.

16. If the application was submitted properly, a green box will be displayed at the top of the screen that states: **Application has been submitted to the ROE.**

Example: "Application has been submitted to the ROE."

17. If the application was not submitted properly, a message in red will describe the reason at the top of the page. Read the message carefully and make corrections necessary for a successful submission.

Example: In the following picture, the message reads **Date of Board Meeting can't be in the future.** The date must be prior to the submission date.

Example of an error message. Please read all messages carefully and make the corrections necessary for submission.

The screenshot shows the Illinois State Board of Education School Maintenance Project Grants System interface. A red error message banner at the top reads "Date of Board Meeting can't be in the future." Below this, a yellow box contains a certification statement: "By Submitting this form, I certify that: 1. The local board of education or other school governing authority has authorized the school maintenance project during a duly convened meeting, 2. The local board has reserved local funds to meet the local match requirement, 3. The applicant has not obligated funds or began work on any of the projects listed on this application prior to the submission of this application." Below the certification is a "District Submission" form with fields for "President of Board of Education*" (John Smith), "Date of board meeting where the local board of education [MM/DD/YYYY]: *Authorized the school maintenance project grant application * Reserved local funds to meet the local match requirement" (09/6/2023), and "Reserved Local Funds:*" (\$0000.00). At the bottom, there are checkboxes for "Certifications and Assurances, and Standard Terms for the School Maintenance Project Grant" and "Program Specific and Financial Assurances for the School Maintenance Project Grant".

18. After submitting the application, it will be displayed on the Grant Application screen in the District Submitted Grant Applications section.

If your application is still shown under In Progress Grant Applications, it has not been submitted to the ROE. (You may need to refresh your screen.)

When the application is submitted, it will be shown here.

The screenshot shows the "Grant Applications" section of the system. It features several filterable tables. The "In-Progress Grant Applications" table has one row with status "In Progress". The "District Submitted Grant Applications" table has one row with status "District Submitted", which is circled in red. The "ROE Approved Grant Applications" table shows "No items were found." The "ISBE Submitted Grant Applications" table also shows "No items were found." The "ISBE Approved Grant Applications" table has two items found.

In-Progress Grant Applications								Filter By FY: [] [Go]	1 Item Found
RCDS	DistrictName	Application Year	Status	Date Last Modified	Priority Category	Funding Order	Emergency?		
Open			In Progress	9/19/2013 11:01:54 AM	B - Health/life safety Projects	23			

District Submitted Grant Applications								Filter By FY: [] [Go]	1 Item Found
RCDS	DistrictName	Application Year	Status	Date Submitted	Priority Category	Funding Order	Emergency?		
Open	200410800020000	Mount Vernon SD 80	2014	District Submitted	9/20/2013 9:36:07 AM	B - Health/life safety Projects	1		

ROE Approved Grant Applications								Filter By FY: [] [Go]	0 Items Found
No items were found.									

ISBE Submitted Grant Applications								Filter By FY: [] [Go]	0 Items Found
No items were found.									

ISBE Approved Grant Applications								Filter By FY: [] [Go]	2 Items Found
RCDS	DistrictName	Application Year	Status	Date Submitted	Priority Category	Funding Order	Emergency?		
Open			Accepted	5/14/2012 9:09:08 AM		1			

19. When the grant is approved and awarded, ISBE will send an email via IWAS notifying the district superintendent. The application will then be displayed in the ISBE Approved Grant Applications section.

When the grant application is awarded, it will be displayed here.

The screenshot shows the 'School Maintenance Project Grants System' interface. The 'ISBE Approved Grant Applications' section is highlighted with a red circle. A red arrow points from the text box on the left to this section.

RCDS	DistrictName	Application Year	Status	Date Submitted	Priority Category	Funding Order	Emergency?
Open	250410800020000	2012	Accepted	5/14/2012 9:09:08 AM		1	<input type="checkbox"/>
Open	250410800020000	2013	Accepted	6/26/2013 9:45:24 AM	B - Health/life safety Projects	1	<input type="checkbox"/>
Open	250410800020000	2014	Accepted	9/20/2013 9:40:57 AM	B - Health/life safety Projects	1	<input type="checkbox"/>

20. Click **School Maintenance Project Grant Award** under Application Printable Documents to obtain a copy of the grant award signed by the state superintendent.

After the district has received notification of grant approval, click here to print a copy of the completed grant award.

The screenshot shows the 'Application Printable Documents' section. The 'School Maintenance Project Grant Award' link is highlighted with a red circle. A red arrow points from the text box on the left to this link.

- [District Certification](#)
- [School Maintenance Project Grant Award](#)

21. This is an example of a **School Maintenance Project Grant Award**. This document will only be complete after the grant is awarded to the district. Prior to the grant being awarded, a template of the award document without the state superintendent of education’s signature will be shown.

This is an example of a grant award letter that has been electronically signed by the state

RCDT#:

Total Estimated Project Cost	Grant Amount Awarded	Local Matching Requirement	Total Reserved Remaining Funds(District Responsibility)
\$110,000.00	\$50,000.00	\$50,000.00	\$10,000.00

Since actual project costs may be different than initially projected, each grant recipient will be required to submit a Final Expenditure Report detailing the total cost of state and local shares for the FY2023 School Maintenance Project at completion of the project. This grant also requires a dollar-for-dollar local match to the funds received from ISBE. If the actual project costs are less than initially estimated, grant funds may need to be returned to ISBE. Each grant recipient must complete a final expenditure report within 30 days after the completion of the project.

If the Fire Prevention and Safety Fund was the source of the district's local match, the corresponding approved Health/Life Safety Amendment and the signed Certificate of Approval for those items must be on file in the district/regional office.

Please Note:

- Sources and uses of local matching revenues must comply with applicable laws and regulations.
- Implementation of approved accessibility items does not necessarily imply the facility will be brought into full ADA compliance.
- All grant funds shall be subject to the Illinois Grant Recovery Act(30 ILCS 705) and obligated within a two year term beyond the date of this agreement.
- It is the intent of the State that all or a portion of the costs of this project will be paid or reimbursed from the proceeds of tax-exempt bonds subsequently issued by the State.
- The final "School Maintenance Project Grant Award" letter with the state superintendent's signature will be attached to the IVHS application once the application has been sent to the Comptroller for funding.

Thank you for your application(s). If you have any questions, please contact the School Business Services Department at 217-785-8779.

Thank you for your application(s). If you have any questions, please contact the School Business Services I

Digitally signed by Tony Sanders by Regina L Toland
Date: 2023.04.10 10:44:06 -05'00'

22. Please remember that the Final Expenditure Report is due within **20 days** after final project completion. This date is used by ISBE to help remind the school district to complete the Final Expenditure Report in a timely manner. The date may be adjusted more than once if the timelines change during the completion of the project.
23. **Reminder:** Grant funds are subject to the Illinois Grant Funds Recovery Act [30 ILCS 705]. Any funds not expended or legally obligated within two years after disbursement by the state, including any interest earned, shall be returned to ISBE within 45 days. One 90-day liquidation period will be given to fully liquidate grant funds that are legally obligated at the two-year mark and get to final project closeout.

C. ROE Role - Approving and Submitting the Application

1. Log in to [IWAS](#) and click **System Listing**. Click on **School Maintenance Project Grants** under Active Grants.

Click here to go to School Maintenance Project Grant Applications.

The screenshot shows the 'My Systems' page of the Illinois State Board of Education. The left sidebar contains a navigation menu with 'System Listing' highlighted. The main content area shows a list of systems under the 'Active Grants' category. The 'School Maintenance Project Grants' item is circled in red. Other items include 'School Energy Efficiency Protect Grants', 'SMPG GATA Risk Assessment', 'Health Life Safety Survey', and 'Annual'.

2. Select **Grant Applications** as seen below.

The screenshot shows the header and navigation bar of the 'School Maintenance Project Grants System'. The navigation bar includes links for 'Home', 'Application Instructions', 'Quarterly Expenditure Rpt.Instructions', and 'Final Expenditure Rpt. Instructions'. The 'Grant Applications' link is highlighted in blue.

Click here.

Please select the section of the Maintenance Grant System you would like to work in from the following:

- Grant Applications
- Quarterly Expenditure Reports
- Final Expenditure Reports

Once you are in the system, you may switch to a different section at any time by clicking on "Grant Applications", "Quarterly Expenditures" or "Final Expenditures" at the top of the Home screen.

[Next](#)

- Find and **Edit/View Details** of the application(s) listed under District Submitted Grant Applications. ROEs can only modify and work with applications in District Submitted Grant Applications status.

Click to open application.

Illinois State Board of Education | School Maintenance Project Grants System

Home | Application Instructions | Quarterly Expenditure Rpt.Instructions | Final Expenditure Rpt. Instructions

Grant Applications | Final Expenditures | Quarterly Expenditures

District Submitted Grant Applications										Filter By FY: [] Go	1 Item Found
RCDT#	DistrictName	Application Year	Application Round	Quarterly Submitted Through	Status	Date Submitted	Priority Category	Funding Order	Emergency?		
Edit/View Details		2024	1		District Submitted	7/27/2023 1:19:51 PM	B - Health/Life Safety Projects	1			

ROE Approved Grant Applications | Filter By FY: [] Go | 0 Items Found

ISBE Submitted Grant Applications | Filter By FY: [] Go | 0 Items Found

ISBE Approved Grant Applications | Filter By FY: [] Go | 2 Items Found

RCDT#	DistrictName	Application Year	Application Round	Quarterly Submitted Through	Status	Date Submitted	Priority Category	Funding Order	Emergency?
Edit/View Details		2020	1	Jun 30 2020	Accepted	1/20/2022 3:27:58 PM	A - Emergency Projects	1	

- Click **Work Items** under Application Data.

Click to open work item(s).

Illinois State Board of Education | School Maintenance Project Grants System

Home | Application Instructions | Quarterly Expenditure Rpt.Instructions | Final Expenditure Rpt. Instructions

Home > Grant Application

Application Header Information

- Application Year: 2024
- Application Round: 1
- Emergency Application: No
- District:
- RCDT#:
- Area affected by the project: District
- County:
- District Superintendent:
- Total Estimated Project Cost: \$112,000.00
- Total Requested Grant Amount: \$50,000.00
- Total Reserved Local Funds (District Responsibility): \$50,000.00
- Total Reserved Remaining Funds (District Responsibility): \$12,000.00
- Final Project Closeout Date: 12/31/2023
- Source of Local Funds: 7200 - Proceeds from the Sale of Fire Prevention & Safety (Health/Life Safety) Bonds
- Project Priority Code: B - Health/Life Safety Projects
- Project Funding Order: 1
- Date Created: 07/18/2023
- Current Status: District Submitted
- Last Updated By:
- Created By:

ROE Approval or Rejection

GATA Information

- Submission Type: Original Application
- Type of Application: New
- Name of Awarding Agency: ISBE
- CSFA Number: 586-00-1723
- CSFA Title: School Maintenance Grant
- Funding Opportunity Number: 19-3999ER
- Funding Opportunity Title: School Maintenance Project Grant
- Funding Opportunity Program Field: Education
- Department Name: ISBE
- Division Name: School Business Services

Application Data

- [Work Items](#)

- Click **Open** to review all work items for accuracy.

Illinois State Board of Education
School Maintenance Project Grants System
Authority: ROE Admin

Home > Grant Application > Work Item Listing

1. COUNTY CODE [] 2. DISTRICT CODE/NAME [] 3. APPLICATION YEAR/ROUND 2024.1

Item I.D.	Facility Name	Facility Address	Facility Description	Project Description	Project Location	Priority Code	Category Code	Est. cost	Est. Start Date	Est. Completion Date
0001			Elementary building built in 1965, latest addition in 1987. 12 classrooms, capacity for 241 students, 28 7/8'	Replace windows throughout the facility	North and west wing of the building	B	WIND	\$112,000.00	12/01/2023	12/31/2023

Total Estimated Project Cost	\$112,000.00
Total Requested Grant Amount	\$50,000.00
Total Reserved Local Funds(District Responsibility)	\$50,000.00
Total Reserved Remaining Funds (District Responsibility)	\$12,000.00

Open and review for accuracy.

- Verify that the Health/Life Safety Amendment Number listed ties to a valid amendment filed by the district or that the 10 Year Survey item ties to the district's 10 Year Survey. Check that the work items and costs are consistent with those on the amendment or 10 Year Survey. If not, the application should be rejected and sent back to the district for corrections. Please enter a comment as to why the application is being rejected.

Verify H/LS amendment number or that the 10 Year Survey agrees with the work item and the total work costs.

Illinois State Board of Education
School Maintenance Project Grants System
Authority: ROE Admin

Home > Grant Application > Schedule of Work Items > Add / Edit Work Item

Add / Edit Schedule Item

Facility Name & Address: []

Description of Facility: [new steel structure with brick exterior]

Description of Work: [remove existing boiler and piping and replace with new system.]

Project Priority Category: [B - Health/Life Safety Projects]

Health/Life Safety Handicap Accessibility School Security

Amendment Number: [12]

Category Code: [HVAC/Boilers]

Units Of Measure: []

Quantity: [1]

Total Work Cost: (00.00) \$120000.00

Estimated Start Date: (MMDD/YYYY) []

- If the application is ready to be approved, return to the Grant Application Header page by clicking **Grant Application**.

8. Click the **ROE Approval or Rejection** button.

9. Check **Approved** and then the blue **Submit** button to forward the application to ISBE for final approval.

When the application is approved, the following message will appear at the top of the page: Grant Application has been submitted to ISBE for review.

10. To disapprove the application, check "Disapproved." Enter a comment explaining the reason for rejecting and click the blue **Submit** button to return the application back to the district.

The screenshot shows the 'School Maintenance Project Grants System' interface. At the top, there is a navigation bar with the Illinois State Board of Education logo and the system name. Below this is a menu with options: Home, Application Instructions, Quarterly Expenditure Rpt.Instructions, and Final Expenditure Rpt. Instructions. The current page is 'ROE Submission', indicated by a green header bar. A yellow message box states: 'Grant Application has been submitted to ISBE for review.' Below this is a certification statement: 'By Submitting this form, I certify that the Grant Application for [redacted] has been reviewed to assure the accuracy and completeness of the Grant Application and is hereby:'. The main form area is titled 'ROE Submission' and contains several fields: 'Regional Superintendent' (with a dropdown menu), 'Approved:' (with a radio button), and 'Disapproved:' (with a radio button). Below these is a 'Disapproval Comments:' text area. At the bottom of the form are two buttons: 'Submit' and 'Cancel'. Red circles highlight the 'Disapproved:' radio button, the 'Disapproval Comments:' text area, and the 'Submit' button. Red arrows point from these elements to three separate text boxes providing instructions.

Click on **Approved**, then **Submit**.
Verification status that submission to ISBE is successful.

To reject, click on **Disapproved** to return the application to the LEA. Enter an explanation here, then click **Submit.**

Click **Submit** for approval or disapproval.