



# Weekly Message

**April 25, 2017**

## Message From State Superintendent Tony Smith, Ph.D.

Hello,

It's an exciting time for STEM. National Aeronautics and Space Administration (NASA) astronaut Peggy Whitson broke the record for the longest cumulative time spent in space by a U.S. astronaut on Monday. Dr. Whitson became the first woman to command the International Space Station in 2008. Check out NASA's [resources for educators](#) and [NASA STEM challenges and investigations](#) for students in 21<sup>st</sup> Century Community Learning Centers for ideas on how to share the achievements of NASA and Dr. Whitson with your students.

Here in Illinois, school districts are on the ground pioneering new hands-on STEM opportunities. Tuesday was Aviation Day for Teachers at the MidAmerica Airport near Scott Air Force Base in Belleville. The Area V Math/Science Partnership event aimed to assist educators in linking STEM classroom concepts with careers. One-hundred and sixty teachers from 13 counties in Illinois explored careers associated with aviation, participated in aviation-related activities, and connected with aviation resources and businesses that enhance math and science curriculum. It is great to see teachers engaged in professional learning around real-world uses of STEM to take back to their classrooms.



Township High School District 211 and Township High School District 214 have also found innovative ways to bring more work-based STEM learning experiences to Illinois. The districts are gearing up for the inaugural Illinois Energy Efficient Vehicle Competition on May 8 at the Autobahn Country Club in Joliet. Students from eight high schools will compete in designing, building, and testing a small one-person vehicle with a focus on gasoline mileage. In the past, other states have hosted energy-efficient vehicle competitions. Illinois students now have the opportunity to

participate in this authentic learning experience in their home state, thanks to a partnership between the districts and several public and private organizations. The organizations involved hope to increase industry support so more schools can participate at a relatively low cost. This collaborative effort to promote and prepare students for careers in engineering, manufacturing, and transportation technology can serve as a model as we work to make sure more of our students graduate from high school ready for college and career. For more information, visit [www.ieevc.org/](http://www.ieevc.org/). Illinois educators and school administrators are invited to attend the event.



We know that providing STEM opportunities like these to educators and students can require additional funding and support, and that school districts statewide have had to make painful cuts. Thank you to the school districts advocating for a state budget. ISBE is advocating to protect our federal funding as well, and we need your help. As I mentioned in my column at the end of March, I would like to share stories from across the state to illustrate the impact the cuts in President Donald Trump’s proposed federal budget would have on Illinois communities. I sent a letter to district superintendents last week with more information about the specific material we would like to highlight. Please email stories and data that counter the three proposed cuts by **Wednesday, May 15**, to [essa@isbe.net](mailto:essa@isbe.net). Use the following questions as guides for your responses:

## **Title II**

**From the President’s Budget Proposal:** “Eliminates the \$2.4 billion Supporting Effective Instruction State Grants program, which is poorly targeted and spread thinly across thousands of districts with scant evidence of impact.”

ISBE receives \$90 million in Title II funding. Ninety-five percent of that goes to districts to increase student achievement; improve the quality and effectiveness of teachers, principals, and other leaders; increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement; and provide low-income and minority students greater access to effective teachers, principals, and other school leaders.

### **Questions for Districts:**

- *How does Title II funding support innovative or evidence-based professional learning opportunities for educators in your district?*
- *How does Title II funding help attract, retain, or develop high-quality educators in your district – other than through teacher compensation and reduction of class sizes?*

## **21st Century Community Learning Centers (Title IV)**

**From the President’s Budget Proposal:** “Eliminates the 21st Century Community Learning Centers program, which supports before- and after-school programs as well as summer programs, resulting in savings of \$1.2 billion from the 2017 annualized CR level. The program lacks strong evidence of meeting its objectives, such as improving student achievement.”

ISBE receives \$53 million in Title IV 21st Century Community Learning program funding, which supports programs in 398 schools across the state serving almost 50,000 students. 21st Century has produced many positive outcomes in Illinois. Participants improved their grades, attendance, and behavior. 21st Century programs also help to make sure Illinois' youth are ready for the workforce by teaching valuable 21st-century skills such as leadership, working teams, critical thinking, and strategies for effective communication. Many 21st Century programs also offer STEM programming to help engage youth in one of the fastest-growing job sectors.

### **Questions for Districts:**

- *How has the academic performance and/or behavior of students participating in 21st Century Community Learning Centers programs improved?*

- *How does 21st Century Community Learning Centers funding serve as a backbone or magnet to bring additional other resources into the school?*
- *How do 21st Century Community Learning Centers programs help prepare students for high-demand occupations?*
- *How do 21st Century Community Learning Centers programs contribute to the health, safety, and stability of the wider school community?*

### **Impact Aid and Other Funding**

**From the President’s Budget Proposal:** “Eliminates or reduces more than 20 categorical programs that do not address national needs, duplicate other programs, or are more appropriately supported with State, local, or private funds, including Striving Readers, Teacher Quality Partnership, Impact Aid Support Payments for Federal Property, and International Education programs.”

### **Questions for Districts:**

- *How does Impact Aid help your district provide a high-quality public education to and address the specific needs of students who have connections to the military?*
- *What will any other reduction in federal funding mean for your schools?*

Have a great week!

Tony

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### **Upcoming ISBE Dates and Deadlines**

Please note this is not a complete list of events, meetings, and deadlines. For questions, call the Illinois State Board of Education at (866) 262-6663 or (217) 782-4321 or visit the agency’s official website at <http://www.isbe.net>.

- **Every Kid Healthy Week** – April 24-28
- **Deadline to submit Early Childhood Education Division RFP Evaluators survey** – May 1
- **Deadline to submit TAOEP RFP** – May 4
- **Deadline to submit data for EIS Employment, Position Records, and Noncertified Staff aggregated FTE counts** – May 15
- **Deadline to submit FY 2018 Preschool For All Professional Development Project RFP** – May 16
- **Illinois State Board of Education Meeting** – May 24
- **Deadline to submit 2017-18 Student Advisory Council applications** – May 26  
[www.isbe.net/Pages/Student-Advisory-Council.aspx](http://www.isbe.net/Pages/Student-Advisory-Council.aspx)
- **ISBE offices closed for Memorial Day** – May 29
- **Deadline to submit FY 2018 Child Find Public Awareness Project RFP** – May 30
- **Deadline to submit FY 2018 Early CHOICES RFP** – May 30
- **Deadline to submit FY 2018 STARNET RFP** – May 30
- **Deadline to submit final grant amendments for projects ending June 30** – May 31
- **Deadline for SFAs to submit Procurement Procedures and Code of Conduct documents** – May 31
- **Deadline to submit nomination forms for the 2017-18 Those Who Excel/Illinois Teacher of the Year program** – June 6 ([www.isbe.net/Documents/03-10-those-who-excel.pdf](http://www.isbe.net/Documents/03-10-those-who-excel.pdf))
- **Illinois State Board of Education meeting** – June 14

- **Lead, Focus, Connect Conference** – June 19 ([educationregistration.org/index.php/iarss](http://educationregistration.org/index.php/iarss))
- **Deadline to submit data in the Student Health Data Vision** – June 30
- **Deadline to submit SY 2017-18 CEP documentation** – June 30
- **Postmark deadline for waiver applications to be considered by the General Assembly in fall 2017**– Aug. 11 (See [www.isbe.net/Pages/Waivers.aspx](http://www.isbe.net/Pages/Waivers.aspx) for public notice requirements for all waiver requests.)

## Funding & Disbursements

### Updated State & Federal Grant Administration, Fiscal Requirements, and Procedures Manual

The Division of Funding and Disbursement Services has recently updated the State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures manual, which can be accessed at [www.isbe.net/Documents/fiscal\\_procedure\\_handbk.pdf](http://www.isbe.net/Documents/fiscal_procedure_handbk.pdf).

This document has been in revision for the past few months in order to incorporate the new Federal Uniform Guidance under [Title 2 Code of Federal Regulations Part 200](#) that govern the administration of federal awards/grants as well as all state grants per the Grant Accountability and Transparency Act (GATA). This document is not intended to supersede individual program specific instructions, rules, or procedures.

Some major topics and changes include:

- Glossary of Acronyms and Terms
- GATA requirements
- Amendments (**Note:** Effective for all fiscal year 2018 grant programs, amendments will be required if scope of a project changes significantly or if the expected expenditures exceed the expenditure variance of 10 percent or \$1,000 per an object total, whichever is greater.)
- Sound Internal Controls, Fraud Policy, and General Procurement Standards
- Time and Effort Reporting
- Detailed Function and Object Descriptors
- Recovery of Grant Funds

If you have questions regarding this information, please contact Kim Lewis ([klewis@isbe.net](mailto:klewis@isbe.net)) or Craig Rechner ([crechner@isbe.net](mailto:crechner@isbe.net)), grants supervisor in the Division of Funding and Disbursements, at (217) 782-5256.

### Deadline for Final FY 2017 State & Federal Grant Amendments and End Date Extensions

Many state and federal grant projects are approaching a June 30 end date for obligating FY 2017 grant funds. All state and federal project end date extension requests and final budget amendments must be received at ISBE no later than 30 calendar days prior to the end date of the project.

As a reminder, please be advised of the following regarding the need for a project end date extension:

- An end date extension past June 30 is NOT needed for regular term staff salaries paid on a 12-month salary schedule.
- An end date extension past June 30 is NOT needed to pay obligations (e.g., purchase order for supplies) incurred June 30 or prior.
- An end date extension past June 30 IS NEEDED for new activities and obligations incurred July 1 or later (e.g., Summer School, Professional Development).

Final amendments for state and federal grants with a project end date of June 30, 2017, must be received by ISBE no later than May 31, 2017. For those grants with a project end date of Aug. 31, 2017, the last day amendments will be accepted is Aug. 1, 2017.

However, budget increases for state-funded grant projects must be received by June 30, even if the project end date has been extended. For grant applications in the electronic Grants Management System, the deadline is also referenced on the Program Overview page under “Amendment Due Date.”

**Note to Special Education and Education for Employment Cooperative Administrators:** Member district amendments need to be submitted to the Cooperative/EFE Administrator in a timely fashion to accommodate a final review for accuracy and approvability before acceptance and approval to ISBE on or before the May 31/Aug. 1 deadline.

## Title I Excess Carryover

Federal regulations for Title I require that states limit the amount of funds carried over to a subsequent fiscal year. Only 15 percent of the current year allocation, for those Local Education Agencies (LEAs) with less than \$50,000 current year allocation, is allowable. In other words, LEAs must spend all carryover and 85 percent of the current year allocation. Carryover exceeding 15 percent is considered excess and will be reduced from total funds available.

### Reasons for excess carryover:

- a) The LEA has excess carryover in the current year project based on ACTUAL expenditures over a 15-month period (final expenditure report from current year plus first-quarter expenditure report of next year).
- b) The LEA has potential excess carryover into the next year's project based on unbudgeted funds within the current year application.

### There are three options available if you have potential excess carryover:

- 1) Funds can be relinquished. (These funds are used for reallocation to other LEAs.)
  - 2) An excess carryover waiver can be requested. A waiver request must be submitted prior to the project end date and instructions can be found at [www.isbe.net/Documents/carryover\\_waiver.pdf](http://www.isbe.net/Documents/carryover_waiver.pdf). LEAs may only request a waiver once every three years.
  - 3) An amendment can be submitted for the total funds available and expenditure of these funds can be completed. Amendments must be submitted at least 30 days prior to the project end date.
- Maximum 2017 carryover amounts for LEAs with less than \$50,000 current year allocation, along with information showing whether your LEA has requested a waiver in the last three years, can be found at the link below. If there is an x in any of the last three years, you cannot request a waiver to carry over excess funds into 2018.

Title I Carryover Maximum and Waiver History:  
[https://www.isbe.net/ layouts/Download.aspx?SourceUrl=/Documents/Title\\_I\\_carryover\\_15percent.xls](https://www.isbe.net/layouts/Download.aspx?SourceUrl=/Documents/Title_I_carryover_15percent.xls).

**It is the LEA's responsibility to be aware of the total funds available and if there is a possibility of excess carryover into the next fiscal year.** The LEA should monitor its grant to ensure that all available

funds have been budgeted and that funds are being spent so that the maximum carryover amount is not exceeded. Below is a link to a worksheet that has been developed that can help you determine if there could be a potential excess issue.

Title I Carryover Calculation Worksheet:  
[https://www.isbe.net/ layouts/Download.aspx?SourceUrl=/Documents/Title\\_I\\_Carryover\\_calc\\_worksheet.xlsx](https://www.isbe.net/layouts/Download.aspx?SourceUrl=/Documents/Title_I_Carryover_calc_worksheet.xlsx).

ISBE will notify the LEA if it has unbudgeted funds or when it has exceeded carryover, but the LEA should monitor the grant to ensure that if the potential for excess for carryover exists that action is taken before the funds are lost.

Please contact your program consultant for information regarding your Title I program. If you have questions on the Title I excess carryover process, please contact the ISBE Funding and Disbursements Division at (217) 782-5256.

## Employer's TRS Contribution on Federally Funded Salary for Summer Activities

The Teachers' Retirement System (TRS) requires earnings for summer work to be reported on an accrual basis. Earnings for work performed in June 2017 must be reported on the 2016-17 TRS Annual Report, even if the member is not paid for the June work until July or August. The 2016-17 TRS and THIS contribution rates apply to accrued earnings for work performed in June, regardless of when the June earnings are paid to the teacher.

Earnings for work performed in July and August 2017 must be reported on the 2017-18 TRS Annual Report. The 2017-18 TRS and THIS contribution rates apply to accrued earnings for work performed in July and August, regardless of when the July and August earnings are paid to the teacher.

Several questions from the field regarding what federal TRS rate to use for SUMMER salaries has prompted TRS ([trs.illinois.gov/](http://trs.illinois.gov/)) to instruct LEAs to use the new employer TRS contribution on federally funded salaries that are providing services AFTER the start of the new fiscal year (July 1, 2017). Below are three scenarios and what federal TRS rate to use in each scenario:

1. FY 2017: federally funded staff/teachers that have completed their assignments by June 30, 2017, but being paid after July 1: The CURRENT RATE (FY 2017) applies (38.54 percent).
2. FY 2017: federally funded staff/teachers providing services and being paid after July 1: The NEW RATE (FY 2018) applies (44.61 percent). (Please note that an FY 2017 amendment may be needed in this scenario.)
3. FY 2018: federally funded grant staff: The NEW RATE applies (44.61percent).

More information is available on the TRS website at [trs.illinois.gov/employers/payments/contributions.htm](http://trs.illinois.gov/employers/payments/contributions.htm).

Further questions can be directed to the TRS Employer Services Division at [employers@trs.illinois.gov](mailto:employers@trs.illinois.gov) or (888) 877-0890.

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## Rules & Waivers

### Notice of Completed Rulemaking

Please be advised that one set of amendments recently adopted by ISBE became effective April 5. Changes have been posted at [www.isbe.net/Pages/Rules.aspx](http://www.isbe.net/Pages/Rules.aspx). Please choose “Rules Currently in Effect” and scroll to the Part number. Part 1 (Public Schools Evaluation, Recognition and Supervision): See Sections 1.423, 1.443, 1.APPENDIX B, 1.APPENDIX H.

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## Illinois Report Card

### MyIRC Train the Trainer Events

Attend the next in the ongoing series of Train the Trainer events, “What’s New at MyIRC – Spotlight: PARCC,” and learn how to facilitate use of data available on the Illinois Report Card and MyIRC, including the PARCC individual student data for the past two years.

MyIRC is free to all public schools in Illinois. Participants will receive training, facilitators guide, presentation materials, and technical support to be able to redeliver training to local communities, schools, or districts.

The professional development events are from 9 a.m. – 3 p.m. and are free.

- May 3 at ROE #47, 1001 West 23<sup>rd</sup> St., Sterling. To register, go to <https://docs.google.com/forms/d/e/1FAIpQLSezeb3msWBvLqmR0Cb4NjpHCpy4VdCNUht0GahIa39fIkI4AA/viewform?c=0&w=1>. Registration deadline is April 28.
- May 11 at West 40 ISC #2, 4413 W. Roosevelt Rd., Ste. 104, Hillside. To register, go to [www.eventbrite.com/e/exploration-of-iremy-irc-tickets-32511466672](http://www.eventbrite.com/e/exploration-of-iremy-irc-tickets-32511466672).

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## School Health Issues

### IDPH Posts Guidance Document for Mitigating Lead in Schools

Pursuant to the Illinois Plumbing Licensing Law (225 ICLS 320/35.5), the Illinois Department of Public Health (IDPH) is required to provide guidance to schools concerning mitigation of hazards discovered by testing for lead in water.

“[Mitigation Strategies for Lead Found in School Drinking Water](#)” is available on the IDPH website. A link to the guidance document for mitigating lead in schools is also available on the Illinois State Board of Education’s [School Health Issues page](#) under the “Lead Screening” tab along with many other resources.

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## Nutrition and Wellness Programs

### Update: Physical Fitness Assessment Data Reporting

Starting in the second semester of this school year, public schools began administering physical fitness assessments using either FitnessGram or the Brockport Physical Fitness Test (for students with disabilities) in the following four areas: Aerobic Capacity (grades 4-12), Flexibility (grades 3-12), Muscular Endurance (grades 3-12), and Muscular Strength (grades 3-12).

Then, by June 30 of each year, districts must ensure the aggregate results of these assessments (number of students meeting Healthy Fitness Zone or Needs Improvement by gender and grade for 5, 7, and 10

only) are reported electronically to ISBE through the *Student Health Data: Physical Fitness* system, which is now available in IWAS. Please download the *User Guide* at

[www.isbe.net/Documents/PhysicalFitness\\_IWAS\\_User\\_Guide.PDF](http://www.isbe.net/Documents/PhysicalFitness_IWAS_User_Guide.PDF) to learn how to gain access to this system as well as how to enter data.

There is an Illinois-specific template for collecting and tallying student data as well as a Q&A with links to training materials and a snapshot of data to be reported to ISBE under QUICK LINKS at <https://www.isbe.net/EnhancedPhysicalEducation>.

### **USDA Issues Guidance for Students at CEP Schools Taking Exams**

The U.S. Department of Agriculture’s Food and Nutrition Service recently released information regarding eligibility criteria for students requesting Exam Fee Reductions and Waivers for Advanced Placement exams, SAT, and ACT exams. This guidance is intended for students in Community Eligibility Provision (CEP) schools.

Visit [ISBE’s CEP webpage](#) for links to the guidance, which can be located under the “CEP Training Resources and Forms” tab. The new guidance is also available on the [FNS website](#) along with additional CEP resources.

### **SFAs to Submit Procurement Survey with Procedures and Code of Conduct Documents**

School Food Authorities (SFAs) must submit Procurement Procedures and Code of Conduct documents by May 31 to the Illinois State Board of Education’s Nutrition and Wellness Programs Division as part of a procurement survey in a pre-review step. ISBE is required to monitor SFAs to ensure purchases meet federal procurement statutes/executive orders and ensure federal regulations are followed as outlined in 7 CFR 210.21(c) and 2 CFR part 200. As a pre-review step, SFAs are required to update their Code of Conduct for financial procurement and develop detailed Procurement Procedures as required in 2 CFR part 200.

The [Illinois Association of School Boards](#) (IASB) has provided examples of acceptable Code of Conduct and detailed Procurement Procedures in the March issue of PRESS. Please contact IASB to inquire about a copy. The stated PRESS sample materials are only for public schools that have a paid subscription. Private schools and public schools without a subscription can visit the website at [www.isbe.net/Pages/Nutrition-and-Wellness.aspx](http://www.isbe.net/Pages/Nutrition-and-Wellness.aspx) for examples.

Watch for further instructions before submitting materials. Anticipate an email to SFAs the first week of May. If you have questions or need additional assistance, please call our office at (800) 545-7892 or email [cnp@isb.net](mailto:cnp@isb.net).

### **Register to ‘Team Up for School Breakfast Success’ With ISBE**

ISBE’s Nutrition and Wellness Programs Division will host a “Team Up for School Breakfast Success” meeting at three locations statewide this spring to share information about the School Breakfast Program and the requirements of Breakfast After the Bell mandate ([Public Act 99-0850](#)), as well as sharing best practices for implementation.

#### **Dates and Locations**

- May 4 in Lisle
- May 9 in Collinsville
- May 11 in Decatur

All schools are invited to attend. More information about the Breakfast After the Bell mandate is available at <https://www.isbe.net/Pages/Childhood-Hunger-Relief-Act.aspx>.

If you would like to join the discussion, register today at <http://webprod1.isbe.net/cnsalendar/asp/eventlist.asp>. For questions, please contact School Nutrition Program staff at (800) 545-7892 or [cnp@isbe.net](mailto:cnp@isbe.net).

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### **Early Childhood Education**

#### **FY 2018 Child Find Public Awareness Project RFP Released**

The Child Find Public Awareness Project Request for Proposals (RFP) is now available. The purpose of the Child Find Public Awareness Project is to provide

resources and materials for LEAs and other child referral sources to assist them in meeting their requirements for Child Find. Proposals must be received at ISBE no later than 4 p.m. on May 30.

The RFP is available at [www.isbe.net/Pages/RFPs.aspx](http://www.isbe.net/Pages/RFPs.aspx). Questions may be submitted to the Early Childhood Division at [earlychi@isbe.net](mailto:earlychi@isbe.net).

### **FY 2018 Early CHOICES RFP Released**

The Preschool for All Professional Development Project RFP is now available. The purpose of Early CHOICES is to provide training and technical assistance to LEAs and special education cooperatives with a specific focus of increasing high-quality, inclusive options for all Illinois early childhood children with disabilities. Proposals must be received at ISBE no later than 4 p.m. on May 30.

The RFP is available at [www.isbe.net/Pages/RFPs.aspx](http://www.isbe.net/Pages/RFPs.aspx). Questions may be submitted to the Early Childhood Division at [earlychi@isbe.net](mailto:earlychi@isbe.net).

### **FY 2018 Support and Technical Assistance Regional Network (STARNET) RFP Released**

The Support and Technical Assistance Regional Network (STARNET) RFP is now available. The purpose of STARNET is to provide training and technical assistance to LEAs and special education cooperatives in an effort to improve outcomes for young children with disabilities. Proposals must be received at ISBE no later than 4 p.m. on May 30.

The RFP is available at [www.isbe.net/Pages/RFPs.aspx](http://www.isbe.net/Pages/RFPs.aspx). Questions may be submitted to the Early Childhood Division at [earlychi@isbe.net](mailto:earlychi@isbe.net).

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## **Data Analysis**

### **Final EIS Deadline for Federal Requirements Approaching**

This notice is to remind districts that the final deadline to submit data for the annual federal Employment Information System (EIS) Employment, Position records, and Noncertified Staff aggregated FTE counts is **Monday, May 15**, in accordance with federal law.

Please make sure you have completed the following tasks:

- Add New Employment/Position records, if necessary;
- Update Employment/Position records, if necessary;
- Update FTE, if necessary;
- Review Position Start and End dates and keep them accurate;
- Complete the Noncertified Staff aggregated FTE counts.

Again, the final deadline for 2017 EIS Employment, Position records, and Noncertified Staff aggregated FTE counts is **May 15**, in accordance with federal law. Please submit the data using IWAS or batch files.

For further EIS assistance, please contact the EIS help desk at (217) 782-3950 or email [datahelp@isbe.net](mailto:datahelp@isbe.net). For technical assistance with IWAS, please contact the ISBE Help Desk at (217) 558-3600.

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## **College and Career Readiness**

### **Educator Resources for Mathematics**

[Mathematics and Statistics Awareness Month](#) presents an opportunity for educators to utilize new resources to increase understanding and appreciation of math and statistics. ISBE content area specialists have shared a variety of materials on the [Classrooms in Action math webpage](#). [This video](#) shows some of the Classrooms in Action math resources. ISBE's Model Math Curriculum has moved from Live Binder to the [Illinois Open Education Resource Library](#). For materials introducing educators to new teaching strategies, check out [onlineIMPACT](#)'s online professional learning workshops. Subscribe to the [ISBE Math Listserv](#) to receive the latest math information and updates.

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## **Grant Accountability Transparency Act**

### **GATA Grantee Registration Portal Open**

The grantee pre-qualification registration portal is now active for FY 2018 and may be accessed directly on the GATA website at [www.illinois.gov/sites/GATA/Grantee/Pages/default.aspx](http://www.illinois.gov/sites/GATA/Grantee/Pages/default.aspx). All grantees must complete the registration process and be qualified to do business with the State of Illinois.

To be qualified to **apply** for an FY 2018 grant award, an entity must complete the following four steps:

### 1. Authentication (New for FY 2018)

The Grantee Portal can be accessed through the Grantee Links heading on the GATA website. A personal or business email address is required to establish an account. Authentication is required through the Illinois.gov authentication portal. It establishes or verifies the relationship between an individual and the organization they represent. Authentication is performed once for each individual associated with a registration. If your email was not previously associated with the organization that you represent, click the “Create a new account” link below the “Sign in” button. After you have entered the required information, you will receive a confirmation email that will instruct you to click a link to complete the account creation process. For help with the Illinois.gov Authentication Portal, please browse to [www.illinois.gov/sites/accounts/Pages/default.aspx](http://www.illinois.gov/sites/accounts/Pages/default.aspx). Additional instructions may also be found at [www.illinois.gov/sites/GATA/Grantee/Pages/GranteePortalFAQ.aspx](http://www.illinois.gov/sites/GATA/Grantee/Pages/GranteePortalFAQ.aspx).

### 2. Registration

Once your Illinois.gov account is created, you must return to the Grantee Portal log-in screen and enter your user name and password to continue. The system will then ask for your organization’s DUNS number. If the DUNS number for your organization is on record with GATA from the previous year, the system will associate you with your organization. The process may require the approval of the primary GATA system registrant for your organization. After accessing your entity’s registration information, you must click the “Edit” button found near the top of the screen. This will allow you to correct/confirm the listed information and select the appropriate organization type for your entity.

If the DUNS number that you enter is not found in the GATA system, the system will

invite you to create a new grantee account for the entity related to that DUNS number. Please confirm that you entered the correct DUNS number before creating a new account. Creation of a new grantee account is accomplished by providing your organization’s:

- DUNS number (click [HERE](#) to view instructions on obtaining a DUNS number);
- FEIN;
- Organization type (NOTE: school districts, special education joint agreements, and education for employment consortiums should select “School District”);
- Secretary of State ID (NOTE: the following types of organizations have been deemed EXEMPT from this requirement: school districts, colleges, universities, Regional Offices of Education, special education joint agreements, and education for employment consortiums);
- Organization name; and
- Address.

### 3. Grantee Pre-qualification

All entities must be qualified to do business with the State of Illinois. To be qualified for a grant award, an entity must:

- Be registered in the GATA Grantee Portal system as described above;
- Have a valid DUNS number (click [HERE](#) to view instructions on obtaining a DUNS number);
- Have a current SAM.gov account (click [HERE](#) to view instructions on obtaining a SAM Cage Code);
- Not be on the Federal Excluded Parties List (click [HERE](#) to verify utilizing the Quick Search);
- Be in Good Standing with the Illinois Secretary of State, as applicable) (click [HERE](#) to verify). (NOTE: the following types of organizations have been deemed EXEMPT from this requirement: school districts, colleges, universities, Regional

Offices of Education, special education joint agreements, and education for employment consortiums.);

- Not be on the Illinois Stop Payment list; and
- Not be on the Department of Healthcare and Family Services Provider Sanctions list.

**Pre-qualification** status will be verified after Grantee Registration is submitted and nightly thereafter. If an entity has a pre-qualification issue, the specific issue and remediation support is provided through the Grantee Portal. Entities on the Federal Excluded Parties List are not eligible to do business with the State of Illinois.

#### 4. Fiscal and Administrative Risk Assessment (ICQ)

Entities must complete an FY 2018 Internal Controls Questionnaire (ICQ) as the Fiscal and Administrative Risk Assessment. The ICQ is completed annually for each fiscal year. All state agencies will utilize the results of the ICQ. The entity can access the ICQ from the Grantee Portal. The portal provides access to prior year ICQ responses for those entities that received grants in FY 2017. The FY 2018 ICQ template must be completed prior to making application for an FY 2018 grant. The ICQ should be completed by someone with financial or accounting experience.

The status of compliance with each of the requirements described above is displayed in the Grantee Portal for each registered entity. Again, completion of these four steps is required prior to making application for funding for FY 2018.

Entities must also complete a programmatic risk assessment for each grant award in FY 2018. The programmatic risk assessment will be included in each electronic grant application through ISBE. Paper grant applicants will be directed to the IWAS system once applications have been received.

The ISBE “GATA Grantee Status Report” provides updated status information for all ISBE grantees and can be found under “Resources” on the left side of the

[ISBE GATA website](#). Please direct any questions you might have related to the GATA registration and pre-qualification process to [GATA@isbe.net](mailto:GATA@isbe.net) or (217) 782-5630.

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### **Educator Effectiveness**

#### **High Call Volume Regarding Licensure**

Licensure renewal season opened April 1; therefore, the Division of Educator Effectiveness is experiencing higher than usual call volumes and wait times. Please be aware, users may also experience a lag in the web performance of ELIS. If educators have questions about renewing their license, they can visit the [Renewal and Reinstatement](#) page under Educator Licensure for how-to videos and step-by-step instruction guides.

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### **In Brief**

#### **Upcoming Events**

- Did you know April is **Sexual Assault Awareness Month**? The Centers for Disease Control and Prevention recently released “[STOP SV: A Technical Package to Prevent Sexual Violence](#)” to help states and communities prioritize efforts to prevent sexual violence.
- **Families for Depression** is offering a free webinar for parents, teachers, school counselors and staff, and others interested. The webinar is set for 2-3:15 p.m. on May 3. [Click here for more information and to register.](#)

#### **Student Recognition**

- **Congratulations to the FFA members** who were named [State Proficiency Winners](#) in each area and will be moving on to the national level competition!
- **Congratulations to Lane Tech High School and Phoenix Military Academy in Chicago and Joliet Central High School** for advancing to the 2017 JROTC Leadership & Academic Bowl Championship in Washington, D.C. Great work!

#### **Educator Recognition**

- **Congratulations to Daria Schaffeld of Prospect High School**, Mount Prospect, for being named a

winner of the 2017 American Psychological Association Award for Excellence in Teaching!

### **Administrator Recognition**

- **Congratulations to Dr. Jimmy Gunnell**, executive director of the AERO Cooperative, who was honored by the Council of Administrators of Special Education with the Harrie Selznick Distinguished Service Award. Congrats, Dr. Gunnell!

### **District Recognition**

- **Congratulations to Township High School District 214, Lindop School District 92, and Blue Ridge School District** for being within the top 10-ranking winners at the [Center for Digital Education's 2016-17 Digital School Districts Survey Awards](#). Great job!

### **Educator Resources**

- [WE Schools](#) provides helpful resources for educators and exclusive learning opportunities for students by preparing them with the life skills to better the world and empowering them to forge their own paths to success. For more information, please contact [Francie.Richards@we.org](mailto:Francie.Richards@we.org).

### **ISBE Employment Opportunities**

- Watch for ISBE career opportunities and find instructions for applying at [www.isbe.net/Pages/Careers-at-ISBE.aspx](http://www.isbe.net/Pages/Careers-at-ISBE.aspx).