

Due Date:
 May 1, 2007

ILLINOIS STATE BOARD OF EDUCATION
 Curriculum and Instruction Division
 Illinois Reading First Program
 100 North First Street, C-215
 Springfield, Illinois 62777-0001

ATTACHMENT 1

**ILLINOIS
 DISTRICT READING FIRST PROGRAM - ROUND 3 FY 2008
 CONTINUING APPLICATION COVER PAGE**

INSTRUCTIONS: Submit 1 original plus 4 copies. No faxed copies will be accepted. No electronic submission will be accepted.

This grant agreement is between the Illinois State Board of Education and the following school district.

NAME OF SUPERINTENDENT/AUTHORIZED OFFICIAL		REGION-COUNTY-DISTRICT CODE	
TITLE		PROJECT CONTACT	
SCHOOL DISTRICT		TITLE OF PROJECT CONTACT	
ADDRESS (Street, City, State, Zip Code)		ADDRESS (Street, City, State, Zip Code)	
TELEPHONE	FAX	TELEPHONE	FAX
E-MAIL		E-MAIL	

REQUEST

REQUESTED ANNUAL BUDGET: Funds are requested to provide financial support for activities as described in this proposal. This project shall meet State of Illinois and federal legal requirements where applicable.

Funding Requested for Fiscal Year 2008	\$ _____	Projected FY 07 Carryover	\$ _____
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The applicant assures the Illinois State Board of Education that it shall:

- Complete the activities identified in original, approved proposal, subsequent amendments, and the continuing action plan;
- Comply with all participation requirements (Attachment 11);
- Provide long-term leadership commitment and school district support to raising student reading achievement through the Illinois Reading First initiative;
- Require attendance of school district administrators, coaches, teachers, and other personnel associated with Illinois Reading First at statewide professional development activities and statewide meetings and set aside sufficient resources in the district's Illinois Reading First budget for this purpose;
- Assure the full participation of school district in required student assessment activities and set aside sufficient resources in the district's Illinois Reading First budget for this purpose;
- Complete all necessary certifications and assurances required by state and federal education programs;
- Commit to meet the criteria set forth in the statewide evaluation of the Illinois Reading First Program;
- Participate in local, state and national evaluations of Illinois Reading First; and
- Coordinate the district's technical assistance activities with those of ISBE.
- Completed Wireless Generation release signed by Superintendent

I certify that the program administrator/contact person identified above is authorized to act on behalf of the institution with regard to the Illinois Reading First Program.

 Date Original Signature of Superintendent or Authorized Official (in blue ink)

ISBE USE ONLY

Date Received

 Date Original Signature of ISBE Administrator, Curriculum and Instruction Division (in blue ink)

SCHOOL INFORMATION: Complete for *each* Reading First school.

Attach additional pages as necessary.
Total pages of school information ____ OF ____

SCHOOL NAME AND ADDRESS _____

PRINCIPAL	PRINCIPAL TELEPHONE NUMBER	PRINCIPAL EMAIL ADDRESS
NAME AND TITLE OF CONTACT PERSON	CONTACT TELEPHONE NUMBER	CONTACT EMAIL ADDRESS
_____ School Improvement Status _____ % Mobility Rate _____ % ELL _____ % Meets + Exceeds on Grade 3 ISAT _____ % Poverty Rate K-3		FAX NUMBER

NUMBER OF STUDENTS AT EACH GRADE LEVEL					NUMBER OF CLASSROOM TEACHERS AT EACH GRADE LEVEL					NUMBER OF SPECIAL EDUCATION TEACHERS IN SELF-CONTAINED CLASSROOMS	NUMBER OF READING FIRST COACHES (minimum of 1 full-time equivalent (FTE) per building)
K	1	2	3	TOTAL	K	1	2	3	TOTAL		

READING FIRST COACHES	NAME AND ADDRESS	EMAIL ADDRESS	<input type="checkbox"/> Copy is attached of required certification for Reading First Coach (reading endorsement and/or reading specialist certification)
		TELEPHONE NUMBER	
	NAME AND ADDRESS	EMAIL ADDRESS	<input type="checkbox"/> Copy is attached of required certification for Reading First Coach (reading endorsement and/or reading specialist certification)
		TELEPHONE NUMBER	
	NAME AND ADDRESS	EMAIL ADDRESS	<input type="checkbox"/> Copy is attached of required certification for Reading First Coach (reading endorsement and/or reading specialist certification)
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Attach additional pages as necessary.
Total pages of school information ____ OF ____

SCHOOL NAME AND ADDRESS _____

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NAME AND TITLE OF CONTACT PERSON	CONTACT TELEPHONE NUMBER	CONTACT EMAIL ADDRESS
_____ School Improvement Status _____ % Mobility Rate _____ % ELL _____ % Meets + Exceeds on Grade 3 ISAT _____ % Poverty Rate K-3		FAX NUMBER

NUMBER OF STUDENTS AT EACH GRADE LEVEL					NUMBER OF CLASSROOM TEACHERS AT EACH GRADE LEVEL					NUMBER OF SPECIAL EDUCATION TEACHERS IN SELF-CONTAINED CLASSROOMS	NUMBER OF READING FIRST COACHES (minimum of 1 full-time equivalent (FTE) per building)
K	1	2	3	TOTAL	K	1	2	3	TOTAL		

READING FIRST COACHES	NAME AND ADDRESS	EMAIL ADDRESS	<input type="checkbox"/> Copy is attached of required certification for Reading First Coach (reading endorsement and/or reading specialist certification)
		TELEPHONE NUMBER	
	NAME AND ADDRESS	EMAIL ADDRESS	<input type="checkbox"/> Copy is attached of required certification for Reading First Coach (reading endorsement and/or reading specialist certification)
		TELEPHONE NUMBER	
	NAME AND ADDRESS	EMAIL ADDRESS	<input type="checkbox"/> Copy is attached of required certification for Reading First Coach (reading endorsement and/or reading specialist certification)
		TELEPHONE NUMBER	

LEGEND:

Black ██████	Required
Gray ██████	Optional for recording; not required for reporting
White ██████	Not Measured

ASSESSMENT MATRIX ROUND 3 FY08
 Please add % who reached benchmark in front required (black) fields.

SCHOOL DISTRICT: _____ SCHOOL NAME: _____

	% who reached benchmark	K	% who reached benchmark	1	% who reached benchmark	2	% who reached benchmark	3
Screening (Fall)								
Phonemic Awareness		DIBELS • Initial Sound Fluency (ISF)		DIBELS • Phoneme Segmentation Fluency (PSF)				
Phonics		DIBELS • Letter Naming Fluency (LNF)		DIBELS • Nonsense Word Fluency (NWF) • Letter Naming Fluency (LNF)		DIBELS • Nonsense Word Fluency (NWF)		
Fluency						DIBELS • Oral Reading Fluency (ORF)		DIBELS • Oral Reading Fluency (ORF)
Vocabulary				DIBELS • Word Use Fluency (WUF)		DIBELS • Word Use Fluency (WUF)		DIBELS • Word Use Fluency (WUF)
Reading Comprehension						DIBELS • Retell Fluency (RTF)		DIBELS • Retell Fluency (RTF)
Mid-year (January)								
		K		1		2		3
Phonemic Awareness		DIBELS • Phoneme Segmentation Fluency (PSF) • Initial Sound Fluency (ISF)		DIBELS • Phoneme Segmentation Fluency (PSF)				
Phonics		DIBELS • Nonsense Word Fluency (NWF) • Letter Naming Fluency (LNF)		DIBELS • Nonsense Word Fluency (NWF)				
Fluency				DIBELS • Oral Reading Fluency (ORF)		DIBELS • Oral Reading Fluency (ORF)		DIBELS • Oral Reading Fluency (ORF)
Vocabulary				DIBELS • Word Use Fluency (WUF)		DIBELS • Word Use Fluency (WUF)		DIBELS • Word Use Fluency (WUF)
Reading Comprehension						DIBELS • Retell Fluency (RTF)		DIBELS • Retell Fluency (RTF)

LEGEND:
 Black Required
 Gray Optional for recording; not required for reporting
 White Not Measured

PROGRESS MONITORING AND DIAGNOSTIC ASSESSMENT MATRIX ROUND 3 FY08
 Please add name of assessment instrument used for diagnostic and progress monitoring.

SCHOOL DISTRICT: _____ SCHOOL NAME: _____

Diagnostic	K	1	2	3
Phonemic Awareness				
Phonics				
Fluency				
Vocabulary				
Reading Comprehension				

NOTE: DIBELS IS RECOMMENDED FOR PROGRESS MONITORING AND IS ADMINISTERED WITH SUFFICIENT FREQUENCY TO GUIDE DIFFERENTIATED INSTRUCTION.

(Ongoing)

Progress Monitoring	K	1	2	3
Phonemic Awareness				
Phonics				
Fluency				
Vocabulary				
Reading Comprehension				

B Initial Budget Revised Initial Budget
 Amendment # _____ upward downward level

ILLINOIS STATE BOARD OF EDUCATION
 Curriculum and Instruction Division
 100 North First Street, C-215
 Springfield, Illinois 62777-0001

ATTACHMENT 5

PROJECT NUMBER		LEA SUBMISSION DATE	
FISCAL YEAR 08	SOURCE OF FUNDS CODE 4334	REGION, COUNTY, DISTRICT, TYPE CODE	/ /
DISTRICT NAME AND NUMBER			
SUPERINTENDENT		TELEPHONE NUMBER	
		FAX NUMBER	
EMAIL ADDRESS			
CONTACT PERSON		TELEPHONE NUMBER	
		FAX NUMBER	
EMAIL ADDRESS			

**FY08
 ROUND THREE
 ILLINOIS READING FIRST PROGRAM
 Budget Summary and Payment Schedule**

ISBE USE ONLY	PROGRAM APPROVAL DATE AND INITIALS	
	TOTAL FUNDS	
	CARRYOVER FUNDS	
	CURRENT FUNDS	
	BEGIN DATE	END DATE

NOTE: Use whole dollars only. OMIT DECIMAL PLACES, e.g., 2536

Directions: Prior to preparing this Budget Summary and Payment Schedule request, please refer to the State and Federal Grant Administration Policy and Fiscal Requirements Procedures Handbook that can be accessed at <www.isbe.net/funding/PDF/fiscal_procedure_handbk.pdf>. Obligations of funds based on this budget request cannot begin prior to the date of receipt at ISBE or July 1 which ever is later of a substantially approvable budget request. Further information can be accessed at General Grant Information Frequently Asked Questions at <www.isbe.net/funding/PDF/general_grant_faq.pdf>.

LINE	Function Number 1	EXPENDITURE ACCOUNT 2	SALARIES 3	EMPLOYEE BENEFITS 4	PURCHASED SERVICES 5	SUPPLIES & MATERIALS 6	CAPITAL OUTLAY 7	TOTAL 11	PAYMENT SCHEDULE
			(Obj. 100's)	(Obj. 200's)	(Obj. 300's)	(Obj. 400's)	(Obj. 500's)		
1	1000	Instruction							July-August
7	2210	Improvement of Instruction Services							September
9	2230	Assessment and Testing							October
10	2300	General Administration 3.5%							November
24	2900	Other Support Services							December
25	3000	Community Services							January
28	TOTAL DIRECT COSTS								February
30	TOTAL BUDGET								March

ISBE Use Only	
RECEIVED DATE	

_____ Date **Original Signature of Superintendent or Authorized Official (in blue ink)**

_____ Date **Original Signature of ISBE Administrator, Curriculum and Instruction (in blue ink)**

April
May
June
July-August
TOTAL
\$

Initial Budget

Revised Initial Budget

Amendment # _____ upward downward level

**FY08
ILLINOIS READING FIRST PROGRAM
BUDGET NARRATIVE
Breakdown of Personnel Costs**

SCHOOL/DISTRICT NAME	FUND CODE
	4334- _____

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

FUNCTION NUMBER		NO.	READING FIRST PERSONNEL PAID FROM THIS GRANT (Name/Position)	FTE	ANNUAL SALARY Obj. 100	EMPLOYEE BENEFITS Obj. 200			PURCHASED SERVICES Obj. 300			TOTAL
						Pension	Insurance rate per individual	Other	Unemployment Comp.	Workers' Comp.	Other	
					_____ %	\$ _____	_____ %	_____ %	_____ %	_____ %	_____ %	
		1.										
		2.										
		3.										
		4.										
		5.										
		6.										
		7.										
		8.										
		9.										
		10.										

SCHOOL NAME
DISTRICT NAME

**FY08
ROUND THREE
ILLINOIS READING FIRST PROGRAM
BUDGET NARRATIVE**

Directions: Prepare separate Budget Narrative for each school proposed for funding. Expenditure Description and Itemization (column 2) must include **specific** information for each entry including for Object 100 including A. Name, B. Position Title, C. Percentage Time, and D. Salary Rate; including itemized Employee Benefits for Object 200; including itemized Purchased Services for Object 300; including itemized Supplies and Materials for Object 400 for substantial expenses.

FUNCTION NUMBER (1)	EXPENDITURE DESCRIPTION AND ITEMIZATION (2)	SALARIES (Obj. 100s) (3)	EMPLOYEE BENEFITS (Obj. 200s) (4)	PURCHASED SERVICES (Obj. 300s) (5)	SUPPLIES AND MATERIALS (Obj. 400s) (6)	CAPITAL OUTLAY (7)	TOTAL (11)
	TOTALS						

SCHOOL NAME
DISTRICT NAME

- Carryover Amendment
- Upward Amendment
- Downward Amendment
- Level Amendment

**FY08
ROUND 3
ILLINOIS READING FIRST
AMENDMENT BUDGET SUMMARY BREAKDOWN**

ATTACHMENT 6B

Directions: Prior to preparing this amendment request, please refer to the State and Federal Grant Administration Policy and Fiscal Requirements Procedures Handbook that can be accessed at <www.isbe.net/funding/PDF/fiscal_procedure_handbk.pdf>. Obligations of funds based on this amendment cannot begin prior to the date of receipt at ISBE or July 1 or which ever is later for a substantially approvable amendment request. Further information can be accessed at General Grant Information Frequently Asked Questions at <www.isbe.net/funding/PDF/general_grant_faq.pdf>.

To complete the form below, provide a thorough description of each budget line item requesting to be amended. Expenditure Description and Itemization (column 3) must match your currently approved budget and must include specific information for each entry. Rationale for Requested Change (column 7) must provide sufficient information and detail for ISBE personnel to ascertain approval of each line item amendment request. Amendment requests that do not fulfill these requirements will be denied until sufficient information is provided to ISBE.

Attach new Budget Summary and Payment Schedule to reflect requested amendment amounts.

FUNCTION NUMBER (1)	OBJECT NUMBER (2)	EXPENDITURE DESCRIPTION AND ITEMIZATION (3)	CURRENTLY APPROVED AMOUNT (4)	REQUESTED CHANGE (+ OR -) (5)	REVISED AMOUNT (6)	RATIONALE FOR REQUESTED CHANGE (7)
Net Change - or +						

Illinois State Board of Education
CERTIFICATIONS AND ASSURANCES, AND STANDARD TERMS OF THE GRANT

(Insert Applicant's Name Here)

The applicant/award recipient (hereinafter the term applicant includes award recipient as the context requires), hereby certifies and assures the Illinois State Board of Education that:

1. Applicant is a(n): (Check one)

Individual Corporation Partnership Unincorporated association Government entity

Social Security Account Number, Federal Employer Identification Number or Region/County/District /School Code, as applicable: _____

2. The applicant has the necessary legal authority to apply for and to receive the proposed award. The filing of this application has been authorized by the governing body of the applicant, and the undersigned representative has been duly authorized to file this application for and in behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application and any award in relation thereto.

DEFINITIONS

"Applicant" means an individual, entity or entities for which grant funds may be available and has made application to the Illinois State Board of Education for an award of such grant funds.

"Award recipient" means the person, entity or entities that are to receive or have received grant funds through an award from the Illinois State Board of Education. The terms "grantee" and "award recipient" may be used interchangeably.

"Expenditure through dates" are from the project beginning date through September 30, December 31, March 31 and June 30 of each fiscal year and the project ending date.

"Grant" means the award of funds, which are to be expended in accordance with the Grant Agreement for a particular project. The terms "grant", "award" and "project" may be used interchangeably.

"Project" means the activities to be performed for which grant funds are being sought by the applicant.

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

PROJECT

3. The project proposed in the application, and as negotiated and finalized by the parties in the Grant Agreement, is hereinafter referred to as the "project". In planning the project there has been, and in establishing and carrying out the project, there will be (to the extent applicable to the project), participation of persons broadly representative of the cultural and educational resources of the area to be served, including persons representative of the interests of potential beneficiaries.

4. Applicants may be asked to clarify certain aspects of their proposals/applications prior to final agreement on the terms of the project.

5. All funds provided shall be used solely for the purposes stated in the approved proposal/application.

6. The project will be administered by or under the supervision of the applicant and in accordance with the laws and regulations applicable to the grant. The applicant will be responsible for and obtain all necessary permits, licenses or consent forms as may be required to implement the project.

SUBCONTRACTING

7. No subcontracting is allowed under this project, except as set forth in the Grant Agreement.

If subcontracting is allowed, then all project responsibilities are to be retained by the applicant to ensure compliance with the terms and conditions of the grant. All subcontracting must be documented and must have the prior written approval of the State Superintendent of Education. Approval of subcontracts shall be subject to the same criteria as are applied to the original proposal/application. The following information is required if any subcontracting is to be utilized:

Name(s) and address(es) of subcontractor(s);

Need and purpose for subcontracting;
 Measurable and time-specific services to be provided;
 Association costs, i.e., amounts to be paid under subcontracts;
 Projected number of participants to be served.

The applicant may not assign, convey or transfer its rights to the grant award without the prior written consent of the State Board of Education.

FINANCIAL TERMS

8. Payment under this grant is subject to passage of a sufficient appropriation by the General Assembly for the program. Obligations of the State Board of Education will cease immediately without further obligation should the agency fail to receive sufficient funds (i.e. state, federal or other) for this program.

9. An applicant must not obligate funds prior to the start date of the project set forth in the final Grant Agreement. The project's start date cannot precede the start of the fiscal year for which the funds are appropriated.

All project activities must be completed between the project beginning date and the ending date (the "Term"). Liquidation of all obligations, including the current year's audit fee, should be completed no later than 90 calendar days after the project ending date.

10. The applicant understands that payment for approved services and expenses will be made on a cash needs basis, and that payment will be made in accordance with applicable statutes, regulations and standards after an application for payment is submitted to the State Board of Education. Vouchers for payment will be submitted to the Office of the Comptroller according to the payment schedule attached to the final Grant Agreement. The payment schedule shall be based on the projected date of expenditures. Payments will be withheld from scheduled amounts if expenditure reports show excess cash on hand.

11. An approved budget may be amended by completing the Budget Summary form to show the new amounts required and attaching an explanation for the changes. An amendment to the Grant Agreement must be entered into whenever any individual cell changes by more than \$1,000 or 20 percent, whichever is larger. An amendment to the Grant Agreement must also be entered into whenever an award recipient proposes to use funds for allowable expenditures not identified in the currently approved budget, if the scope of the project is expected to change, or if the overall grant award must be increased.

12. Obligation of funds based on budget amendments cannot begin prior to the date of receipt of an amendment to the Grant Agreement executed by the State Board of Education. Requests for budget amendments must be received by the State Board of Education no later than 30 calendar days prior to the project ending date.

13. All grant funds shall be subject to the Illinois Grant Funds Recovery Act (30 ILCS 705). Funds granted for the operation of this project must be used exclusively for the purposes stated in the approved proposal/application and must be expended in accordance with the approved budget and the award recipient's policies and procedures related to such expenditures. Funds may only be expended for activities occurring during the Term.

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

14. Financial Reports: Quarterly expenditure reports are required of all award recipients receiving funds, unless otherwise specified in the program specific terms or the request for proposals. 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.

If you have an established IWAS account with the Illinois State Board of Education, you will be electronically notified when expenditure reports are due and you must submit expenditure reports electronically by the due date. If you are not enrolled in IWAS, expenditure report forms will be mailed to the award recipient at least thirty days before they are due to the Illinois State Board of Education. Expenditure reports are due 30 days after the expenditure through date. Failure to file the required reports within the timelines will result in a breach of the Grant Agreement. Upon any such breach, the State Board of Education may, without limitation, withhold current and subsequent years' project funding until the reports are properly filed.

All grant funds must be spent or obligated and all activities must be completed prior to the project ending date. Each award recipient must submit a completion report showing the obligations and the expenditures for the project no later than 30 calendar days after the project ending date.

If a completion report was filed through the project ending date and had no outstanding obligations, the completion report will be the award recipient's final expenditure report. Failure to submit this completion/final expenditure report will result in current and subsequent years' project funding being withheld until the report is received. In cases where final expenditures are less than total disbursements, the overpayment must be returned to the State Board of Education within 45 calendar days of the project ending

date for all state grants or federal grants that do not expressly allow carryover funds. Failure to return the funds will result in a breach of the Grant Agreement. Upon any such breach, the State Board of Education may, without limitation, withhold current and subsequent years' project funding until the overpayment is returned.

If a completion report was filed with outstanding obligations, then a final expenditure report showing total project expenditures (with all prior obligations paid) must be submitted no later than 90 calendar days after the project ending date. Failure to submit the final expenditure report will result in current and subsequent years' project funding being withheld until the report is received. In cases where final expenditures are less than total disbursements, the overpayment must be returned to the State Board of Education within 45 calendar days from the date of first notice of the amount due for all state grants or federal grants that do not expressly allow carryover funds. Failure to return the funds will result in a breach of the Grant Agreement. Upon any such breach, the State Board of Education may, without limitation, withhold current and subsequent years' project funding until the overpayment is returned.

15. The award recipient will maintain records on project and fiscal activities related to each award for a period of three (3) years following the project ending date either for a state-funded or federally funded project. Such records shall include a fiscal accounting for all monies in accordance with generally accepted governmental accounting principles. If there are outstanding audit exceptions, records will be retained on file until such exceptions are closed out to the satisfaction of the State Board of Education.
16. The State Board of Education and other governmental entities with program monitoring authority shall, during the Term and for a period of three (3) years thereafter (or until no outstanding audit exceptions remain, whichever is later), have the right at any time to conduct on-site or off-site inspections of the award recipient's records and project operations for auditing and monitoring purposes. The award recipient shall, during the Term and for a period of three (3) years thereafter (or until no outstanding audit exceptions remain, whichever is later) and upon the request of the State Board of Education, provide the State Board of Education with information and documentation regarding the award recipient's progress or performance with respect to the administration and operation of the project.

NO BINDING OBLIGATION

17. The applicant acknowledges and agrees that the selection of its proposal for funding, or approval to fund an application, shall not be deemed to be a binding obligation of the State Board of Education until such time as a final Grant Agreement is entered into between the applicant and the State Board of Education. Prior to the execution of a final Grant Agreement, the State Board of Education may withdraw its award of funding to the applicant at any time, for any reason.

COPYRIGHT

18. All rights, including copyright to data, information and/or other materials developed pursuant to an award, are retained by the State Board of Education, unless otherwise agreed in writing by the State Board of Education. All such work products produced by the award recipient through work pursuant to the award shall be made available to the State Board of Education upon request.

DEFAULT AND TERMINATION

19. The award recipient will be in default of the grant award and the corresponding Grant Agreement if it breaches any representation or warranty made in the Grant Agreement, the Program Specific Terms or in these Certifications and Assurances, and Standard Terms of the Grant, or fails to observe or perform any covenant, agreement, obligation, duty or provision set forth in the Grant Agreement, the Program Specific Terms or in these Certifications and Assurances, and Standard Terms of the Grant. Upon default by the award recipient and written notification by the State Board of Education, the award recipient will have ten days in which to cure the default to the satisfaction of the State Board of Education. If the default is not cured to the satisfaction of the State Board of Education, the State Board of Education shall thereafter have full right and authority to terminate the Grant Agreement, and/or seek such other remedy that may be available at law or in equity. Upon termination of the Grant Agreement, the award recipient will cease all use of grant funds, shall cancel all cancelable obligations relating to the project, and shall return all unexpended grant funds to the State Board of Education within 45 days of termination.

INDEMNIFICATION

20. To the fullest extent permitted by law, the award recipient shall indemnify, defend and hold harmless the State of Illinois, the State Board of Education, and their respective members, officers, agents and employees against all claims, demands, suits, liabilities, injuries (personal or bodily), property damage, causes of action, losses, costs, expenses, damages or penalties, including, without limitation, reasonable defense costs, reasonable legal fees, and the reasonable value of time spent by the Attorney General's Office, arising or resulting from, or occasioned by or in connection with (i) any bodily injury or property damage resulting or arising from any act or omission to act (whether negligent, willful, wrongful or otherwise) by the award recipient, its subcontractors, subgrantees, volunteers, anyone directly or indirectly employed by them or anyone for whose acts they may be liable; (ii) failure by the award recipient or its subcontractors, subgrantees, or volunteers to comply with any laws applicable to the performance of the grant; (iii) any breach of the Grant Agreement, including, without limitation, any representation or warranty provided by the award recipient herein; (iv) any infringement of any copyright, trademark, patent or other intellectual property right; or (v) the alleged
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unconstitutionality or invalidity of the Grant Agreement. Neither the award recipient nor its employees or subcontractors shall be considered agents or employees of the State Board of Education or of the State of Illinois.

If the applicant is a government unit only, it is understood and agreed that neither the applicant nor the State Board of Education shall be liable to each other for any negligent or wrongful acts, either of commission or omission, unless such liability is imposed by law.

GENERAL CERTIFICATION AND ASSURANCES

21. The applicant will obey all laws, regulations, and executive orders prohibiting discrimination on the basis of race, color, national origin, sex, age, or handicap, and all other laws, regulations, and executive orders applicable to its activities, including but not limited to the School Code (105 ILCS 5/1-1 et seq.), Title IX of the Amendments of 1972 (20 U.S.C. 1681 et seq.), the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.), the Public Works Employment Discrimination Act (775 ILCS 10/0.01 et seq.), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.). Further, no award recipient shall deny access to the program funded under the grant to students who lack documentation of their immigration status or legal presence in the United States (*Plyler v. Doe*, 457 U.S. 202, 102 S.Ct. 2382 (1982)).
 22. The applicant is not barred from entering into this contract by Sections 33E-3 and 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3, 33E-4). Sections 33E-3 and 33E-4 prohibit the receipt of a state contract by a contractor who has been convicted of bid-rigging or bid-rotating.
 23. If the applicant is an individual, the applicant is not in default on an educational loan as provided in 5 ILCS 385/3.
 24. The applicant is not prohibited from receiving a grant award from the State of Illinois because it pays dues or fees on behalf of its employees or agents or subsidizes or otherwise reimburses them for payment of their dues or fees to any club which unlawfully discriminates (775 ILCS 25/1).
 25. The applicant certifies it has informed the State Superintendent of Education in writing if any employee of the applicant was formerly employed by the State Board of Education and has received an early retirement incentive under 40 ILCS 5/14-108.3 or 40 ILCS 5/16-133.3 (Illinois Pension Code). The applicant acknowledges and agrees that if such early retirement incentive was received, the Grant Agreement is not valid unless the official executing the agreement has made the appropriate filing with the Auditor General prior to execution.
 26. The applicant shall notify the State Superintendent of Education if the applicant solicits or intends to solicit for employment any of the State Board of Education's employees during any part of the application process or during the Term of the Grant Agreement.
 27. 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.
 28. The applicant certifies that it is (a) current as to the filing and payment of any applicable federal, state and/or local taxes; and (b) not delinquent in its payment of moneys owed to any federal, state or local unit of government.
 29. The applicant represents and warrants that all of the certifications and assurances set forth herein and attached hereto are and shall remain true and correct through the Term of the grant. During the Term of the grant, the award recipient shall provide the Illinois State Board of Education with notice of any change in circumstances affecting the certifications and assurances within ten (10) days of the change. Failure to maintain all certifications and assurances or provide the required notice will result in the Illinois State Board of Education withholding future project funding until the award recipient provides documentation evidencing that the award recipient has returned to compliance with this provision, as determined by the State Board of Education.
 30. Any applicant not subject to Section 10-21.9 of the School Code certifies that a fingerprint-based criminal history records check through the Illinois State Police and a check of the Statewide Sex Offender Database will be performed for all of its i) employees, ii) volunteers, and iii) all employees of persons or firms holding contracts with the applicant, who have direct contact with children receiving services under the grant; and such applicant shall not i) employ individuals, ii) allow individuals to volunteer, or iii) enter into a contract with a person or firm who employs individuals, who will have direct contact with children receiving services under the grant who have been convicted of any offense identified in subsection (c) of Section 10-21.9 of the School Code (105 ILCS 5/10-21.9(c)) or have been found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 (705 ILCS 405/2-1 et seq.).
 31. Any applicant that does not have a calculated indirect cost rate from the Illinois State Board of Education or does not utilize their restricted indirect cost rate as calculated by the Illinois State Board of Education certifies that it has developed a written Cost Allocation Plan (CAP) that: i) will be utilized in identifying the accumulation and distribution of any allowable administrative costs in the grant program; ii) identifies the allocation methods used for distributing the costs among programs; iii) requires support through
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records and documentation showing personnel time and effort information, and formal accounting records according to generally accepted governmental accounting principles; iv) requires the propriety of the charges to be substantiated; and v) shall be made available, along with any records or supporting documentation for allowable administrative costs, for review upon ISBE's request.

32. The applicants participating in a joint application hereby certify that they are individually and jointly responsible to the Illinois State Board of Education and to the administrative and fiscal agent under the grant.
33. The applicant acting as the fiscal agent certifies that it is responsible to the joint applicants, it is the agent designated and responsible for reports and for receiving and administering funds, and it will:
- i) Obtain fully executed Certifications and Assurances, and Terms of the Grant forms from each entity or individual participating in the grant and return the forms to ISBE prior to award of the grant;
 - ii) Maintain separate accounts and ledgers for the project;
 - iii) Provide a proper accounting of all revenue from ISBE for the project;
 - iv) Properly post all expenditures made on behalf of the project;
 - v) Be responsible for the accountability, documentation and cash management of the project, the approval and payment of all expenses, obligations, and contracts and hiring of personnel on behalf of the project in accordance with the Grant Agreement;
 - vi) Disburse all funds to joint applicants based on information (payment schedules) from joint applicants showing anticipated cash needs in each month of operation (The composite payment schedule submitted to ISBE should reflect monthly cash needs for the fiscal agent and the joint applicants.);
 - vii) Require joint applicants to report expenditures to the fiscal agent based on actual expenditures/obligation data and documentation. Reports submitted to ISBE should reflect actual expenditure/obligations for the fiscal agent and the data obtained from the joint applicants;
 - viii) Be accountable for interest income earned on excess cash on hand by all parties to the grant and return applicable interest earned on advances to the Illinois State Board of Education;
 - ix) Make financial records available to outside auditors and Illinois State Board of Education personnel, as requested by the Illinois State Board of Education;
 - x) Have a recovery process in place with all joint applicants for collection of any funds to be returned to ISBE; and
 - xi) Be responsible for the payment of any funds that are to be returned to the Illinois State Board of Education.

DRUG-FREE WORKPLACE CERTIFICATION

34. This certification is required by the Drug Free Workplace Act (30 ILCS 580/1). The Drug Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug-free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the State of Illinois for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

The applicant certifies and agrees that it will provide a drug-free workplace by:

(a) Publishing a statement:

- (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
- (2) Specifying the actions that will be taken against employees for violations of such prohibition.
- (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will
 - (A) abide by the terms of the statement; and
 - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

(b) Establishing a drug-free awareness program to inform employees about:

- (1) the dangers of drug abuse in the workplace;
- (2) the grantee's or contractor's policy of maintaining a drug-free workplace;

- (3) any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) the penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subsection (a) to each employee engaged in the performance of the contract or grant and posting the statement in a prominent place in the workplace.
- (d) Notifying the contracting or granting agency with ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by Section 5 of the Drug Free Workplace Act.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation are required and indicating that a trained referral team is in place.
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of the Drug Free Workplace Act.

The undersigned affirms, under penalties of perjury, that he or she is authorized to execute this Certifications and Assurances, and Standard Terms of the Grant on behalf of the applicant.

(Name of Applicant)

By: _____
Date

Signature of Authorized Official

Title

**Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Orders 12549 and 12689, Debarment and Suspension, 7 CFR 3017 Subpart C Responsibilities of Participants Regarding Transactions. The regulations were published as Part IV of the January 30, 1989 Federal Register (pages 4722-4733) and Part II of the November 26, 2003 Federal Register (pages 66533-66646). Copies of the regulations may be obtained by contacting the Illinois State Board of Education.

BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW.

CERTIFICATION

The prospective lower tier participant certifies, by submission of this Certification, that:

- (1) Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- (2) It will provide immediate written notice to whom this Certification is submitted if at any time the prospective lower tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
- (3) It shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated;
- (4) It will include the clause titled *Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions*, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions;
- (5) The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into; and
- (6) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Certification.

Organization Name

PR/Award Number or Project Name

Name and Title of Authorized Representative

Signature

Date

Instructions for Certification

1. By signing and submitting this Certification, the prospective lower tier participant is providing the certifications set out herein.
2. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
3. Except for transactions authorized under paragraph 3 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used herein, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 and Executive Order 12689. You may contact the person to which this Certification is submitted for assistance in obtaining a copy of those regulations.
5. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the "GSA Excluded Parties List System" at <http://epls.arnet.gov/>.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required herein. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

ILLINOIS STATE BOARD OF EDUCATION

CERTIFICATE REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit ISBE 85-37, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name

PR/Award (or Application) Number or Project Name

Name and Title of Authorized Representative

Signature

Date

INSTRUCTIONS FOR COMPLETION OF ISBE 85-37, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the ISBE 85-37A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial(MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not an ISBE 85-37A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

**CONTINUATION SHEET
DISCLOSURE OF LOBBYING ACTIVITIES**

REPORTING ENTITY	Page ____ of ____

ILLINOIS STATE BOARD OF EDUCATION

SECTION 9306 - OTHER GENERAL ASSURANCES

ASSURANCES- Any applicant, other than a State educational agency that submits a plan or application under this Act, whether separately or pursuant to section 9305, shall have on file with the State educational agency a single set of assurances, applicable to each program for which a plan or application is submitted, that provides that —

- (1) each such program will be administered in accordance with all applicable statutes, regulations, program plans, and applications;
- (2) (A) the control of funds provided under each such program and title to property acquired with program funds will be in a public agency or in a nonprofit private agency, institution, organization, or Indian tribe, if the law authorizing the program provides for assistance to those entities; and
(B) the public agency, nonprofit private agency, institution, or organization, or Indian tribe will administer the funds and property to the extent required by the authorizing statutes;
- (3) the applicant will adopt and use proper methods of administering each such program, including —
(A) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; and
(B) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation;
- (4) the applicant will cooperate in carrying out any evaluation of each such program conducted by or for the State educational agency, the Secretary, or other Federal officials;
- (5) the applicant will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, Federal funds paid to the applicant under each such program;
- (6) the applicant will —
(A) submit such reports to the State educational agency (which shall make the reports available to the Governor) and the Secretary as the State educational agency and Secretary may require to enable the State educational agency and the Secretary to perform their duties under each such program; and
(B) maintain such records, provide such information, and afford such access to the records as the State educational agency (after consultation with the Governor) or the Secretary may reasonably require to carry out the State educational agency's or the Secretary's duties; and
- (7) before the application was submitted, the applicant afforded a reasonable opportunity for public comment on the application and considered such comment.

By: _____
Date

Signature of Authorized Official

Title

READING FIRST PROGRAM-SPECIFIC TERMS OF THE GRANT

1. No subcontracting is allowed without prior written approval of the State Superintendent of Education. See item 7 of the document titled "Certifications and Assurances, and Standard Terms of the Grant" for the type of information that must be submitted with the proposal about any proposed subcontracts to be funded with the grant.
2. **Reporting:** Grantees are required to file mid-year and end-of-year expenditure reports in a format prescribed by the Illinois State Board of Education. Grantees are required to submit a narrative progress report, in relation to their approved plan, to the Illinois State Board of Education at a date yet to be determined. These reports should be developed in consultation with the participating schools and address all Reading First features that are in alignment and specified in the approved proposal. These reports will be used for determining whether continuation grants will be awarded. Grantees will also be required to participate in the state-level evaluation program; information and documents relating to this effort will be provided during the grant period. Grantees will be notified of any other reporting requirements.
3. Successful applicants will be subject to the provisions of Section 511 of P.L. 101-166 (the "Stevens Amendment") due to the use of federal funds for this program. All announcements and other materials publicizing this program must include statements as to the amount and proportion of federal funding involved.
4. SPECIFIC PROGRAM ASSURANCES

The following provisions are understood by the recipient of the grant should it be awarded:

Assessments—The District will:

- 1) Assure the State that screening, diagnostic, progress monitoring and outcome assessments are utilized as identified by the State, are aligned with scientifically based reading research, are valid and reliable, and are aligned with the instructional program.
- 2) Have a defined schedule for assessments that are appropriate for the skills and goals of particular grades.
- 3) Use assessment data to inform instruction and make decisions about appropriate interventions, programs, strategies and differentiated instruction.
- 4) Meet the needs of all K-3 students both in accelerating performance and monitoring progress of their literacy.
- 5) Assure the State that the district will commit to funding for purchase and administration of the DIBELS, and other progress monitoring and/ or diagnostic tests; and for the training of staff in all assessment aspects.
- 6) Assure the State that the district will sign, release, and report reading achievement data from ISAT and/or IMAGE in Spring, and DIBELS in Fall, Winter and Spring to the Reading First Management Team.
- 7) Assure the State that the district will participate in local, State and national evaluations of Reading First.
- 8) Recognize the importance of maintaining consistency in staff and building status for statewide and national research studies and ensure that priority status will be given to Reading First buildings to maintain consistent staff, students, and leadership.

Instructional Program—The District will:

- 9) Adhere to the required ninety minute, uninterrupted, daily reading block dedicated solely to teaching the five essential elements of reading instruction.
- 10) Implement comprehensive reading programs that are based on scientifically based reading research and which provide instruction to all K-3 students.
- 11) Employ instructional strategies to teach the five essential components of reading instruction and effective program elements.
- 12) Align the scientifically based reading program with the Illinois State Learning Standards and Performance Descriptors.
- 13) Select and implement scientifically based instructional materials including supplementary materials and intervention programs, and integrate those materials within the comprehensive reading program.
- 14) Use such materials for their intended purpose, align materials with a coordinated instructional sequence, and provide explicit instruction and ample practice opportunities.

Instructional Leadership—The District will:

- 15) Identify instructional leadership in literacy including: designated individuals with sufficient time and expertise to provide leadership; authority to make decisions; provide training for principals and building leaders; provide training in the essential components of reading and application to instructional programs for teachers within the RF schools; align the reading curriculum to the Illinois Learning Standards and Performance Descriptors and evaluate district and school reading progress; analyze achievement data; and commit to ensuring instructional leadership continuity.
- 16) Respect and adhere to the required dedication of reading coaches to Reading First only duties.
- 17) Recognize the importance of stability and consistency in building leadership and teaching staff.

Professional Development—The District will:

- 18) Assess professional development needs, deliver and sustain meaningful professional development in the essential components of reading instruction; scientifically based instructional programs, materials, and strategies; and screening, diagnostic, progress monitoring and outcome assessments to the K-3 teachers, and provide to K-12 special education teachers, and to administration.
- 19) Articulate a full range of professional development experiences with sufficient time for teachers to study, observe, practice, apply and evaluate their implementation of strategies and methodologies.
- 20) Ensure that grade level meetings with the literacy coach will occur weekly as part of the on-going support in professional development.
- 21) Provide assurances that the building leadership will participate in professional development concerning the current research in the five essential components of reading instruction.
- 22) Ensure that reading coaches and principals will meet at least monthly to analyze student data, assess program effectiveness based upon the results of those data, and make necessary program adjustments to further student achievement.

Name of Applicant

By: _____

Date

Original Signature of Superintendent or Authorized Official

Title

Notice to All Applicants Regarding Section 427 of the General Education Provisions Act (GEPA)

Section 427 of GEPA affects all school districts submitting proposals under this program. This section requires each applicant to include in its proposal a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally assisted program for students, teachers and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. The applicant should determine whether these or other barriers may prevent students, teachers, etc., from such access to, or participation in, the federally funded project or activity. The description of steps to be taken to overcome these barriers need not be lengthy; the school district may provide a clear and succinct description of how it plans to address those barriers that are applicable to its circumstances. In addition, the information may be provided in a single narration, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of the civil rights statutes, but rather to ensure that, in designing their programs, applicants for federal funds address equity concerns that may affect the ability of certain beneficiaries to fully participate in the program and to achieve high standards. Consistent with Reading First Program requirements and its approved proposal, an applicant may use the federal funds awarded to it to eliminate barriers it identifies.

Describe the steps that will be taken to overcome barriers to equitable program participation of students, teachers, and other beneficiaries with special needs.