



**ILLINOIS STATE BOARD OF EDUCATION**  
 Division of Early Childhood, E-225  
 100 North First Street  
 Springfield, Illinois 62777-0001  
**FY2007 - NEW FUNDS**  
**PRESCHOOL FOR ALL CHILDREN**  
**Application Cover Page**

**Preschool for All Children 07**  
**THREE TO FIVE**  
 ATTACHMENT 1

REGION-COUNTY-DISTRICT-TYPE CODE	COUNTY	DISTRICT NAME AND NUMBER OR AGENCY/ENTITY NAME	
CONTACT INFORMATION	<b>NAME AND ADDRESS OF AUTHORIZED OFFICIAL</b> (Include Street, City, State, Zip Code)		TITLE
			TELEPHONE
			FAX
			E-MAIL
	<b>NAME AND ADDRESS OF BUDGET PERSON</b> (Include Street, City, State, Zip Code)		PHONE
			FAX
		E-MAIL	
<b>NAME AND ADDRESS OF CONTACT PERSON</b> (Include Street, City, State, Zip Code)		PHONE	
		FAX	
		E-MAIL	

**JOINT AWARD RECIPIENT** - All joint recipients for funding must complete the joint application form. In addition, complete the following information for the designated administrative agent.

**Number of districts in Joint Award:** \_\_\_\_\_

**PROPOSED PRESCHOOL FOR ALL CHILDREN PROGRAM INFORMATION**

_____ Number of children to be served	_____ Number of half-day classes
\$ _____ Dollar amount of proposal	_____ Curriculum
\$ _____ Cost per child (Dollar amount of proposal divided by number of children served.)	_____ Number of type 04 teachers
_____ Total number of preschool attendance days per year	_____ Number of teacher aides
Days of the week class is in session (Check all that apply) <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	_____ Number of parent coordinators (paid by Preschool funds)

**PRIORITIZATION CATEGORIES**—INDICATE WHICH OF THE FOLLOWING APPLY TO THE PROGRAM (Check (✓) one.)

- 1. serving primarily at-risk children (as defined on pages 3 and 4 of this RFP);
- 2. serving primarily children from families who meet income guidelines (as defined on pages 3 and 4 of this RFP);
- 3. other.

<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> Head Start Partnership	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> Even Start Partnership
<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> Child Care Partnership	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> Previous experience in grant administration

**TYPE OF AGENCY** (Check (✓) one.)

- |   |   |
|---|---|
| <input type="checkbox"/> School District              | <input type="checkbox"/> Child Care Center—Not-For-Profit |
| <input type="checkbox"/> Regional Office of Education | <input type="checkbox"/> Child Care Center—For-Profit     |
| <input type="checkbox"/> Higher Education             | <input type="checkbox"/> Faith—Based Organizaton          |
| <input type="checkbox"/> Community—Based Organization | <input type="checkbox"/> Other _____                      |

\_\_\_\_\_  
 Type Name of Superintendent (Dr., Mr.,Ms.)  
 OR  
 Type Name of Authorized Agency Official (Dr., Mr.,Ms.)

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Superintendent OR Signature of Authorized Agency Official



JOINT APPLICATION

**If joint application, enter below the information requested for the participating school districts/entities.**

SCHOOL DISTRICT/ENTITY		SIGNATURE OF AUTHORIZED OFFICIAL
REGION/COUNTY/DISTRICT TYPE CODE		
DISTRICT NAME AND NUMBER <b>OR</b> AGENCY/ENTITY NAME		
CITY	COUNTY	
REGION/COUNTY/DISTRICT TYPE CODE		
DISTRICT NAME AND NUMBER <b>OR</b> AGENCY/ENTITY NAME		
CITY	COUNTY	
REGION/COUNTY/DISTRICT TYPE CODE		
DISTRICT NAME AND NUMBER <b>OR</b> AGENCY/ENTITY NAME		
CITY	COUNTY	
REGION/COUNTY/DISTRICT TYPE CODE		
DISTRICT NAME AND NUMBER <b>OR</b> AGENCY/ENTITY NAME		
CITY	COUNTY	
REGION/COUNTY/DISTRICT TYPE CODE		
DISTRICT NAME AND NUMBER <b>OR</b> AGENCY/ENTITY NAME		
CITY	COUNTY	
REGION/COUNTY/DISTRICT TYPE CODE		
DISTRICT NAME AND NUMBER <b>OR</b> AGENCY/ENTITY NAME		
CITY	COUNTY	
REGION/COUNTY/DISTRICT TYPE CODE		
DISTRICT NAME AND NUMBER <b>OR</b> AGENCY/ENTITY NAME		
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REGION/COUNTY/DISTRICT TYPE CODE		
DISTRICT NAME AND NUMBER <b>OR</b> AGENCY/ENTITY NAME		
CITY	COUNTY	
REGION/COUNTY/DISTRICT TYPE CODE		
DISTRICT NAME AND NUMBER <b>OR</b> AGENCY/ENTITY NAME		
CITY	COUNTY	
REGION/COUNTY/DISTRICT TYPE CODE		
DISTRICT NAME AND NUMBER <b>OR</b> AGENCY/ENTITY NAME		
CITY	COUNTY	



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

Preschool for All Children 07  
*THREE TO FIVE*  
ATTACHMENT 1b

**PRESCHOOL FOR ALL CHILDREN FY07**  
**EVIDENCE OF EXISTING COMPETENCIES**

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DISTRICT NAME AND NUMBER **OR** AGENCY/ENTITY NAME

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**Applicant other than Public School Districts**

Include:

- Agency's mission statement,
- Goals or policies regarding early childhood programs, and
- Description of the agency's organizational structure.

**Joint Application**

Include:

- Goals and objective of the collaboration, and
- Brief description of each partner's experience in providing similar services.



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**Preschool for All Children 07**  
**THREE TO FIVE**  
ATTACHMENT 1c

**PRESCHOOL FOR ALL CHILDREN FY07**  
**EARLY CHILDHOOD ACCREDITATION**

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DISTRICT NAME AND NUMBER **OR** AGENCY/ENTITY NAME

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Please indicate which of the following early childhood accreditations you have achieved.  
(Check (✓) all that apply.)

- The center accreditation of the National Academy of Early Childhood Programs of the National Association for the Education of Young Children (NAEYC)
- The center accreditation of the National Early Childhood Program Accreditation (NECPA) Commission of the National Child Care Association (NCCA)
- The family child care accreditation of the National Association for Family Childcare (NAFCC)
- The school-age child care accreditation of the National School-Age Child Care Alliance (NSACA)
- The center accreditation of the National Accreditation Commission for Early Care and Education Programs (NAC) of the National Association of the Child Care Professionals (NACCP)



REGION-COUNTY-DISTRICT-TYPE CODE
DISTRICT NAME AND NUMBER OR AGENCY/ENTITY NAME

**ILLINOIS STATE BOARD OF EDUCATION**  
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**Preschool for All Children FY07**  
**Proposal Abstract**

**Directions:** In 200 words or less, summarize the proposed program, including outcomes. Include the name of the instrument and the proposed process for conducting the screening and assessments and a brief summary of the proposed curriculum or activities to be provided.



REGION-COUNTY-DISTRICT-TYPE CODE
DISTRICT NAME AND NUMBER OR AGENCY/ENTITY NAME

**Preschool for All Children 07**  
**THREE TO FIVE**  
ATTACHMENT 3a  
**DUPLICATE AS NEEDED**

**ILLINOIS STATE BOARD OF EDUCATION**  
Division of Early Childhood, E-225  
100 North First Street  
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**Preschool for All Children FY07**  
**Proposal Narrative: Statement of Need**

**Directions:** Describe in the space provided how this requirement will be met. Refer to Proposal Narrative Requirements pages 11 and 12 for specific requirements.



REGION-COUNTY-DISTRICT-TYPE CODE
DISTRICT NAME AND NUMBER <b>OR</b> AGENCY/ENTITY NAME

**Preschool for All Children 07**  
**THREE TO FIVE**  
ATTACHMENT 3b  
**DUPLICATE AS NEEDED**

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

**Preschool for All Children FY07**  
**Proposal Narrative: Population to Be Served**

**Directions:** Describe in the space provided how these requirements will be met. The proposal must indicate the population to be served. **Refer to Proposal Narrative Requirements page 12 for specific requirements.**



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**ILLINOIS STATE BOARD OF EDUCATION**  
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**Preschool for All Children FY07**  
**Program Description: Screening**

**Directions:** Describe in the space provided how these requirements will be met. Screening should be conducted on a community-wide basis and developed and implemented with cooperation among programs serving young children operating in the area to be served (e.g., public schools, licensed child care providers, special education, Head Start, prevention initiative, Early Intervention Child and Family Connections, and Child Find). **Refer to Program Description Requirements pages 12 and 13 for specific requirements.**



REGION-COUNTY-DISTRICT-TYPE CODE
DISTRICT NAME AND NUMBER OR AGENCY/ENTITY NAME

**Preschool for All Children 07**  
**THREE TO FIVE**  
**ATTACHMENT 5**  
**DUPLICATE AS NEEDED**

**ILLINOIS STATE BOARD OF EDUCATION**  
Division of Early Childhood, E-225  
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**Preschool for All Children FY07**  
**Program Description: Appropriate Educational Program**

**Directions:** Describe in the space provided how these requirements will be met. Preschool for All Children initiatives must offer an appropriate education program for those children who participate, as determined by the screening process. The education program that is established must contain a language and literacy development component for each child based on the child's individual assessment. In addition, there should be collaboration with other services and resources available in the community. **Refer to Program Description Requirements pages 13 and 14 for specific requirements.**



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**Preschool for All Children FY07**  
**Program Description: Parent Education and Involvement**

**Directions:** Describe in the space provided how these requirements will be met. Preschool for All Children initiatives must offer appropriate parent education and involvement services that address communication, parent education, student learning, involvement, and decision-making and advocacy. **Refer to Program Description Requirements page 14 for specific requirements.**



REGION-COUNTY-DISTRICT-TYPE CODE
DISTRICT NAME AND NUMBER OR AGENCY/ENTITY NAME

**Preschool for All Children 07**  
**THREE TO FIVE**  
**ATTACHMENT 7**  
**DUPLICATE AS NEEDED**

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

**Preschool for All Children FY07**  
**Program Description: Community Collaboration**

**Directions:** Describe in the space provided how these requirements will be met. Evidence of collaboration with other agencies must be provided. **Refer to Program Description Requirements page 14 for specific requirements.**



REGION-COUNTY-DISTRICT-TYPE CODE
DISTRICT NAME AND NUMBER OR AGENCY/ENTITY NAME

**Preschool for All Children 07**

**THREE TO FIVE  
ATTACHMENT 8  
DUPLICATE AS NEEDED**

**ILLINOIS STATE BOARD OF EDUCATION**

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

**Preschool for All Children FY07  
Program Description: Staff Requirements**

**Directions:** Describe in the space provided how these requirements will be met. All Preschool for All Children administrators and staff paid by the block grant must hold appropriate certification and/or qualifications for the position for which they are hired. **Refer to Program Description Requirements page 15 for specific requirements.**



REGION-COUNTY-DISTRICT-TYPE CODE
DISTRICT NAME AND NUMBER OR AGENCY/ENTITY NAME

**Preschool for All Children 07**  
**THREE TO FIVE**  
**ATTACHMENT 9**  
**DUPLICATE AS NEEDED**

**ILLINOIS STATE BOARD OF EDUCATION**  
Division of Early Childhood, E-225  
100 North First Street  
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**Preschool for All Children FY07**  
**Program Description: Professional Development**

**Directions:** Describe in the space provided how these requirements will be met. Evidence of a written professional development plan must be provided. **Refer to Program Description Requirements page 15 for specific requirements.**



REGION-COUNTY-DISTRICT-TYPE CODE
DISTRICT NAME AND NUMBER <b>OR</b> AGENCY/ENTITY NAME

**Preschool for All Children 07**

**THREE TO FIVE**  
**ATTACHMENT 10**  
**DUPLICATE AS NEEDED**

**ILLINOIS STATE BOARD OF EDUCATION**  
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**Preschool for All Children FY07**  
**Program Description: Evaluation**

**Directions:** Describe in the space provided how these requirements will be met. Evidence of a written plan must be provided. **Refer to Program Description Requirements page 15 for specific requirements.**

**B**  Initial Budget



**Preschool for All Children**

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

<b>PROJECT NUMBER</b>		<b>LEA SUBMISSION DATE</b>
<b>FISCAL YEAR</b> 07	<b>SOURCE OF FUNDS CODE</b> 3705-70	<b>REGION, COUNTY, DISTRICT, TYPE CODE</b> / /
<b>DISTRICT NAME AND NUMBER OR AGENCY/ENTITY NAME</b>		
<b>BUDGET CONTACT PERSON</b>		<b>TELEPHONE NUMBER</b>
		<b>FAX NUMBER</b>
<b>PROGRAM CONTACT PERSON</b>		<b>TELEPHONE NUMBER</b>
		<b>FAX NUMBER</b>

**PRESCHOOL FOR ALL CHILDREN**  
**FY 07**  
**Funding Request**

County \_\_\_\_\_

<b>ISBE USE ONLY</b>	
<b>TOTAL FUNDS</b>	<b>ISBE PROGRAM APPROVAL DATE</b>
<b>BEGIN DATE</b>	<b>END DATE</b>
Recommended for Approval _____ Date _____	
Approved _____ Date _____	

*Use whole dollars only. OMIT DECIMAL PLACES, e.g., \$2536*

**BUDGET SUMMARY**

See Appendix D for definitions and budget worksheet.  
 Itemize and explain each expenditure amount, including employee benefits. Use additional pages as needed.

**Total Requested \$** \_\_\_\_\_

<b>FUNCTION NUMBER</b>	<b>OBJECT NUMBER</b>	<b>EXPLANATION</b> (Not Expenditure Account Name)	<b>SALARIES</b>	<b>EMPLOYEE BENEFITS</b>	<b>PURCHASED SERVICES</b>	<b>SUPPLIES AND MATERIALS</b>	<b>CAPITAL OUTLAY</b>	<b>TRANSFERS</b>	<b>TOTAL</b>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

DATE RECEIVED \_\_\_\_\_







**PRESCHOOL FOR ALL CHILDREN 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. Collaboration with Head Start: Grantees are to collaborate with their local Head Start program. Children currently enrolled or pre-enrolled in Head Start may not be counted as potential students for the Preschool for All Children program nor recruited to be in the Preschool for All Children program.
3. Prior to final funding approval, each grantee must:
  - present evidence that all teachers providing instruction to preschool children either hold an Initial or Standard Early Childhood Certificate (formerly Type 02 and Type 04 Early Childhood Certificates), and
  - if subject to licensure requirements of the Illinois Department of Children and Family Services (DCFS), present evidence that it holds the required licensure.
4. Financial Reports: Expenditure Reports must be filed electronically to the Division of Funding and Disbursement Services four times a year.

REPORT	CUMULATIVE THROUGH	DUE IN ISBE OFFICE
1	September 30, 2006	October 31, 2006
2	December 31, 2006	January 31, 2007
3	March 31, 2007	April 30, 2007
Final	June 30, 2007	July 31, 2007

5. Reporting: Each grantee must report the following to the Illinois State Board of Education no later than October 15, 2006:
  - the percentage of children enrolled in the program who have been identified as being at risk of academic failure,
  - the percentage of children enrolled in the program who are from families whose incomes are less than four times the poverty levels established by U.S. Department of Health and Human Services, and
  - the percentage of children enrolled in the program who do not qualify under either category.

Each grantee must submit the following reports to the Illinois State Board of Education by the due date on the form.

- Prekindergarten Program Record (86-36): This instrument collects information regarding program characteristics. The form is transmitted to the grantee to be completed at the end of the project year and submitted to the Illinois State Board of Education by the due date on the form.
  - Prekindergarten Student Record (86-45): This instrument collects information on all children served by the prekindergarten program. The form is on IWAS and is to be completed at the end of the project year and submitted to the Illinois State Board of Education by the due date on the form.
  - Prekindergarten Follow-up Report (86-62): This instrument tracks the progress of previous prekindergarten students from kindergarten through high school. It collects data such as promotion, grades and ISAT results. The form is on IWAS and is to be completed at the end of the project year and submitted to the Illinois State Board of Education by the due date on the form.
6. Each grantee funded to serve primarily at-risk children is required to have 51 percent or more of the enrolled children identified as at risk; prioritize at-risk students over non-at-risk students when making enrollment decisions; and take specific, proactive measures to ensure that parents of potentially at-risk children in the community are aware of the availability of the opportunity for preschool education through the program.
  7. Any grantee that fails to enroll the required percentage of children (51 percent) in the particular prioritization category for which the proposal was funded (i.e., at-risk status or income levels) will have its grant award reduced proportionate to the decrease in percentage of such children enrolled.
  8. Any grantee that has a waiting list of children to be served must first enroll all children determined to be at risk of academic failure before enrolling other children.

9. School district grantees with programs serving homeless children must comply with all applicable provisions of the McKinney-Vento Homeless Assistance Act. Non-school district grantees should, in so much as possible, ensure that homeless children enrolled in their programs receive the support necessary for successful and continued participation, including without limitation, arranging for appropriate transportation when necessary.
10. Program Review: An annual program review will be conducted for each new project to ensure program quality, to assist in program improvement and to provide technical assistance.
11. Supplanting: Funds received under the Preschool for All Children Program shall be used to supplement, and not supplant, funds that would otherwise be used for the proposed activities.
12. No more than 5 percent of the total grant award shall be used for administrative and general expenses not directly attributed to program activities, except that a higher limit not to exceed 10 percent may be negotiated with an applicant that has provided evidence that the excess administrative expenses are beyond its control and that it has exhausted all available and reasonable remedies to comply with the limitation.
13. Applicants should be aware that grant awards may not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization; assist, promote, or deter union organizing; finance, directly or indirectly, any activity designed to influence the outcome of an election for any public office; or impair existing contracts for services or collective bargaining agreements.
14. No funds may be used to help support or sustain any institution controlled by any church or sectarian denomination (Article 10, Section 3 of the Illinois Constitution; Ill., Const. 1970, Art. X, Sec. 3).
15. Other
  - Equipment Purchases: Equipment Inventory Form should be used to document all equipment purchased by the Preschool for All Children initiative and is to be maintained in the grantee's files.
  - Part-Time Staff: A time distribution worksheet should be kept on file for any staff member in a part-time position.
  - Joint Applications for Funding: Grantees participating in a joint application are advised that the member grantees are individually and jointly responsible to the Illinois State Board of Education. The administrative agent is responsible to the participating grantee and is the agent designated to receive funds and submit reports.

The undersigned affirms, under penalties of perjury, that he or she is authorized to execute the terms of the grant set forth above on behalf of the applicant.

\_\_\_\_\_  
*Name of Applicant*

By:

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

\_\_\_\_\_  
*Signature of Authorized Official*

\_\_\_\_\_  
*Title*

**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.

**PROGRAM**

3. The program proposed in the application, and as negotiated and finalized by the parties in the grant agreement, is hereinafter referred to as the "program". In planning the program there has been, and in establishing and carrying out the program, there will be (to the extent applicable to the program), 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 program.
5. All funds provided shall be used solely for the purposes stated in the approved proposal/application.
6. The program 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 program.

**SUBCONTRACTING**

7. No subcontracting is allowed under this program, except as set forth in the grant agreement.

If subcontracting is allowed, then all program 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;
- associated 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. Obligations of the State Board of Education will cease immediately without further obligation should the General Assembly fail to appropriate sufficient funds for this grant.
9. A grantee must not obligate funds prior to the start date of the program set forth in the final grant agreement. The program's start date cannot precede the start of the fiscal year for which the funds are appropriated.

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

10. The applicant understands that payment for approved services and expenses will be made on a reimbursement-of-claims 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 periodic reports show excessive 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 a grantee proposes to use funds for allowable expenditures not identified in the currently approved budget, if the scope of the program is expected to change, or if the overall grant award must be increased.
- 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 ending date of the program.
12. All grant funds shall be subject to the Illinois Grant Funds Recovery Act (30 ILCS 705). Funds granted for the operation of this program 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 grantee's policies and procedures related to such expenditures. Funds may only be expended for activities occurring during the grant period.
- All interest earned on state grant funds shall become part of the grant principal when earned and treated accordingly for all purposes. For federal grant funds, any amount that exceeds \$100 must be returned to the federal granting agency (see 34 CFR 80.21).
13. Financial Reports: Quarterly expenditure reports are required of all grantees receiving federal funds. Dates for filing are September 30, December 31, March 31 and June 30 of each fiscal year. Expenditure reports must be filed electronically to the Division of Funding and Disbursement Services.
- All grant funds must be spent or obligated prior to the ending date of the program. Each grantee must submit a completion report showing the obligations paid and the expenditures for the program no later than 30 calendar days after the program ending date. If a completion report was filed with outstanding obligations, then a final expenditure report showing total program expenditures (with all prior obligations paid) must be submitted no later than 90 calendar days after the program ending date. Failure to submit the final expenditure report will result in current and subsequent years' program 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 for all state grants or federal grants that do not 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' program funding until the overpayment is returned.
14. The applicant will maintain records on program and fiscal activities related to each award for a period of three (3) years following the end of each award period for either a state-funded or federally funded program. Such records shall include a fiscal accounting for all monies in accordance with generally accepted governmental accounting principles. The State Board of Education and other government entities with program monitoring authority shall have the right to inspect the applicant's records for auditing and monitoring purposes. 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.

#### **NO BINDING OBLIGATION**

15. 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**

16. 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 applicant through work pursuant to the award shall be made available to the State Board of Education upon request.

#### **DEFAULT AND TERMINATION**

17. The applicant 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 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 or in these Certifications and Assurances, and Standard Terms of the Grant. Upon default by the applicant and written notification by the State Board of Education, the applicant 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 applicant will cease all use of grant funds, shall cancel all cancelable obligations relating to the program, and shall return all unexpended grant funds to the State Board of Education within 45 days of termination.

## INDEMNIFICATION

18. The applicant shall indemnify, defend and save harmless the State of Illinois, the State Board of Education, and their respective members, officers, agents and employees against all loss, damage or expense that it or they may sustain as a result of any suits, actions or claims of any character brought on account of injury to any person or property or death of any person or persons, including all persons performing any work related to the use of grant funds, which may arise in connection with the program. Neither the applicant 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 for any negligent or wrongful acts either of commission or omission unless such liability is imposed by law.

## GENERAL CERTIFICATION AND ASSURANCES

19. 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 grantee 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)).
20. 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.
21. If the applicant is an individual, the applicant is not in default on an educational loan as provided in 5 ILCS 385/3.
22. 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).
23. 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, this grant agreement is not valid unless the official executing the agreement has made the appropriate filing with the Auditor General prior to execution.
24. 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.
25. 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.
26. **Drug-Free Workplace Certification**

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 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 within 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*