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I. Application Instructions

A. School District Role – Creating and Submitting the Application

1. Login to IWAS & go to **System Listing**. Click **School Maintenance Project Grants** located under **Surveys**.

2. Select **Grant Applications** from screen below.
3. Click the **Grant Application** link under **Create Documents** on the **Home** screen.

4. Type in the “**Source of Local Funds**” that you will be using to match the requested (up-to $50,000) grant amount. The source of local funds must indicate where the matching funds will be coming from. O & M, Capital Projects, HLS, School Facilities Occupational Sales Tax and County Sales Tax are examples of acceptable sources of local funds. District Funds or $50,000 are NOT considered an acceptable source of local funds.

5. **Choose the project priority code** for the application. (Emergency, Health/Life Safety, State Priority Project, Permanent Improvement Project, Other) for the application and check the box if the application is for an emergency project.

   a. “**Emergency project**” is a project that is made necessary by a disaster as described in Section 5-30 (1) (destroyed or damaged by flood, tornado, fire, earthquake, or other disasters, either man-made or produced by nature). Conditions caused by age or lack of timely maintenance shall not constitute an emergency. Costs of an emergency project that are covered by insurance may not be claimed as part of an emergency project. **NOTE: District will be required to provide the date, nature and extent of emergency** on the actual work items.
b. “Health/life safety project” means a project that is necessary to correct a violation of the Health/Life Safety Code for Public Schools (23 Ill. Adm. Code 180) OR to provide handicapped accessibility or school security. **NOTE:** For projects that are necessary to correct a violation or that will use Health/Life Safety funds as their local match, the corresponding H/LS amendment number will be required.

c. “State program priority project” means a project that is necessary for energy conservation or that adapts a building or structure to better serve students in a specific program for which the applicant receives funding under the School Code (e.g., preschool education, school technology). **NOTE:** District is required to indicate the State Program and reason for the project or indicate that it will result in energy efficiency.

d. “Permanent improvement project” means a project designed to upgrade or install building systems (e.g., air conditioning, electrical or plumbing systems) or involving other improvements to a building or structure so that the building or structure is better adapted to the applicant educational programs.

e. “Other project” means a project other than an emergency project, health/life safety project, State program priority project or permanent improvement project.

6. Finally, to create the application, click the **Yes, Create Grant Application** box. (This will place the application to In-Progress status. Districts will only be able to modify and work with an application that has a status of **In-Progress Grant Applications**.)
NOTE: The district may only submit one application per grant round. If an application has already been created for the district for that round, a yellow highlighted message will appear indicating that an application already exists for that round.

7. Once the application has been created, review the Application Header Information on the Grant Application for accuracy, and if needed, make corrections using Edit Header Information.
8. From the Grant Application screen, under Application Data click Work Items.

9. Click Add Item to Schedule.

10. Select appropriate “Facility Name and Address” from drop down list.
11. For “Description of Facility” **describe** the location and/or building systems within the facility that will be affected by the work.

12. For “Description of Work” **provide** a narrative description of the nature and scope of work. Projects should provide for maintenance or upkeep of buildings or structures for educational purposes, but does not include ongoing operational costs. The project must be other than a "School construction project" (the acquisition, development, construction, reconstruction, rehabilitation, improvement, architectural planning, and installation of capital facilities consisting of buildings, structures, durable equipment, and land for educational purposes).
13. Depending on the Priority Code selected when creating the grant application, additional information may be required for work items.

   a) For **Emergency Projects**, the date of the emergency as well as the nature and extent of the emergency are required.

   b) For **Health/Life Safety Project**, the work item must identify if the work is to correct a Health/Life Safety Violation or if it is to provide accessibility or security. If the work is to correct a violation, or if Health/Life Safety funds will be used for the local match, the amendment number must be listed.
c) For **State Priority** please indicate whether the project is for energy conservation or to adapt a building or structure to better serve students in a specific program for which the applicant has received funding under the school code.

14. For “**Category Code**”, **choose** from the drop-down list, which of the category best describes the nature and scope of work listed:
15. For “Unit of Measure” provide appropriate “unit” by which cost estimates can be verified. (I.e. Square feet, per unit, lump sum, linear feet are examples of units of measure)

16. For “Quantity” provide the number of “units” by which cost estimates can be verified. (this will be tied to what is listed above. If your unit of measure is square feet, your quantity would be the number of square feet for the project. If it’s per unit, you would enter the number of units, i.e., the number of window units replaced.)

17. For “Total Work Cost” provide the estimated cost for the work item listed, including associated fees such as a/e fees, etc. Work cost must be entered without commas, and rounded to the nearest whole number.

18. For “Estimated Start Date” provide the date in which you estimate the work item to begin.

19. For “Estimated Completion Date” provide the date in which you estimate the work item to be completed. The Final Expenditure Report should be submitted on IWAS within 20 days of Final Project Closeout or Completion. The final project closeout date may be changed later as construction schedules change. Dates must be entered in MM/DD/YYYY format.

20. Grant funds are subject to the Illinois Grant Funds Recovery Act [30 ILCS 705]. Any funds not expended or legally obligated within two years after disbursement by the State shall be returned to the State Board of Education within 45 days. For grant funds that are legally obligated at the two year mark, a 90 day liquidation period will be given to fully liquidate the funds and get to final project closeout. Any grant funds not obligated within two years and expended within 90 days after the two years shall be returned to the State Board of Education within 45 days.
21. Click the **Save Item** button when all information has been entered correctly.

22. Click **Add Item to Schedule** and continue adding any additional work items for the current project/application starting with number 8 above. Grant awards will be given for 50% of the total project cost of all work items with a maximum of $50,000 grant per application cycle.
23. Please note that applications are limited to one project per application; with a project being defined as different types of work on one building or the same type of work on multiple buildings.

Applications may not contain different types of work on multiple buildings. A project is defined as either different types of work on one building or the same type of work on multiple buildings.

24. After all work items have been listed for each facility, all work items should be listed on the Work Item Listing with the Total Estimated Project Costs, Requested Grant Amount and Reserved local Funds will be calculated for all work items at the bottom of the page. Return to the Grant Application Header Page page by clicking on Grant Application in the upper left hand corner of the screen.

These should reflect the totals of all work items and show the requested grant amount and total reserved funds as required by the district.
25. From the **Grant Application Header Page** click on **Certification and Assurances and Standard Terms for the School Maintenance Project Grant**.

26. **Read through all assurances. Checking the box** certifies that the applicant will comply with all grant assurances.
27. Then **click** **Save Page** at the bottom of the screen. Once completed, you should see “**Assurance has been submitted electronically**” in blue at the top of the screen. *The system will not allow the application to be submitted until this step has been completed.*

28. **Return** to the **Grant Application Header Page** page by clicking **Grant Application** (or **click** **back** button.)
29. Under [Application Printable Documents] click [District Certification].

30. Verify that there is a check mark in the box to agree with the Standard Certifications and Assurances for the Grant. If the check mark is not there, go back to step #24.

31. Important: Before submitting the application in IWAS, the local board of education, in a duly convened meeting MUST: a) authorize the school maintenance project application and b) reserve local funds to cover the districts portion of the project costs. This must be received before the School Maintenance Project Grant Application can be processed. This cannot be done electronically; a hard copy must be mailed to ISBE.
32. Print the form and have the board president complete the bottom portion in its entirety.

33. Return to the Grant Application Header page by clicking Grant Application (or click back button.)
34. Under **Application Printable Documents** click **Taxpayer Identification Number**

35. **Note** the following items on the **Taxpayer Identification Number** Form:

   a. The District Name, RCDT and FEIN number should be pre-populated on the form. *The District Name shown is the name that is on file at the Comptroller’s office. Please do not change this as the Comptroller will only send payment for the grant if the name matches the name on file at the Comptroller’s office.*

   b. Check the appropriate legal status: School Districts are considered a Governmental/School District.

   c. Print the form and make sure to have it signed and dated by an authorized representative of the district.

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School districts should check Governmental/School District, not tax exempt. Only one may be checked.

An authorized representative of the district must sign and date this form. Application cannot be processed until this form has been received at ISBE.
36. **Mail** the **District Certification** and the **Taxpayer Identification Number** forms to:

   Illinois State Board of Education  
   Attn: Jenny Clinton  
   School Business Services Division  
   100 North First Street, N-330  
   Springfield, Illinois 62777-0001

   **IMPORTANT:** Both forms must be received at ISBE before the School Maintenance Project Grant Application can be processed.

37. **Return to the** [Grant Application Header](#) **page and Click the** **District Approval** **button.**

38. **Enter** the board president’s name, the date of the board meeting where the school maintenance grant application was approved and local funds were reserved for the local match requirement, and **click** the blue **Submit to ROE** button.

   **Box must be checked in order to submit application. If the box is not checked, please go back to step #24 to certify compliance with assurances of the grant.**

   **When ready, click here to submit application to ROE.**

   **Enter name of the President of the Board of Education and the date of the board meeting where the Maintenance grant application was approved and the local funds were reserved to complete the project.**
39. If the application has been submitted properly, there should be a green box at the top of the screen that states **Application has been submitted to the ROE**. Return to the **Home** screen by clicking **Home** or by clicking the back button.

40. If the application was not able to be submitted, there will be a message in red lettering describing the reason the application was not able to be submitted. In the example below, the message reads **Date of Board meeting date can’t be in future**.
41. Once your application has been submitted you will be able to see the application under [District Submitted Grant Applications]. If your application is still shown under [In Progress Grant Applications] it has not yet been submitted to the ROE. (You may need to “refresh” your screen.)

42. Once the grant has been approved and awarded by ISBE, the district superintendent will receive an email notice through IWAS. At this point the application will be able to be seen under the [ISBE Approved Grant Applications].

When the grant is awarded the district superintendent will receive an e-mail notification of approval of the grant. Once approved, the awarded grant will be found under ISBE Approved Grant Applications.
43. To obtain a signed copy of the State Superintendent-signed Grant Award, click **School Maintenance Project Grant Award** under Application Printable Documents.

44. Example of the signed **School Maintenance Project Grant Award**. This document will only be complete after the grant has been awarded to the district. Prior to the grant being awarded, a template of the award document will be shown, but without dollar amounts and without the signature of the State Superintendent of Education.
B. School District Role - Updating the Final Project Closeout Date

1. According to the assurances of the grant, the final expenditure report is due within 20 days of final project closeout. ISBE uses the estimated completion dates on the application to help keep track of when the final expenditure report is due. If the final is past due based a reminder is sent in IWAS requesting either the final or for the final project close out date to be adjusted if the project has not been completed. The final project close out date can be adjusted to reflect actual project timelines and can be changed multiple times within the two year window of the grant. The following details the steps to update the final project closeout date.

2. **Login** to IWAS and **click** on **System Listing**. Under **Surveys** click **School Maintenance Project Grants**.

3. **Select Grant Applications** from the screen below. The final close out date can only be adjusted on the Approved Grant Application.
4. To adjust the final project close out date, go into the IWAS School Maintenance Project Grant and under the Application Header Information, click Edit Final Project CloseOut Date.

5. Please remember that the final expenditure report is due within 20 days after final project completion. This date is used by ISBE to help remind the School district to complete the Final expenditure report in a timely manner and may be adjusted more than once if the timelines change during the completion of the project.

6. **Reminder:** Grant funds are subject to the Illinois Grant Funds Recovery Act [30 ILCS 705]. Any funds not expended or legally obligated within two years after disbursement by the State including any interest earned, shall be returned to the State Board of Education within 45 days. For grant funds that are legally obligated at the two year mark, one 90 day liquidation period will be given to fully liquidate the funds and get to final project closeout.
C. ROE Role - Approving and Submitting the Application

1. Login to IWAS & click **System Listing**. Under **Surveys** click **School Maintenance Project Grants**.

2. Select **Grant Applications** from screen below.
3. **Find** and **open** the application(s) listed under **District Submitted Grant Applications**. ROEs will only be able to modify and work with applications that have the status of **District Submitted Grant Applications**.

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

5. **Click** **Open** to review all work items for accuracy.
6. **Verify** that the Health/Life Safety Amendment Number listed ties to a valid Amendment filed by the district and work items and the costs are consistent with those found on the Amendment.

7. **Return** to the [Grant Application Header Page](#) page by clicking [Grant Application](#) (or click back button.)
8. Find and click the ROE Approval or Rejection button.

9. If marked approved, click the blue Submit button for the application to be forwarded for ISBE approval. If marked disapproved, provide comments and click the blue Submit button for the application to be returned to the district. Once submitted successfully the following message will be at the top of the page “Grant Application has been submitted to ISBE for review.”