

Approval Date
Amount \$
Reviewer Initials

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

SCHOOL TECHNOLOGY REVOLVING LOAN PROGRAM: 2009-2010 Loan Application

Instructions: Submit 1 original plus 1 copy. No faxed or electronic submissions will be accepted.

This application is to be used in applying for a loan under the School Technology Revolving Loan Program (105 ILCS 5/2-3.117a). The completed application must be submitted to the above address. Please carefully read and use the instructions when completing this application. **You should receive confirmation of your request with 20 calendar days of receipt by the Curriculum and Instruction Division. If you do not receive confirmation, please contact us at 217/557-7323 to verify receipt. Please note that incomplete applications will not be processed until all requested information is received. Loans are awarded on a first come, first served basis.**

Application Deadline: Applications for Grades K-8 will be accepted from June 1, 2009 through December 1, 2009.

APPLICANT INFORMATION

1. NAME OF SUPERINTENDENT/AUTHORIZED OFFICIAL		REGION, COUNTY, DISTRICT, TYPE CODE	
TITLE		PROGRAM CONTACT	
DISTRICT NAME AND NUMBER		TITLE OF PROGRAM CONTACT	
ADDRESS		ADDRESS	
TELEPHONE (Include Area Code)	FAX (Include Area Code)	TELEPHONE (Include Area Code)	FAX (Include Area Code)
E-MAIL		E-MAIL	

2. **USE OF LOAN FUNDS:** Check (✓) the Technology Hardware Investments category(ies) for which the loan proceeds will be used. See Item 2 of the instructions for allowable expenditures in each category.

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| <input type="checkbox"/> a) Equipment and wiring for installing/upgrading local and wide area networks and for network hardware. | <input type="checkbox"/> d) Other technology hardware investments that directly relate to staff development and classroom instruction. |
| <input type="checkbox"/> b) Supplies and cost of labor for electrical work directly related to technology. | <input type="checkbox"/> e) Staff development directly related to the integration of technology into the learning environment. |
| <input type="checkbox"/> c) Computer hardware used for classroom instruction and/or used for staff development. | <input type="checkbox"/> f) Computer furniture (not to exceed 10 percent of loan proceeds). |

3. **MAXIMUM LOAN AMOUNT:** The following formula calculates the maximum amount that your entity can request.

Grades K-8 Enrollment

_____ X \$150 + \$25,000 = Maximum amount of \$ _____

\$ _____ loan amount applicant is requesting (not to exceed the maximum amount or \$6 million, whichever is less).

2% rate of interest to be applied to the loan. Interest is amortized over a three-year period and computed semi-annually.

4. **LOCAL TECHNOLOGY COMMITMENT:** Briefly describe the proposed use(s) of the loan funds and the grade levels benefited, as specified in the resolution adopted by applicant's governing board authorizing submission of the loan application. **(Use only the space below.)**

5. **FOR VOCATIONAL EDUCATION COOPERATIVES AND DISTRICT-CHARTERED CHARTER SCHOOLS:** Attach a copy of the resolution adopted by the board of education of each district from which the applicant receives students, agreeing to the requirement that the general state aid of the district(s) will be accessed in the case of a default on the loan by the cooperative or charter school.

6. **ASSURANCES**

I certify that the funds received from this loan will be used to further the use of technology in grades K-8, that the above-named applicant will repay this loan (principal and interest) within three years according to the terms and conditions set forth in the loan agreement, and that the applicant will comply with Section 2-3.117a of the School Code and rules governing the program (23 Ill. Adm. Code 575, Subpart B) regarding the use of the loan.

I further certify that the local board of education/governing board approved by resolution the submission of this loan application at a public meeting held on:

Month, Day and Year of Board Resolution

Type Name

Signature of Board of Education/Governing Board President

Month, Day and Year of Application
Submission

Type Name

Signature of District Superintendent

SCHOOL TECHNOLOGY REVOLVING LOAN PROGRAM APPLICATION INSTRUCTIONS – FY 2010

Application Deadline. Applications may be submitted anytime between June 1 and December 1 of a given year. Applications received later than December 1 will not be considered for funding.

Item 1. Fill in items completely. RCDT codes can be found at <http://www.isbe.net/sis/html/rcdts.html>.

Item 2. Funding is available under the School Technology Revolving Loan Fund for six categories of technology hardware investments for students and staff (23 Ill. Adm. Code 575.200(a)), which include:

- a) Expenditures for the establishment of local and wide area networks (e.g., cabling from network server to other areas, termination supplies, cable testers, patch panels) and for network hardware (e.g., switches, servers, hubs, modems, network adapter cards, transceivers, surge protection, uninterruptible power systems, network administration software);
- b) Supplies and the cost of labor for electrical work directly related to technology (e.g., wiring, conduit, boxes, receptacles, switches, cover plates, distribution panels and breakers);
- c) Hardware necessary for classroom instruction and staff development (e.g., computers, monitors, keyboards, mice, printers, network adapters, software and licenses for applications that are used in the classroom or for staff development purposes);
- d) Other technology hardware investments directly related to classroom instruction or staff development (e.g., scanners, projectors, LCD panels, digital cameras, camcorders);
- e) Staff development directly related to the integration of technology into the learning environment; and
- f) Computer furniture (not to exceed 10 percent of the loan proceeds).

Televisions, VCRs and DVD players are not allowable expenditures of loan proceeds.

Item 3. This calculation is based on the student enrollment reported on the Fall Enrollment and Housing Report (as applicable) or other uniform reporting procedure specified by the State Board of Education for the school year previous to this application. You may request an amount less than or equal to the maximum; however, your request cannot exceed \$6 million in any fiscal year.

Item 4. This description should demonstrate the applicant's commitment to technology investments by briefly outlining how the loan proceeds would be used. Allowable items for each category are listed in parentheses in Item 2 above. Descriptions should correspond with the boxes checked in Item 2 of the application. Use only the space provided on the form; additional materials will not be considered in the review process.

Item 5. In the case of a default on a loan, the State Board of Education shall deduct the amount owed from the recipient's next general state aid payment. In the case of entities that do not receive general state aid directly from the state (i.e., vocational education cooperatives and district-chartered charter schools), the board of education of each school district from which the recipient receives students must adopt a resolution agreeing that its general state aid can be accessed in the event of a default, in accordance with rules found at 23 Ill. Adm. Code 575.400(b)(5). Copies of such resolutions must be included with the loan application.

Item 6. The applicant must certify that the loan application was approved by resolution at a public meeting of the governing board and that the applicant will spend the loan proceeds to benefit the grade levels specified on the application and comply with all terms and conditions of the loan. Provide the date the governing board adopted the resolution and the date of application submission on the appropriate lines. The governing board's president and the applicant's authorized official must sign the application on the appropriate lines.

Submission of Applications. Each application, bearing original signatures, must be submitted to: **Illinois State Board of Education, Curriculum and Instruction Division, 100 North First Street, C-215, Springfield, IL 62777-0001.**

Applications must be submitted and postmarked no later than 30 calendar days following the governing board's approval.

Applications postmarked later than 30 days following the governing board's approval shall be returned to the applicant as ineligible for consideration. Such applicant may reapply during the funding cycle. An applicant can receive only one loan per fiscal year.

Review of Application and Notification of Loan Award.

Applications will be reviewed for completeness. An applicant submitting an incomplete application will be notified of the deficiencies no later than 20 calendar days after the State Board of Education receives the application. Applications will not be processed until all requested information is received.

All complete applications that demonstrate compliance with Section 2-3.117a of the School Code and Subpart Section 575.500 shall be approved for funding on a first come first served basis, as long as funds appropriated for a given fiscal year remain available. Loan award determinations will be made on December 15, 2009, during the funding cycle of July 1, 2009, through June 30, 2010.

Notification of the loan award will be made no later than 15 calendar days after the State Board of Education loan award determination date specified above.

Terms and Conditions of Loan. Loans will be given for no longer than a three-year period. Loan proceeds must be obligated no later than six months following receipt. An expenditure report must be submitted on a State Board of Education-supplied form no later than nine months following receipt of the loan proceeds. In the event a loan recipient does not expend loan proceeds as approved on the application, the State Board of Education shall require upon written notice payment of outstanding principal of the loan and the amount of interest accrued on the next payment due date.

Applicants receiving a loan award will be required to execute a promissory note containing terms and conditions in accordance with the Illinois Adm. Code Section 575-700.

Use of loan proceeds shall be accounted for in accordance with the Program Accounting Manual (23 Ill. Adm. Code 110) or, for participants not subject to the Program Accounting Manual, in accordance with generally accepted standards of governmental accounting principles.

Payments (principal and interest calculated for three years) on the loan must be made on a semi-annual basis over the life of the loan (6 payments total). Payments must be made by check and are due on June 1 and December 1 of each year of the loan, with the first payment due on June 1 of the fiscal year in which the loan was made. Early pay-off is allowed in accordance with the 23 Illinois Adm. Code 575.600 (c).

Payments not received within 15 calendar days of the due date will be assessed a penalty of 5 percent of the payment due. In the case of a default that is not cured within 90 calendar days, the State Board of Education shall deduct the amount owed from the loan recipient's next payment of general state aid. For loan recipients that do not receive general state aid directly from the state, the amount owed will be deducted from the general state aid of each of the school districts from which the recipient receives students in accordance with procedures stipulated in rules governing the School Technology Program (see 23 Ill. Adm. Code 575.400(b)(5)).

Subsequent loan applications from a loan recipient in default of a loan received under this program shall not be considered until good standing has been restored; however, the chartering school district or individual school districts participating in a vocational education cooperative shall be allowed to apply for loans on behalf of their respective school districts.