



Illinois State Board of Education

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Jesse H. Ruiz
Chairman

Christopher A. Koch, Ed.D.
State Superintendent of Education

March 2009

TO: Regional Superintendents of Schools
Executive Directors of Intermediate Service Centers
Chief Executive Officer, Board of Education of the City of Chicago

FROM: Christopher A. Koch, Ed.D.
State Superintendent of Education

SUBJECT: Continuation Application: FY 2010 Regional Safe Schools
Program (RSSP)

General Information

Purpose and Goals of the Regional Safe Schools Program: Article 13A of the School Code (105 ILCS 5/Article 13A) provides for alternative programs for disruptive youth in grades six through twelve. Known as the Safe Schools Law, the statute states that beginning with the 1996-97 school year, the State shall create a system of alternative school programs for disruptive youth who have been removed from school because they have disrupted the education program of the regular school. The purpose of the Regional Safe Schools Program is to meet the particular needs of these students more appropriately and individually in educational environments where they may benefit from the opportunity for a fresh start in a new educational environment.

Eligible Applicants: This application is offered only to Regional Safe Schools Programs identified by Article 13A of the School Code.

Grant Award: Upon approval of your application and pending an FY 2010 appropriation, funds will be distributed to continuing Regional Safe Schools Programs based upon the statutory funding formula in 105 ILCS 5/13A-8.

Grant Period: The grant period will begin no sooner than July 1, 2009, and will extend from the executing date of the grant until June 30, 2010.

Submitting the Application: Complete all forms contained in this document. Mail the original and one copy of the application to Sally Veach, Principal Education Consultant, Illinois State Board of Education, Grants and Programs Division, 100 North First Street, Springfield, IL 62777-0001. The application must be received no later than 5:00 p.m. Friday, May 15, 2009.

Applications may be hand-delivered to the following locations:

Chicago Office

Reception Area
Suite 14-300
100 West Randolph Street

Springfield Office

Information Center
1st Floor
100 North First Street

A copy of this application is available on the Illinois State Board of Education web site at www.isbe.net/grants, Regional Safe Schools, FY 2010 RSSP Application.

Contact Person: If you have questions about the Regional Safe Schools Program application, contact Sally Veach, Principal Education Consultant, at 217/524-4832 or sveach@isbe.net.

Regional Safe Schools Program Application Format

Applications must be submitted in the format and order outlined below. Please use the following as a checklist in assembling your completed application.

- _____ A. Cover Page (Attachment 1): Must be signed by the respective regional superintendent of schools, the executive director of an Intermediate Service Center in suburban Cook County or the chief executive officer of the Board of Education of the City of Chicago. Site Identification: List all program sites; include the site name, address, grade levels, anticipated number of students to be served, and RSSP eligibility status of students.

- _____ B. Program Narrative (Attachment 2): The narrative section includes the following components.
 - 1. Needs Statement: A brief statement describing the need for the RSSP in your region which includes the number of potential RSSP students.
 - 2. Program Objectives: Develop measurable student education objectives and other appropriate student objectives which may include attendance, community service, etc.
 - 3. Program Activities: Describe curricula and methods of instruction, services/activities (such as counseling, community service, work-based learning activities), development of an Individual Optional Education Plan (IOEP) and any other activities necessary to achieve program objectives. Be specific about the types and methods of instruction.
 - 4. Program Evaluation: Describe the measures used to determine students' progress towards the objectives. Complete the Illinois State Board of Education end-of-year report to be submitted to the Division of Data Analysis and Progress Reporting.

- _____ C. Service and Activity (Attachment 3): Check the service/activity offer. In the columns indicate how often the service/activity is offered, type and

number of students receiving service/activity and the staff person responsible for delivering the service.

- _____ D. Budget Summary and Payment Schedule (Attachment 4): This page summarizes the information provided by function and object code. Follow the most recent State and Federal Grant Administration Policy and Fiscal Requirements and Procedures, Sample Budget Worksheet and Expenditure Guidelines on pages 4 and 5 of this document when completing this Attachment 4.

- _____ E. Budget Breakdown (Attachment 5): Supporting documentation for the Budget Summary and Payment Schedule describing with detail the anticipated expenditures for each line of the Budget Summary. Must include subcontract information (see item 7 “Certification and Assurances, and Standard Terms of the Grant,” Attachment 8).

- _____ F. Amended Budget Breakdown (Attachment 5A): The amended budget breakdown form is to be used only when amending a budget and is to be submitted with a revised budget summary/payment schedule form. Do not submit with the initial application.

- _____ G. Update School Districts Participating in RSSP (Attachment 6): Identify the school districts different than those listed in the FY2009 application that have intergovernmental agreements with the Regional Office of Education to administratively transfer students to the Regional Safe Schools Program or no longer participate in RSSP. **Provide a copy of each intergovernmental agreement between the school district and ROE or ISC for new school districts.**

- _____ H. Specific Terms of the Grant (Attachment 7): This form must be signed by the official legally authorized to submit the proposal and bind the applicant to its contents.

- _____ I. Certifications and Assurances (Attachment 8): The applicant is required to submit the certification forms attached to this Request for Proposals. These forms must be signed by the official legally authorized to submit the proposal and bind the applicant to its contents.

Approval of applications: Pending FY 2010 funding, completion of this Regional Safe Schools Program (RSSP) application and its review, the Illinois State Board of Education will provide the applicant with funds to continue implementing these programs.

Expenditure Guidelines

Allowable Expenditures

State funds made available to Regional Safe Schools Program (RSSP) applicants may be used for such expenditures as are reasonable and necessary for providing appropriate programs and meeting the requirements of the law.

Approved expenditures may relate to the following.

- A. Salaries and other fixed costs for approved full- and part-time personnel necessary for grant activities.
- B. Salaries and other fixed costs for approved supportive and clerical staff necessary for grant activities.
- C. Equipment, material, and supplies necessary for grant activities. (All materials and supplies and all equipment exceeding \$500 per unit must be itemized.)
- D. Audits of the grants.
- E. Custodial services and utilities directly attributable to grant functions.
- F. Local/state share of the retirement contribution for personnel.
- G. Subcontracts for services that cannot be provided by the staff.
- H. Out-of-state travel directly related to grant activities. Prior approval for all out-of-state travel is required. The request must be in writing to the Principal Education Consultant of the Grants and Programs Division of the Illinois State Board of Education and contain documentation that local administrative policy for out-of-state travel has been met.
- I. Consultants on a daily basis, as approved, to supplement the grant activities. Consultants must be paid a fee not to exceed the standard amount normally paid by the submitting agency. The allowable consultant daily fee is based on local standards for rates. Rates must be reasonable and applicable to the use of local funds. Documentation of consultant services and their effectiveness must be included in the grant applicant's record.
- J. Travel expenses for personnel to carry out grant functions. (Expenses must be paid in accordance with local policies.)
- K. Maintenance and repair of equipment purchased with grant funds.
- L. Lease agreements (which do not exceed one year and do not include interest).
- M. Administrative costs that are reasonable based upon the scope of the project.
- N. In-service education related to the grant objectives as identified in the grant application.
- O. Reimbursement of operation and maintenance costs to public agencies providing facilities.
- P. Other items properly chargeable to the operation of the grant.

Limitations of Expenditures

Grant funds may **not** be used for the following.

- A. To supplant any state or local funds.
- B. For the purchase of equipment that has not been previously approved by the Illinois State Board of Education. Such activities may be included only as part of the program and cannot be approved in isolation.
- C. For religious workshops or instruction.
- D. For any program or obligation not in compliance with 105 ILCS 5/ Article 13A.
- E. For matching funds required to receive assistance from other federal programs.
- F. To pay salaries for personnel when costs would be above locally accepted standard.
- G. For line item expenditures for which an amount was not entered on the Budget Summary and Payment Schedule.
- H. For public transportation costs.
- I. For bad debts, contributions, donations, fines, penalties, entertainment, financing and refinancing operations.
- J. For liquidation of encumbrances incurred prior to the effective date of the grant award letter for a project year.
- K. For expenditures that are not clearly identifiable as directly related to grant activities or functions.
- L. For any expenditure that occurred in a prior grant year.
- M. To pay attorney's fees or costs of a party related to an action.
- N. Rent for facility owned by the grantee.

