School Improvement Grant
Section 1003(g)

FY15 Express Grants
Agenda

• Navigating the IWAS System
• Submitting the SIG 1003(g) New Award Express Grant
• Developing the SIG 1003(g) Initial Budget
• Submitting SIG 1003(g) Programmatic and Budget Amendments
• HelpDesk and Other Contact Information
Navigating the IWAS System
IWAS Link on ISBE Home Page
Log in if you have IWAS account; sign up if you don’t
Initial IWAS Sign-up
Check the system listing to see what programs you can access.
Program you want not on your list? Signup for other systems
Click the system you want to sign up for, and you’ll have to explain why you should have access on the next screen.

<table>
<thead>
<tr>
<th>Categories - Click to Expand/Collapse Tree</th>
<th>Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Claims</strong></td>
<td></td>
</tr>
<tr>
<td>- Child Nutrition - ACES</td>
<td><strong>Sign Up Now</strong></td>
</tr>
<tr>
<td>- Spec Ed Room and Board Claim</td>
<td><strong>Sign Up Now</strong></td>
</tr>
<tr>
<td>- Web-based Illinois Nutrition System (WINS)</td>
<td><strong>Sign Up Now</strong></td>
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<tr>
<td><strong>Annual</strong></td>
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<tr>
<td>- General State Aid Claim</td>
<td><strong>Sign Up Now</strong></td>
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<tr>
<td>- Nonpublic School Attendance - <strong>Program Eliminated</strong></td>
<td><strong>Sign Up Now</strong></td>
</tr>
<tr>
<td>- Orphanage Tuition 18-3</td>
<td><strong>Sign Up Now</strong></td>
</tr>
<tr>
<td>- Parent/Guardian Safety Hazards</td>
<td><strong>Sign Up Now</strong></td>
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<tr>
<td>- Parent/Guardian Trans. Reimbursement - <strong>Program Eliminated</strong></td>
<td><strong>Sign Up Now</strong></td>
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<tr>
<td>- Pupil Transportation Claim Reimbursement System</td>
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<tr>
<td>- Special Education Authorization (Harrisburg Project)</td>
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</tr>
<tr>
<td>- Special Education Summer School State Aid</td>
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</tr>
</tbody>
</table>
To Create the Application After Logging into the School Improvement Grant Section 1003(g) System
To Create the Application – cont.
Submitting the SIG 1005(g) New Award Express Grant
Overview Page

Overview

Program:
School Improvement Grants (SIG) under section 1003(g) of Title I of the Elementary and Secondary Education Act of 1965 (ESEA) are made available to state education agencies to provide subgrants to local education agencies for use in Title I schools identified for improvement, corrective action, or restructuring so as to enable those schools to make adequate yearly progress (AYP) and exit improvement status.

Purpose:
To provide services to eligible school districts for intensive assistance to schools identified as in need of improvement under section 1116 of the No Child Left Behind (NCLB) reauthorization.

Program Type:
Continuation of a federal competitive grant

Funding:
Allocations are preliminary, and payment under this grant is subject to passage of a sufficient appropriation by the Illinois General Assembly or sufficient appropriation by the U.S. congress for federal programs. Obligations of the State Board of Education will cease immediately without further obligation should the agency fail to receive sufficient state, federal, or other funds for this program.

Legislation and Rules:
Elementary and Secondary Education Act of 1965, as amended, Title I, Part A, Section 1003(g)

Resources:
U.S.D.E. Guidance for the School Improvement Grant

Application Due Date:
August 30, 2014

Amendment Due Date:
Prior to obligation of funds and no later than 30 calendar days prior to program end date.

Grant Period:
July 1, 2014 to June 30, 2015

Expenditure Reports:
Cumulative expenditure reports quarterly and a final completion report

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us
**District Information Page**

### District Information

<table>
<thead>
<tr>
<th>Program Contact Person</th>
<th>First Name*</th>
<th>Middle Initial</th>
<th>Title*</th>
</tr>
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<tr>
<td>Last Name*</td>
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<tr>
<td>Email</td>
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</tr>
</tbody>
</table>

**Activity Period:**
- **Regular Project Year** - activities completed through June 30. No new obligations/activities after June 30 except to pay outstanding obligations made prior to June 30 or to pay for teacher salaries for activities completed prior to June 30 (teachers paid on a 12-month basis, but working only 9 months).
- **Extended Project Year** - activities occurring between project begin date and August 31. Possible new activities AFTER June 30 could be summer school, summer staff development activities and/or audit services.

Grant Period:
- Begin Date: __________
- End Date: __________

Use this text area for any needed explanations to ISBE in regard to this program. ([count] of 7000 maximum characters used)

*Required field*
The page has not been saved due to the following errors:
Errors:
- The last name of the program contact person is a required field.
- The first name of the program contact person is a required field.
- The street address of the program contact person is a required field.
- The city of the Program Contact Person is a required field.
- The state of the Program Contact Person is a required field.
- The zip code of the program contact person is a required field.
- The phone number of the program contact person is a required field.
- The +4 portion of the zip code is a required field.
- District NCES number is a required field.
- Position Title is a required field.
- Title is a required field.
- The State of the Program Contact Person must have 2 characters.
- District NCES number must have 7 characters.
Federal Funding Accountability and Transparency Act (FFATA)

The Federal Funding Accountability and Transparency Act (P.L. 109-282, as amended by section 6202(a) of P.L. 110-252) requires a Prime Awardee, such as a State agency, to report an award of $25,000 or more made to a subrecipient as of October 1, 2010. To fulfill reporting requirements, provide a brief but succinct description of how the funding received will support the activities and actions to meet the purpose and goals of the Federal grant. If there are multiple funding actions, provide a description for each funding action.

Example of project description:
Funds will be used to increase student achievement in mathematics and reading through compliance with the federal requirements associated with the specific school improvement intervention model (turnaround, transformation, restart, or closure).

Project Description (do not use the & symbol):
0 of 255 maximum characters used

Agency DUNS Number:

Click here for additional DUNS information

Agency's Annual Gross Revenues:
- Yes
- No

In the previous fiscal year, this organization (including parent organizations, all branches, and all affiliates worldwide) received (a) $00 percent or more of annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (b) $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements.

Select the Yes button ONLY if both (a) and (b) are true.

* Required field.
**Agency’s Annual Gross Revenues**:  
- In the previous fiscal year, this organization (including parent organizations, all branches, and all affiliates worldwide) received (a) 80 percent or more of annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements;  
- AND  
  (b) $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements.  

Select the Yes button ONLY if both (a) and (b) are true.

Provide the names and the total compensation package (using the preceding fiscal year's compensations) of the top five highest paid individuals within your organization, regardless of the funding source**.

[Regulations for Reporting Executive Compensation and First Tier Subcontract Awards (JUL 2010)]

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<td>4.</td>
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<td>5.</td>
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</table>

* Required field
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<thead>
<tr>
<th>Overview</th>
<th>District Information</th>
<th>FFATA</th>
<th>School Program Specific</th>
<th>Title I Information</th>
<th>School 1 Information</th>
<th>School 2 Information</th>
<th>School 3 Information</th>
<th>School 4 Information</th>
<th>School 5 Information</th>
<th>School 6 Information</th>
<th>School 7 Information</th>
<th>School 8 Information</th>
</tr>
</thead>
</table>

### Baseline Data

An Individual School Baseline Data form, provided as a hyperlink below, must be completed for each school served with this grant and uploaded using the Upload button below.*

* Each Individual School Baseline Data form should have a filename in the form of YYYY-MM-DD School Name. Do not include any special characterizations, especially the # sign, in your filename.

Download the form hyperlinked below and save to your hard drive prior to completing.

- [Click Here for Instructions on How to Upload Files](#)

- Choose File: No file chosen

Any uploaded files will appear below.

- No files have been uploaded.

Provide any necessary comments or explanations related to uploaded files below.

* Required

[Save Page]
### School Data Collection

#### Baseline Data

An Individual School Baseline Data form, provided as a hyperlink below, must be completed for each school served with this grant and uploaded using the Upload button below. Each Individual School Baseline Data form should have a filename in the form of `YYYY-MM-DD School Name`. Do not include any special characterizations, especially the `#` sign, in your filename.

Download the form hyperlinked below and save to your hard drive.

Click here for instructions on how to upload files:

- Choose File
- No file chosen
- Upload

Any uploaded files will appear below.

No files have been uploaded.

Provide any necessary comments or explanations related to uploaded files below.

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**Required**

Save Page
### Baseline Data Form

One form per school in this cohort

Naming convention: **FY2014 school name**

#### FY 2014 Individual School Baseline Data

**Directions:** Upload this form using a filename of the form YYYYMM-DD School Name

<table>
<thead>
<tr>
<th>District Name and Number</th>
<th>Residency County, District Type Code</th>
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</thead>
<tbody>
<tr>
<td>Name of Superintendent</td>
<td>Name of School</td>
</tr>
<tr>
<td>School Address (Street, City, State, Zip Code)</td>
<td>Contact Person</td>
</tr>
<tr>
<td>Telephone (Include Area Code)</td>
<td>Fax (Include Area Code)</td>
</tr>
<tr>
<td>Telephone (Include Area Code)</td>
<td>Fax (Include Area Code)</td>
</tr>
<tr>
<td>District Email</td>
<td>Contact Email</td>
</tr>
</tbody>
</table>

#### School Context FY 2014

1. Number of minutes that ALL students are required to be in school per school year.
2. The types of increased learning time provided. (Check all that apply)
   - Longer school year
   - Longer school day
   - Before or after school
   - Summer school
   - Waiver school
   - Other
3. Number of high school students who completed at least one class in a postsecondary institution.
4. Number of high school students who completed BOTH advanced coursework AND dual enrollment class in a postsecondary institution.
5. Distribution of teachers by performance level on LEA's teacher evaluation system. Include the number of teachers who were not evaluated.

#### Teacher Attendance Rate

**Definition:**

Advanced coursework – student receives credit in accordance with state and local requirements.

- Advanced Placement (AP)
- Internationally Baccalaureate
- College Board
- Advanced Placement
- International Baccalaureate Organization

Dual enrollment – coursework counts for high school and college credit.
Budget Distribution

The image shows a section of the eGMS - Grants Application form from the Illinois State Board of Education, focusing on the Budget Distribution section. The table provides details for each school with the following columns:

- School Name
- Amount Reserved for District
- Award

The table includes rows for multiple schools, each with the same structure. Below the table, there are calculations for the total distribution and the total award amount.
Budget Detail Page
### Specific Forms of the Grant

- **Federal Program Assurances**
  1. Use its School Improvement Grant to implement fully and effectively an intervention in each Tier 1 and Tier 11 or Priority school that the LEA commits to serve consistent with the final requirements published by the United States Department of Education (ED).
  2. Establish annual goals for student achievement on the State’s assessment in both reading/language arts and mathematics and measure progress on the leading indicators in section III of the final requirements published by the United States Department of Education in order to monitor each Tier 1 and Tier II or Priority school that receive school improvement funds.
  3. Include in its contract or agreement terms and provisions to hold the charter operator, charter management organization, or education management organization accountable for complying with the ED 1003(g) final requirements if it implements a restraint model in a Tier 1 or Tier II or Priority school.
  4. Require all school-level data required under section III of the ED 1003(g) final requirements.
  5. Ensure that the full implementation of the selected model occurs in the 2013-2014 school year and that no SIG 1003(g) funds are used for planning activities.
  6. ED 1003(g) final requirements can be viewed at: [EDS Guidance for School Improvement Fund]

- **State Program Assurances**
  1. Implement a new evaluation system that considers and incorporates student growth as a significant factor along with other factors described in Public Act 98-0861 Section 24A-1 no later than the start of the 2012-2013 school year. The evaluation system should fairly and accurately differentiate teachers: Identify and reward effective performance and identify and address ineffective performance.
  2. Participate in any program-related evaluations or studies required for participation in this grant.
  3. Report other program information required by the Illinois State Board of Education (ISBE) or the U.S. Department of Education (ED).
  4. Submit quarterly financial expenditure reports as of September 30, December 31, March 31, and June 30 to ISBE within 20 calendar days after the last day of each quarter.
  5. No subcontracting is allowed without prior written approval of the State Superintendent of Education. See item 6 of the State Assurance for the type of information that must be submitted with the proposal about any proposed subcontracts to be funded with the grant.
  6. Contact ISBE for prior approval to discontinue a contract with a Lead Partner or other approved subcontractor.
  7. Contact ISBE for approval to add a new or different Lead Partner.
  8. Limit administrative costs to 5 percent of the total budget. Administrative costs include: General Administration – function 2200; Fiscal Services – function 2320; and Payments to Other Districts or Governmental Units – function code 4000.
  9. LEAs with more than one award may not combine funds into one account. The amount awarded to each school must be spent specifically on implementation of the intervention model in that school.
  10. SIG funds must be tracked and reported separately from the Title I, Part A funds. Local fiscal agents are to place improvement funds in a Title I account assigned for school improvement. These funding numbers must not be the same as those used for the Title I Basic grant award or SIG. LEAs with more than one award may not combine funds into one account. The amount awarded to each school must be spent specifically on implementation of the intervention model in that school.
  11. All LEAs and Lead Partners must participate in all evaluation, data collection, and reporting activities conducted by ED and ISBE that include, but are not limited to: participating in on-site reviews conducted by ISBE; participating in designated school improvement activities and technical assistance offered by ISBE; updating annual improvement goals: submitting a revised budget and annual budget summary; submitting quarterly progress reports: reporting progress on ED-identified indicators and metrics in the following categories: School Data, Student Outcomes and Academic Progress, Student Culture and Climate, and Teacher Talent.
  12. The LEA will contract with an external provider, i.e., referred to as a Lead Partner organization, which will screen and select from the Approved Partner list on the ISBE website. If the LEA decides to propose an approved Lead Partner, the LEA must submit a request for approval to ISBE prior to the execution of a subcontract funded with SIG funds in which it describes how the LEA recruited, screened, and selected the provider. This proposed Lead Partner is required to submit to ISBE and to detail their experiences and record of success in supporting academically underperforming schools.
**Assurance Signature Page**

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**Overview**
- **District Information**
- **PPATA**
- **School Program Specific**
- **Budget Pages**
- **Assurance Pages**
- **Submit**
- **Application History**
- **Page Lock Control**
- **Application Print**

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**Assurances**

**GRANT AGREEMENT:** The submissions made to the Illinois State Board of Education by the applicant and the terms and conditions described in each tab of this application shall constitute the grant agreement between the applicant and the Illinois State Board of Education for the use of the funds described in the "Budget Detail" tab. This grant agreement shall be deemed to be entered into when the application has been approved by the Illinois State Board of Education. This grant agreement constitutes the entirety of the agreement between the parties and supersedes any other agreement or communication, whether written or oral, relating to the award of the grant funds. The person submitting this application on behalf of the applicant certifies and assures the Illinois State Board of Education that he or she has been duly authorized to file this application for and on behalf of the applicant, is the authorized representative of the applicant in connection with this grant agreement, and that he or she is authorized to execute these Certifications and Assurances, and Standard Terms of the Grant on behalf of the applicant. Further, the person submitting this application on behalf of the applicant certifies under oath that all information in the grant agreement is true and correct to the best of his or her knowledge, information and belief, that grant funds shall be used only for the purposes described in this agreement, and that the award of this grant is conditioned upon this certification. This grant agreement may not be amended or modified except as by receiving approval for an amendment through the IWAS application process. By hitting "Submit" on the Submit page, this grant agreement shall be deemed to be executed on behalf of the applicant.

The authorized representative of the applicant who will affix his or her signature below certifies that he or she has read, understood and will comply with all of the provisions of the following certifications and assurances.

The person approving these Certifications, Assurances and Standard Terms of the Grant hereby certifies and assures the Illinois State Board of Education that the person submitting the final application on behalf of the applicant (and thereby executing the grant agreement with the Illinois State Board of Education) has the necessary legal authority to do so. (v3.26.14)

**NOTE:** These boxes will be automatically filled in as each of the separate certifications/assurances are read and completed.

- Assurances for School Improvement Grant (1003g)
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions
- Certification Regarding Lobbying
- Certifications and Assurances, and Standard Terms of the Grant
- GEPA 442 Assurances

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**Not calling IWAS Web SI**

**Signature of School District Superintendent / Agency Administrator**

**Signature of Board-Certified Delegated Authority for the School District Superintendent**
Submit Page

Assurances must be reviewed and approved by your Local IWAS Administrator before you can submit your application.

6/19/2014
The application has not been submitted.

District Data Entry
Business Manager
District Administrator
ISBE Program Administrator #1
ISBE Program Administrator #2
Submit Page – Business Manager Level

The application has not been submitted.

- Application was created on: 6/10/2013
- Assurances were agreed to on: 6/10/2013
- Consistency Check was run on: 6/10/2013
- District Data Entry submitted for district review on: 6/10/2013

Business Manager:
District Administrator
ISBE Program Administrator #1
ISBE Program Administrator #2

Functions:
- Lock Application
- Unlock Application
- Submit to Administrator
- Disapprove
Submit Page – District Administrator Level

Attention!
The submissions made to the Illinois State Board of Education by the applicant and the terms and conditions described in each tab of this application shall constitute the grant agreement between the applicant and the Illinois State Board of Education for the use of the funds described in the “Budget Detail” tab. This grant agreement shall be deemed to be entered into when the application has been approved by the Illinois State Board of Education. This grant agreement constitutes the entirety of the agreement between the parties and supersedes any other agreement or communication, whether written or oral, relating to the award of the grant funds. The person submitting this application on behalf of the applicant certifies and assures the Illinois State Board of Education that he or she has been duly authorized to file this application for and on behalf of the applicant, and otherwise to act as the authorized representative of the applicant in connection with this grant agreement. This grant agreement may not be amended or modified except as by receiving approval for an amendment through the IWAS application process. By hitting “Submit,” this grant agreement shall be deemed to be executed on behalf of the applicant.

Application was created on: 6/10/2013
Assurances were agreed to on: 6/10/2013
Consistency Check was run on: 6/10/2013
District Data Entry submitted for district review on: 6/10/2013
Business Manager forwarded for administrator review on 6/10/2013

District Administrator
ISBE Program Administrator #1
ISBE Program Administrator #2

[Submit to ISBE] [Disapprove]
Submit Page – ISBE Approval Levels

The application has been approved.

Application was created on: 6/10/2013
Assurances were agreed to on: 6/10/2013
Consistency Check was run on: 6/10/2013
District Data Entry submitted for district review on: 6/10/2013
Business Manager forwarded for administrator review on: 6/10/2013
District Administrator submitted to ISBE on: 6/10/2013
ISBE Program Administrator #1 approved the application on: 6/10/2013
ISBE Program Administrator #2 approved the application on: 6/10/2013
### Application History Page

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Page Lock Control Page

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</tr>
<tr>
<td>State Assurances</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>SPSI</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>AssuranceText</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Assurances</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Application Print</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>
The application has been approved. No more updates will be saved for the application.
Submission Process Steps

• Complete and successfully save all pages
• Run the Consistency Check on the Submit page
• Submit to the next review level, up through the District Administrator
• Have District Administrator sign all Assurances pages
• District Administrator should submit to ISBE
Review Process Steps

• If the application is returned for changes, the district staff will receive an e-mail notification that the application has been returned for changes.

• Staff should open the Review Checklist, which also opens the application.

• To access the Review Checklist, log into IWAS, select the School Improvement Grant (1003g) system, select the returned grant and click on the Review Checklist button to open both the checklist and the application.
Review Checklist Button

This Program Allows you to have multiple projects.
Would you like to create a new project for the current year?
☐ Yes

Select an application from the list(s) below and press one of the following buttons:

- Open Application
- Create Amendment
- Delete Application/Amendment
- Review Checklist
- Print
- Review Checklist Print All

Print requests may take up to several hours depending on demand for conversion to a PDF.

<table>
<thead>
<tr>
<th>Application / Amendment</th>
<th>Original Submit Date</th>
<th>Status</th>
<th>Status Date</th>
<th>Consult</th>
</tr>
</thead>
<tbody>
<tr>
<td>14-4835-00 Original Application - test</td>
<td>06-10-2013</td>
<td>Final Approved</td>
<td>06-10-2013</td>
<td></td>
</tr>
</tbody>
</table>

• After addressing all issues, the district staff must re-run the Consistency Check on the Submit page
• District staff must re-submit to ISBE
• ISBE staff will review and ensure that all questions/concerns have been addressed
• ISBE staff will approve, which loads the budget into FRIS
Important Dates

• Start Date = the initial submission date OR July 1, whichever is later
• End Date = June 30, 2015, unless summer activities are requested. If summer activities, request an end date of 08/31/2015 on the Applicant Information page
• Amendment Due Date = all amendments must be submitted no later than 30 days prior to the approved end date of the project
General Helps

• There are Instruction hyperlinks at the top of each application page. Use them! 😊
• There is a spell-check link available. Follow the onscreen directions to use it.
• There is a “printer-friendly” option to view a completed page to show all information. You may use this to print out a particular page if you do not need the entire application.
General Help – cont.

• Work from left to right for best results
• Make sure all pages are saved before moving to another tab
• Save early and save often!!!
NEVER Use the Browser "Back" Button!!
Developing the SIG 1003(g) Initial Budget
Provide award breakout for the District and for each school identified for intervention. Also, provide a name for each school receiving SIG 1003(g) funds in the text area provided.

**Please note:** The Calculate Totals button does not Save the page, nor does the Save Page button properly recalculate funding distribution. Anytime you redistribute funds and/or change an Award Amount, first use the Calculate Total button and then the Save Page button.

<table>
<thead>
<tr>
<th>School 1 Name</th>
<th>Award</th>
<th>Amount Reserved for District</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School 2 Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School 3 Name</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School 4 Name</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School 5 Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School 6 Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School 7 Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School 8 Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL Distribution (must equal Total Award Amount below)**

<table>
<thead>
<tr>
<th>Total Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9999</td>
</tr>
</tbody>
</table>
Budget Detail Page
Specify **LEA** or **School Name**

Identify **Pre-Implementation** Activities

<table>
<thead>
<tr>
<th>Function</th>
<th>Object</th>
<th>Itemization</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2610</td>
<td>100</td>
<td><strong>LEA</strong> – Transformation officer 0.5 FTE (shared with one other SIG school)</td>
<td>50,000</td>
</tr>
<tr>
<td>2120</td>
<td>100</td>
<td><strong>School Name</strong> -  1.0 FTE Freshmen On-Track Counselor to increase 9th grade on-track rate through data analysis and targeted interventions</td>
<td>43,729</td>
</tr>
<tr>
<td>2210</td>
<td>100</td>
<td><strong>LEA (Pre-Implementation)</strong> – Stipends for summer PD of instructional leadership team (10 staff @ $100/day X 5 days)</td>
<td>5,000</td>
</tr>
</tbody>
</table>
Excel Worksheet

• Please wait one moment while we switch to the Excel application.
# Itemization Guidelines

**Finding the Right Level of Detail**

<table>
<thead>
<tr>
<th>Function/Object</th>
<th>Itemization</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Too Much 3000/400</td>
<td>School Name – Family Coordinator Office Supplies ($50, paper; $12, pens; poster board, $45, markers, $25, copy paper $150)</td>
<td>282</td>
</tr>
<tr>
<td>Too Little 3000/400</td>
<td>School Name - Office supplies</td>
<td>282</td>
</tr>
<tr>
<td>Just Right 3000/400</td>
<td>School Name – Family Coordinator Supplies, such as paper, pens, poster-board, to be used for parent meetings and related functions</td>
<td>285</td>
</tr>
</tbody>
</table>
# Itemization Guidelines
## Finding the Right Level of Detail

<table>
<thead>
<tr>
<th>Function/Object</th>
<th>Itemization</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Too Little</strong></td>
<td>1000/100</td>
<td>School Name - Tutors</td>
</tr>
<tr>
<td></td>
<td>1000/200</td>
<td>School Name - Benefits</td>
</tr>
<tr>
<td></td>
<td>1000/300</td>
<td>School Name - Work Comp</td>
</tr>
<tr>
<td><strong>Just Right</strong></td>
<td>1000/100</td>
<td>School Name – Reading / Math Tutors (4 tutors X 2 hours X 33 weeks X $26 per hour)</td>
</tr>
<tr>
<td></td>
<td>1000/200</td>
<td>School Name – Reading/Math Tutors Benefits (TRW, Reg. TRS, THIS, Medicare)</td>
</tr>
<tr>
<td></td>
<td>1000/300</td>
<td>School Name – Reading/Math Tutors Workman’s Comp</td>
</tr>
</tbody>
</table>
Non-Allowable Expenses

1. Costs associated with development of the SIG proposal
2. *Food*
3. Out-of-state travel
4. Incentives of non-educational value
5. Motivational speakers
Non-Allowable Expenses

6. Capitol improvement such as facility construction, remodeling, or renovations*

7. Activities or purchases for schools that are not receiving SIG grants

8. Indirect Costs
## Non-Allowable Expenses

<table>
<thead>
<tr>
<th>FUNCTION NUMBER (1)</th>
<th>EXPENDITURE ACCOUNT (2)</th>
<th>SALARIES (3)</th>
<th>EMPLOYEE BENEFITS (4)</th>
<th>PURCHASED SERVICES (5)</th>
<th>SUPPLIES AND MATERIALS (6)</th>
<th>CAPITAL OUTLAY (7)</th>
<th>OTHER OBJECTS (8)</th>
<th>NON-CAPITALIZED EQUIPMENT (9)</th>
<th>TOTAL (11)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Instruction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2110</td>
<td>Attendance and Social Work Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2120</td>
<td>Guidance Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2210</td>
<td>Improvement of Instruction Services</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2220</td>
<td>Educational Media Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2230</td>
<td>Assessment and Testing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2300</td>
<td>General Administration (5% limit)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2400</td>
<td>School Administration</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2520</td>
<td>Fiscal Services*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2540</td>
<td>Operation &amp; Maintenance of Plant Services</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2550</td>
<td>Pupil Transportation Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2570</td>
<td>Internal Services*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2610</td>
<td>Direction of Central Support Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2620</td>
<td>Planning, Research, Development &amp; Evaluation Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2630</td>
<td>Information Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2640</td>
<td>Staff Services*</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2660</td>
<td>Data Processing Services*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2900</td>
<td>Other Support Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3000</td>
<td>Community Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4000</td>
<td>Payments to Other Districts or Government Units</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Total Direct costs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total BUDGET       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
Frequently Asked Questions

• How do I determine which function and object code is appropriate?
  – Refer to pages 36-38 of the Fiscal Requirements and Procedures manual to get detailed descriptor and subcategory information
Frequently Asked Questions

• What function code do I use for the lead partner organization?
  – Unless the lead partner organization is a government entity, use function code 2610, Direction of Central Support Services
  – Otherwise use function code 4000, Payments to Other Districts and Government Units
  – Typically the lead partner services are based at the school level, so they should be school level expenses
  – Bullet the important responsibilities of the lead partner
Frequently Asked Questions

• What is the appropriate function code for the transformation/turnaround officer?
  – Positions like the transformation officer are typically LEA level expenses and would most appropriately be considered Direction of Central Support – 2610
  – If the transformation officer is a lead partner position it should be included within the itemization for the lead partner
Frequently Asked Questions

• What is the appropriate function code for substitute teachers?
  – The most important criteria to consider is: What is the purpose?
  – So, for example, if the substitute is replacing a teacher so that he may engage in professional development, then use 2210. If the teacher will proctor student assessment during that time, use 2230.
Frequently Asked Questions

• What is the difference between 2230, Assessment and Testing and 2620, Planning, Research, Development and Evaluation Services?

  – The main difference is the entity being assessed. 2230 is reserved for assessing individual student achievement. 2620 is used when an entire system is being evaluated.

  – The information from both may result in programmatic changes.
Frequently Asked Questions

• We wish to purchase a bundle of calculators @$100 each in a bundle of 10. Is this object code 400, Supplies and Materials or object code 500, Capital Outlay?

  – Although the total cost of the calculators is more than $500, which is the capital outlay threshold, you should use object code 400, since each calculator may be purchased separately for less than $500 each.
Frequently Asked Questions

• We are sending staff for professional development pertaining to improving climate and culture. Should we use function code 2110, Attendance and Social Work or 2210, Improvement of Instruction Services?
  – The primary purpose for the expenditure is professional development. Use 2210.
Frequently Asked Questions

• We are providing credit recovery options for students online. Should we use object code 300, Purchased Services, or object code 400 Supplies and Materials
  – If the credit recovery application is an online subscription service, then use object code 300.
  – Object code 400 should only be used if a discrete number the applications copies were purchased and installed for indefinite use on your computers.
Tips

• Avoid double barreled itemizations
• Workmen’s Compensation is not a benefit, it is insurance, object 300.
• If your district has a policy regarding non-capitalized equipment (object code 700), then mention it in the itemization.
• 20% or $1000 whichever is greater variance (“Wiggle Room”) of a non-zero cell.
Submitting SIG 1003(g) Programmatic and Budget Amendments
Amendments

• Programmatic amendment -- If the scope or intent of the approved project changes – approval should be obtained prior to the obligation of funds based on the amendment.
• Budget amendment -- The obligation of funds included on an amendment cannot begin prior to the date of ISBE receipt.
• All amendments are due to ISBE thirty days prior to the project end date.
When to Amend

- There is a significant change in program scope such as adding a new component -- summer school.
- The grant recipient intends to budget for more available funds -- carryover.
- The expected expenditures exceed the ISBE expenditure variance of 20% or $1,000 per budgeted cell, whichever is greater.
- The grant recipient adds a new expenditure item function/object
Submitting Programmatic Amendments
Budget Detail Page
Budget Amendment Details

• For any new or modified detail line, include the **number of the amendment**
• Identify new entries with the word **New**.
• Always include a **rationale** within the detail description.
## Examples of Amendment Rationales

<table>
<thead>
<tr>
<th>Function</th>
<th>Object</th>
<th>Itemization</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>100</td>
<td>Cherry School— Reading /Math Tutors (4 tutors X 2 hours X 10 weeks X $26 per hour), <strong>Amendment 2: reduced amount from 33 to 10 weeks because of late beginning.</strong></td>
<td>$2,080</td>
</tr>
<tr>
<td>2120</td>
<td>100</td>
<td>Cherry Name - <strong>Amendment 1</strong> 1.0 FTE Freshmen On-Track Counselor to increase 9th grade on-track rate through data analysis and targeted interventions - <strong>New item: Require coordination of work to improve freshmen on-track rate</strong></td>
<td>43,729</td>
</tr>
</tbody>
</table>
Helpdesk is your friend!

- If you’re feeling like this, e-mail them or call them at (217)558-3600 between 8:00am - 5:00pm
SIG Team Contacts

• A. Rae Clementz, aclement@isbe.net
• Linda Shay, lshay@isbe.net
• E. Robin Staudenmeier, estauden@isbe.net
• Claudia Vroman, cvroman@isbe.net