**Section 525.130 Annual Application**

Each Regional Office of Education and Chicago Intermediate Service Center shall submit an annual application. The application shall include the following:

a) A letter of transmittal which identifies the Regional Office of Education and, in the case of the Chicago Intermediate Service Center Governing Board, shows that the Board has formally approved a motion granting authority to submit the application.

b) A detailed annual plan for the services to be provided by the Regional Office of Education or Chicago Intermediate Service Center pursuant to Section 525.120 of this Part. This plan shall be aligned with the school improvement planning needs identified through surveys of school districts to be conducted by each Regional Office of Education when formulating the plan. Objectives along with specific activities shall be presented. Activity statements shall include:

1) an indication of each activity that responds to a need identified in the annual needs assessment as specified in Section 525.120(a)(2) of this Part;

2) an indication of when each activity will be implemented and completed;

3) an indication of who (e.g., Regional Office of Education or Intermediate Service Center staff, consultants) will conduct each activity;

4) an indication of what each activity will accomplish; and

5) evaluation criteria by which progress can be measured.

c) Job descriptions for the professional and nonprofessional staff to be employed by the Regional Office of Education or Chicago Intermediate Service Center. If there will be part-time employees, the approximate percentage of time they will be assigned to activities shall be submitted. Resumes shall not be submitted.

d) Services that may be subcontracted are those which the Regional Office of Education or Chicago Intermediate Service Center staff cannot provide.

1) The following information regarding subcontracts in excess of $5,000 shall be provided to the State Board of Education prior to entering into any subcontract:

A) a statement of what is needed and why the staff cannot provide it;

B) name of the subcontractor;

C) the total subcontract amount;

D) a description of the goods and/or services to be distributed or delivered;

E) a detailed budget, including the beginning and ending dates for the proposed subcontract; and

F) a resume(s) if the subcontract includes professional services.

2) The State Superintendent of Education shall approve a subcontract when the evidence presented demonstrates that a need exists which the Regional Office of Education or Chicago Intermediate Service Center staff cannot meet and that the costs represent fair market value for the goods and/or services to be provided.

e) Applications shall contain a budget indicating in detail each item of expenditure for the programs and services to be provided. The proposed budget shall be presented on a form provided by the State Board of Education. Expenditures shall be annually audited by the Auditor General pursuant to Section 2-3.17a of the School Code [105 ILCS 5/2-3.17a] and rules of the Auditor General (Code of Regulations; 74 Ill. Adm. Code 420.320(c)).

f) Applications must be submitted in accordance with directions set forth by the State Superintendent within 45 days after written notice by the State Board of Education. The Regional Office of Education or Chicago Intermediate Service Center shall submit three copies of the application to the State Superintendent, with one copy bearing the original signature of either the Regional Superintendent or Chairperson of the Governing Board, in the case of the Chicago Intermediate Service Center. No FAX copies will be accepted; however, electronic transmission may be allowed as directed by the State Superintendent of Education.

g) Applications shall be reviewed by State Board of Education staff. If an application does not meet the criteria set forth in Section 2-3.62 of the School Code and this Part, then State Board staff shall contact the applicant and request the submission of an amended application.

h) Upon determining that an application is in compliance with Section 2-3.62 of the School Code and this Part, the State Superintendent of Education shall approve the application and shall notify the Regional Superintendent or, in the case of the Chicago Intermediate Service Center, the Chairperson of the Governing Board and the Administrative Agent, of such approval.

(Source: Amended at 33 Ill. Reg. 3198, effective January 27, 2009)