

Date: 5/26/2011

MEMORANDUM

TO: EFE System Directors

FROM: Harley Hepner on behalf of Mark Williams, ISBE

SUBJECT: Incentive Funding Grant Guidelines - Agricultural Education

The process for the FY12 Agricultural Incentive Funding Grants will remain unchanged from last year. The following link will take you to the updated guidelines for FY12 ([http://www.isbe.net/career/html/cte\\_ag\\_ed.htm](http://www.isbe.net/career/html/cte_ag_ed.htm)). Below is a summary as well as corresponding deadlines of what each system director needs to complete.

**EFE System Directors:**

**Due by September 15, 2011.** The grantee or applicant for the following forms is your specific System.

1. Complete and sign Attachment 1. *Agricultural Education - Grant Agreement between ISBE and...(2 pages)*
2. Complete and sign Attachment 2. *Certifications and Assurances (5 pages)* for the System. On this form under assurance #1, mark as a government entity and provide your RCDT code which can be found on FY11 grant notification letter.
  - a. You also need to send 'Certifications and Assurances' to each local school district participating in the grant in your System. In this case, the local district is the applicant. A separate electronic document of Attachment 2 (Certifications and Assurances) is attached if you choose to forward it electronically to your local school districts.
  - b. The authorized school official (usually the superintendent) needs to read, sign, and return to the EFE System office.
3. Complete and sign Attachment 3. *Agricultural Education – Program Specific Terms of the Grant (1 page)*
4. Complete and sign Attachment 4. *Budget Summary and Payment Schedule (1 page)*
  - a. To find the dollar amount to input into the 4000, 600 cell, go to <http://www.agriculturaleducation.org/ifga/LegislativeReportEFE.asp> and find your region. Record the FY12 total for your region. This total will be available online around August 15, 2011.
  - b. Be sure to complete the payment schedule. When doing so, please keep in mind most expenditures would occur at the beginning of the grant in one lump sum so the items could be used in instruction immediately. The first month for potential funding is typically October/November.
5. Collect all documents for the System and for each local school district and return to Harley Hepner at the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777-0001.

**Local School District Authorized Official:**

**Due back to the EFE System office prior to the return of all grant documents to ISBE.**

The grantee for the following form is the local district.

1. Complete and sign Attachment 2. *Certifications and Assurances (5 pages)* for the local school district. The district is the applicant. On this form under assurance #1, mark as a government entity and provide the local school district's RCDT code.

**Please complete all of the above forms and return them all at once to ISBE by September 15, 2011; with the exception of the narrative final report which will be due no later than July 20, 2012 or 20 days after the end of the grant.** Also, please have a process in place to verifying expenditures at the end of this grant whether by collecting copies of cancelled checks, invoices, or documented verification from the school business office.

If you have any questions, please feel free to contact Harley Hepner, ISBE Career Development at (217) 782-4620.

**EFE System Director Checklist for FY12 Incentive Funding Grant**

**All materials below are due back to ISBE no later than September 15, 2011.**

|  |   |
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| Completed by EFE System Director.  |   |
|  | 1. EFE System Director has collected all of the below forms.  |
|  | 2. EFE System Director has sent all forms below in one package to ISBE no later than September 15, 2011.        |
| Completed by EFE System Director representing the EFE System as a whole.   |   |
|  | 1. Complete and sign Attachment 1. <i>Agricultural Education - Grant Agreement between ISBE and...(2 pages)</i> |
|  | 2. Complete and sign Attachment 2. <i>Certifications and Assurances (5 pages)</i>                               |
|  | 3. Complete and sign Attachment 3. <i>Agricultural Education – Program Specific Terms of the Grant (1 page)</i> |
|  | 4. Complete and sign Attachment 4. <i>Budget Summary and Payment Schedule (1 page)</i>                          |
| EFE System Director communicates with each of the local school district superintendents (or appropriate authorized official) to send and then collect the following completed documents. |   |
|  | 1. Local district completes and signs Attachment 2. <i>Certifications and Assurances (5 pages)</i>              |