



COLLEGE & CAREER

AGRICULTURE, FOOD AND NATURAL RESOURCES

# Frequently Asked

## Facilitating Coordination in Agricultural Education

1. Who is eligible to apply for a Facilitating Coordination in Agricultural Education (FCAE) grant?
2. What are allowable expenditures for FCAE funds?
3. What are the non-allowable expenditures for FCAE funds?
4. How will my FCAE application be reviewed?
5. How do I submit my IWAS budget application for an FCAE grant?
6. How do I check the status of my IWAS budget application?
7. How do I submit an amendment to my IWAS budget application?

### 1. Who is eligible to apply?

Public community colleges and universities that offer an agricultural program of study are eligible to apply. For purposes of this grant, an "agricultural program of study" is one that offers a series of courses in agriculture, foods, or natural resources that may be transferred to other universities or enables a student to pursue either a minor or major concentration in one of those areas of study.

### 2. What are allowable expenditures for FCAE funds?

Allowable expenditures include, but are not limited to, those related to the following objectives:

1. Implementation of agricultural education initiatives through the use of a sufficient number of qualified professional and support staff, including the designation of a director, who are located in identified regions of the state that at least include representation in each of the five districts established by the Illinois Association of Vocational Agriculture Teachers.
2. Review of existing or development of new curricular resources and related materials (assessments, activities, supplementary materials, etc.).
3. Coordination of statewide consumer education outreach initiatives with a focus on agriculture designed to increase literacy in and awareness of agriculture at all grade levels.
4. Coordination of a statewide system of professional learning and provision of on-site technical assistance for school-based agricultural education teachers at all grade levels.
5. Coordination of the identification, compilation, and dissemination of information and resources that include data collection from agricultural education programs and maintenance of the agriculture website found at [www.ilaged.org](http://www.ilaged.org).
6. Coordination of efforts between the business community and educators to improve agricultural education programs and opportunities.

Allowable expenditures may vary based on the specific components identified in respective Requests for Proposals (RFPs). For clarity on specific expenditures, please contact the principal consultant for agricultural education in the ISBE Department of CTE and Innovation.

Each expenditure will need to be aligned with a two-part budget code when you complete your budget details in the ISBE Web Application Security (IWAS) system. This is the most common reason for a budget not being approved; as such, it is crucial to understand the allowable codes and their respective meanings. The first part of the budget code is a four-digit indication of the action or purpose for which the expenditure is intended called the **function code**. The following are the allowed function codes for FCAE grants:

- **2210** – Improvement of Instructional Services: For the planning and evaluation of instruction.
- **4000** – Payments to Other Governmental Units: For services relating to one or more objectives.

The second part of the budget code is a three-digit indication of the service or item obtained to achieve the identified function called the **object code**. Note that only specific combinations of function and object codes are allowed. The following are the allowed object codes that can be matched with the **2210** function code:

- **100** – Salaries: Amounts paid to permanent, temporary, or substitute employees on the payroll of the LEA. This include gross salary for personal services rendered by the educator.
- **200** – Employee Benefits: Amounts paid by the LEA on behalf of employees. These are amounts not included in the gross salary but are over and above.
- **300** – Purchased Services: Personal services by personnel who are not on the payroll of the grantee and other services purchased.
- **400** – Supplies and Materials: Items of an expendable nature that are consumed, worn out, or deteriorated after a single or multiple use and/or lose their identity through fabrication or incorporation into different, more complex units or substances.
- **500** – Capital Outlay: Expenditures for the acquisition of fixed assets or additions to fixed assets to include land, buildings, improvements other than buildings, equipment, etc.
- **700** – Noncapitalized Equipment: Items that would be classified as capital outlay except that they cost less than the capitalization threshold **adopted by the fiscal agent**, but more than the \$500 minimum value established for purposes of calculating the per capita costs. If this object code is used, include the local capitalization threshold and the date it was adopted by the board or controlling entity of the grant's recognized fiscal agent.

The following are the allowed object codes that can be matched with the **4000** function code:

- **300** – Purchased Services: See description in third bullet above.
- **600** – Other Objects: Amounts paid for goods and services not otherwise classified.

All expenditures in an FCAE grant must be related directly to the components and services identified in the respective RFP. Below are some common examples of expenditures utilized by past recipients of FCAE grant funding:

- **2210-300**: Staff office rent, postage, cell phone and other technology services, staff travel reimbursement, conference and exhibitor registration, professional organization membership dues, teacher professional development services, statewide subscriptions for agricultural education services, curriculum development and revision services, agricultural literacy and consumer awareness-related services, website management-related services, printing and publication services, and services related to marketing and promotion of agricultural education.
- **2210-400**: Staff technology and supplies less than \$500 in value (printers, storage, computers, laptops, etc.) and office supplies (paper, clips, storage, pens, tape, markers, etc.).
- **2210-500**: Staff technology and equipment more than \$500 in value (computers, cameras, etc.).
- **4000-300**: Services provided by other governmental units, such as staff office rent to other governmental units (schools, city halls, Regional Offices of Education, etc.), operational expenses for staff (worker compensation, unemployment, insurance, etc.) when paid to other governmental units.

Subcontracting is allowed with prior written approval of the State Superintendent of Education or designated ISBE representative. Activities shall be supported by FCAE funding only to the extent that they do not duplicate or supplant efforts already conducted by or under the auspices of the grantee. The use of grant funds for administrative expenditures shall be limited to amounts demonstrably necessary for the implementation and coordination of activities under the respective RFP.

### 3. What are non-allowable expenditures for FCAE funds?

The following are identified non-allowable uses of funds for FCAE grant funding:

1. Food (including meals, snacks, and beverages) for students, staff, teachers, administrators, and others during professional learning, meetings, or other organized events unless expended as a travel meal reimbursement for professional learning or other professional travel, an instructional supply for a professional learning experience (such as a food science, processing, or marketing workshop), or if a professional learning experience or meeting aligns with the following conditions:
  - Facing a genuine time constraint.

- Limited to lunch.
- Cost of the lunch must be reasonable.
- The information presented during lunch must be an important part of the agenda or otherwise meet the general conditions for a working lunch.
- Prepare carefully documented and written justification for the working lunch and keep it on file for the purposes of auditing and program review.

The exceptions described do not apply for meals for students at all-day events. Meals, snacks, and beverages for students is not an allowable expense.

2. Support of any programs, activities, equipment, materials, or personnel that do not meet the goals and objectives identified in the respective RFP.
3. Out-of-state travel unless first approved by ISBE at least 30 days in advance of the first day of travel. Requests for approval shall contain the name or description of the function that personnel will be attending, number of travelers, projected cost, dates of travel, and benefit to the project. Out-of-state travel will be approved only if it is related to or benefits the goals and objectives identified in the respective RFP.

#### 4. How will my FCAE application be reviewed?

The FCAE budget application in IWAS will be comprehensively reviewed each time an original or amended application is submitted to ISBE. Based on the review, it will be given one of three possible statuses of approval: approval, conditional approval, or returned for changes. In addition to the comprehensive detail and organization of your application, the application status is determined by a series of items listed on the review checklist. Those items are:

1. Applicant Information page is appropriately completed. All contact information fields are completed with the appropriate information. The appropriate area affected by the project has been selected (statewide), and the activity period has been appropriately selected. Note that original applications can only be approved with "Regular Project Year" selected, and any extensions must provide documented justification.
3. The Amendment page is appropriately completed. The applicant has appropriately selected either Original Application or Amended Application. If amended, the application indicates the number of amendment and provides a brief description of the changes, including the function/object codes that have been amended in this submission.
2. The Performance Report page is complete (final report and/or mid-year report, as applicable). A mid-year and final report are required as a part of the deliverables for FCAE funding. The previous year's final report, if not already submitted, is provided on the subsequent year's original budget application. The mid-year report is completed through an amended budget application by the required timeline. All performance reports must include the required narrative portions, data, and uploaded documents correctly named.
4. Project Narrative page is appropriately completed. Applicant includes sufficient information and detail in describing the overall objectives, procedures, and impact, or extended contribution of the project to agricultural education in Illinois.
5. Data entered on the Staffing page is completed and accurate. Explain any proposed changes to staff structure from the previous grant year, if applicable.
6. Applicable documents, including those with all staff salaries listed with name, title, percent of time, and rate of pay, on the Staffing page have been uploaded. Documents should be named as described in the budget application.
7. All expenditures listed on the Budget Detail page are appropriate and allowable. All expenditures must align with the grant guidance given under FAQ No. 2. Expenditures must be appropriately coded and adequately described. Indirect costs, if not yet loaded into IWAS, may be temporarily housed on a separate budget line. Any out-of-state travel must be listed and described in the budget details and include the function attending, dates of travel, number of travelers, project cost, and benefits to agricultural education in Illinois.
8. The payment schedule is complete, and funds are requested appropriately. Funding payments should be distributed over the calendar months based on anticipated operational needs of the project. All 12 calendar months should be utilized for ongoing payments of salary and travel.

9. The Programmatic Risk Assessment pages were completed. Make the appropriate selections on the questions and correctly save the inputted data.
10. The Grants Accountability and Transparency Act (GATA) pages, including the Notice of State Award and the Uniform Grant Agreement and the Intergovernmental Agreement, were completed.

5. **How do I submit my IWAS budget application for an FCAE grant?**

Follow the steps below to complete your initial IWAS budget application for FCAE.

1. Log in to IWAS portal.
2. Select the Agricultural Education — FCAE Program.
3. Create a new project for the respective fiscal year.
4. Complete the Applicant Information page. Select the “End Date” and click “Save Page.”
5. On Amendments page, select “Original Application,” and click “Save Page.”
6. Complete the Performance Report (final or mid-year) pages, as applicable. Click “Save Page.”
7. Upload any related documents and/or products developed. Click “Save Page.”
8. Complete Program Specifics pages by answering the respective questions on each:
  - a. Abstract Narratives (Complete narratives. Click “Save Page.”)
  - b. Goals pages (Include all required information. Click “Save Page.”)
  - c. Staffing page (Upload necessary documents. Click “Save Page.”)
9. Complete Budget pages by inputting the required information on each:
  - a. Indirect Cost Calculation (Select “Colleges and universities.” Click “Save Page.”)
  - b. Budget Detail (Input respective expenditures with **correct codes**. Click “Save Page.”)
  - c. Budget (Read and review for accuracy. Revise Budget Details, if needed.)
  - d. Payment Schedule (Input payments. Click “Calculate Total.” Click “Save Page.”)
10. Complete Programmatic Risk Assessment by selecting appropriate responses.
11. Complete GATA pages. Check verification box and click “Save Page.”
12. Complete Assurances pages. Check verification box on each page and click “Save Page.”
13. Click and run the “Consistency Check” on Submit page. Make any identified corrections.
14. Lock Application and Submit to next level for approval.

6. **How do I check the status of my IWAS budget application?**

Log in into IWAS and open the specific application you are checking. Navigate to the “Application History” tab to view a timeline of action taken on your application.

7. **How do I submit an amendment to my IWAS budget application?**

Follow the steps below to complete an amendment to your IWAS budget application for FCAE.

1. Log in to IWAS portal.
2. Select the Agricultural Education — FCAE Program.
3. Select the radial button corresponding to the most recent application shown.
4. Select “Create Amendment.”
5. On Amendments page, select “Amended Application” and input the number of the amendment.
6. On Amendments page, complete the “Grant Changes” narrative.
7. In the narrative, include function/object codes of specific changes to be implemented.
8. Navigate to Page Lock Control tab (second from left).
9. On Page Lock Control tab, ensure all pages needing to be changed are “OPEN.”
10. If not open, select radial button next to corresponding pages. Then click “Save.”
11. Make necessary changes on each page, as needed. Click “Save” after each page is changed.
12. Ensure GATA and Assurances pages are complete and saved.
13. Click and run the “Consistency Check” on the Submit page. Make any identified corrections.
14. Lock Application and Submit to next level for approval.