

# Agricultural Education: Facilitating Coordination in Agricultural Education (FCAE)

## Specific program information and instructions for Continuation

### Table of Contents

Click on the bookmark for more information on each topic. The starred (\*) grant pages in the application need to be completed prior to submission.

- 1) [Summary of Quick Steps for Submitting an Application](#)
- 2) [Background](#)
- 3) [Completing the Application](#)
  - a) [General Information](#)
  - b) [Applicant Information](#)\*
  - c) Performance Report\*
    - (1) [Performance \(Final\) Report](#)
    - (2) [Mid-Year Report](#)
    - (3) [Document Upload](#)
  - d) [Amendments](#)\*
  - e) [Project Narrative](#) \*
  - f) [Goals](#)\*
  - g) [Staffing](#)\*
  - h) Budget Pages\*
    - (1) [Budget Detail](#)
      - (i) [Allowable Expenditures](#)
      - (ii) [Non-allowable Expenditures](#)
      - (iii) [Function Codes](#)
      - (iv) [Object and Sub-object Codes](#)
    - (2) [Indirect Cost Rate](#)
    - (3) [Payment Schedule](#)
  - i) [Programmatic Risk Assessment](#)\*
  - j) [GATA Pages](#) (NOSA/UGA)\*
  - k) [Assurance Pages](#)\* *(Note: Completed ONLY by authorized LEA official.)*
  - l) [Submit](#)\*
    - (1) [Consistency Check Button](#)
    - (2) [Lock Application Button/Unlock Application Button](#)
    - (3) [Approval Groups](#)

(cont.)

- m) [Application History Page](#)
- n) [Page Lock Control](#)
- o) [Application Print](#)
- 4) [Responding to a Returned Budget/Amendment](#)
- 5) [Submitting an Amendment](#)

## **BACKGROUND**

In 1986, the Illinois General Assembly passed Public Act 84-1452 to revitalize agricultural education in Illinois. To support the Act, an appropriation of funds for the improvement of education in and about agriculture, K-adult, was incorporated into the Illinois State Board of Education's (ISBE) annual budget. The College and Career Readiness Division of ISBE administers the funds with advisement from the Illinois Committee for Agricultural Education (ICAE) which is appointed by the Governor.

Section 2-3.80 of the School Code [105 ILCS 5/2-3.80] establishes the Agricultural Education Program to ensure the provision of agricultural education in the curriculum of the public schools, prekindergarten through adult. Under the law, the Illinois State Board of Education (ISBE) is to establish and maintain an agricultural education program such that the state has an adequate supply of trained and skilled individuals, representative of racial and ethnic groups, for the agriculture industry.

As part of its responsibilities for agricultural education, ISBE in coordination with the Illinois Committee for Agricultural Education (ICAE) and the Illinois Leadership Council for Agricultural Education (ILCAE), must:

- 1) develop a curriculum and strategy for the purpose of establishing a source of trained and qualified individuals in agriculture;
- 2) promote a strategy for articulating Illinois' program in agricultural education throughout the public school system; and
- 3) offer a consumer education outreach strategy regarding the importance of agricultural education in Illinois..

In order to meet these objectives, ISBE has established the Facilitating Coordination in Agricultural Education (FCAE) Project to facilitate and coordinate agricultural education programs offered in public elementary and secondary schools in Illinois. The FCAE project to be funded under this RFP must include activities and services designed to meet the following goals:

- 1) implementation of agricultural education initiatives as part of career and technical education through the use of a sufficient number of qualified professional and support staff, including 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 (see [http://isbe.net/career/pdf/iavat\\_dist\\_map.pdf](http://isbe.net/career/pdf/iavat_dist_map.pdf));
- 2) review of existing or development of new curriculum and assessments, ensuring alignment to the Illinois State Goals for Learning (see <http://www.isbe.net/ils/Default.htm>):
  - a) agricultural education curriculum and assessments must be evaluated, revised, as needed, and disseminated to programs and teachers in prekindergarten through grade 12, as applicable; and
  - b) inservice training must be provided to assist teachers with planning, developing and implementing the materials using currently available technology;
- 3) coordination of statewide consumer education outreach initiatives with a focus on agriculture and designed to increase literacy in and awareness of agriculture at all grade levels;
- 4) coordination of a statewide system of professional development and provision of on-site technical assistance for agricultural education teachers at all grade levels;

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- 5) coordination of the identification, compilation and dissemination of information and resources, to include data collection from agricultural education programs and maintenance of the agriculture website found at [www.ilaged.org](http://www.ilaged.org); and
- 6) coordination of efforts among the business community and educators to improve agricultural education.

Contingent on the availability of funds, one grant will be awarded to address the goals identified. Illinois public community colleges and universities that offer an agricultural program of study are eligible to apply. Financial viability must be demonstrated. A sufficient number of appropriately qualified professional field staff will implement activities and initiatives to accomplish the goals stated above. Funding received under this grant must not duplicate or supplant local or other state funds for similar activities. Documentation of the use of all funds and accurate record-keeping is required.

These funds will flow from the State to the grantee through the electronic Grants Management System in IWAS according to an electronic application process. Funds may not be used for promotional materials. Any out-of-state travel must be approved by ISBE 30 days in advance.

If you need additional information regarding the Agricultural Education Facilitating Coordination in Agricultural Education (FCAE) Grant, please contact Harley Hepner, Principal Consultant, at 217/524-4832.

[Table of Contents](#)

# INSTRUCTIONS FOR COMPLETING GRANT APPLICATION

The Facilitating Coordination in Agricultural Education (FCAE) grant is accessed and approved through the ISBE Web Application Security ([IWAS](#)) system. If the grantee does not already have an account in IWAS, an account will need to be created. The grantee will need to request access to the 'Agricultural Education - FCAE' grant in IWAS. Once the request is electronically approved, the grant is live, and the pre-qualification process is complete, the grantee will be able to access the application. The first time accessing the grant in each fiscal year, the applicant will need to create an application (or project).

To continue the Facilitating Coordination in Agricultural Education (FCAE) Grant, complete the application for the continuation period. Use the '**Instructions**' link in the upper right of each grant page to access both quick steps and detailed information regarding the completion of each page. When information has been entered on a page, save each page prior to leaving it. After the save button has been selected and if there are errors on the page, they will usually appear in red text at the top of the page. Errors will need to be corrected prior to submission. All system-wide grant assurances apply to this grant as well as an additional assurance specific to this grant. All assurances are contained in the online application and must be agreed to prior to submission of the application. If more than one person will be responsible for working on all or components of the grant, then please review the approval groups located in the instructions for the Submit page. Completion of a mid-year and final report must be submitted or certified contingent for a continuation of funding in subsequent fiscal years.

Funds will be used for coordinating programs and activities in and about agricultural education (preK-adult). Funds will be spent according to the last approved budget. A Performance Report must be filed reporting on the use of the funds and will be used as part of the final report. Funds will be utilized in compliance with ISBE guidelines.

Anticipated costs included within this budget must relate exclusively to the Agricultural Education FCAE initiative. Identify the area(s) of greatest need for improving the agricultural education based on the six goals and taking into consideration advisory guidance. Determine the appropriate function and object code and list the service(s) and/or items(s) along with approximate number and cost of each on the budget lines provided. By clicking on the 'Description of Function Codes and Object Codes' link, a more detailed description will appear. All budget lines must be approved by ISBE prior to expenditure.

Receipts, vouchers and records of expenditures must be maintained by the grantee documenting the payment of additional salaries and/or purchase of additional services, equipment, materials and supplies, or other appropriate expenditures. These records will be reviewed at the time of the monitoring and/or fiscal audit.

All applications must be finalized online by the date identified by ISBE each year – usually within 30 days of release of the application. A printed copy of the application or electronic file and associated work product should be maintained as well as records of expenditures.

[Table of Contents](#)

## GENERAL INFORMATION

This page contains information to assist the applicant in better understanding the Request for Proposal and its associate parameters. There are four components including:

- **Background** – provides a brief description of how ISBE addresses its responsibilities related to agricultural education and where in this is located in the School Code.
- **Program Components** – describes the objectives the project works to accomplish as well as provides examples of past activities the project has executed.
- **Fiscal Information** – provides a history of project funding as well as fiscal guidelines related to the project. It is important to note the link to the fiscal procedures handbook is in this section as well.

If there are additional questions, contact the ISBE consultant who administers the grant.

[Table of Contents](#)

# INSTRUCTIONS FOR APPLICANT INFORMATION PAGE

## Quick Steps

1. Complete the contact information on this page. The starred areas are required.
2. Select the area affected by this project. (i.e. statewide)
3. Select the appropriate grant activity period.
4. If you have information you wish to relay to the grant administrator, then this can be inserted in the textbox at the bottom of this page.
5. Save the page.

## Detailed Information

### **Navigation**

Information regarding how to navigate in this program to avoid data loss or re-entry problems.

- There is an instructions link at the top right-hand side of each page that will provide you with more information and/or with an explanation of what needs to be completed on that page.
- Use the tab key rather than the enter key to navigate through fields on this page and throughout the application.
- Use the mouse to check a check box or click in a radio button.
- Validations have been added to the phone number, fax number, and zip code to ensure they are numeric and the appropriate number of characters. You will receive an error message if your entry is not valid. Please note that, due to new postal requirements, the “+4” portion of the zip code is a required field.
- Save the data on each page before clicking the tab for another page. Be sure to save before the session timeout clock (top right and lower left of screen) reaches zero.
- Do NOT use the browser (Internet Explorer or Navigator) forward and back buttons to change pages. Use the page tabs to change pages.

### **Applicant Information/Contact Person**

- Complete the requested information for the contact person for the Responsible Agent, Project Director, and Project Coordinator as applicable.
- The Contact Person should be the one who oversees the FCAE program, is knowledgeable about the application and has access to the application to make any necessary corrections.
- Required fields are marked with an asterisk and must be completed in order to successfully save the page.

### **Activity Period/Program End Date**

- Click on the appropriate choice for end date. In the original application, the regular project year end date should be chosen which is the typical end to the fiscal year.
- If an extension is required, contact the program consultant for information and approval. Extensions are not automatically changed or approved– an amendment must be submitted by the amendment deadline. (no later than 30 days prior to the end of the grant)

### **Applicant Comments**

Use this text area to provide any additional information that will ensure prompt approval upon review or other notes of importance for the grant administrator.

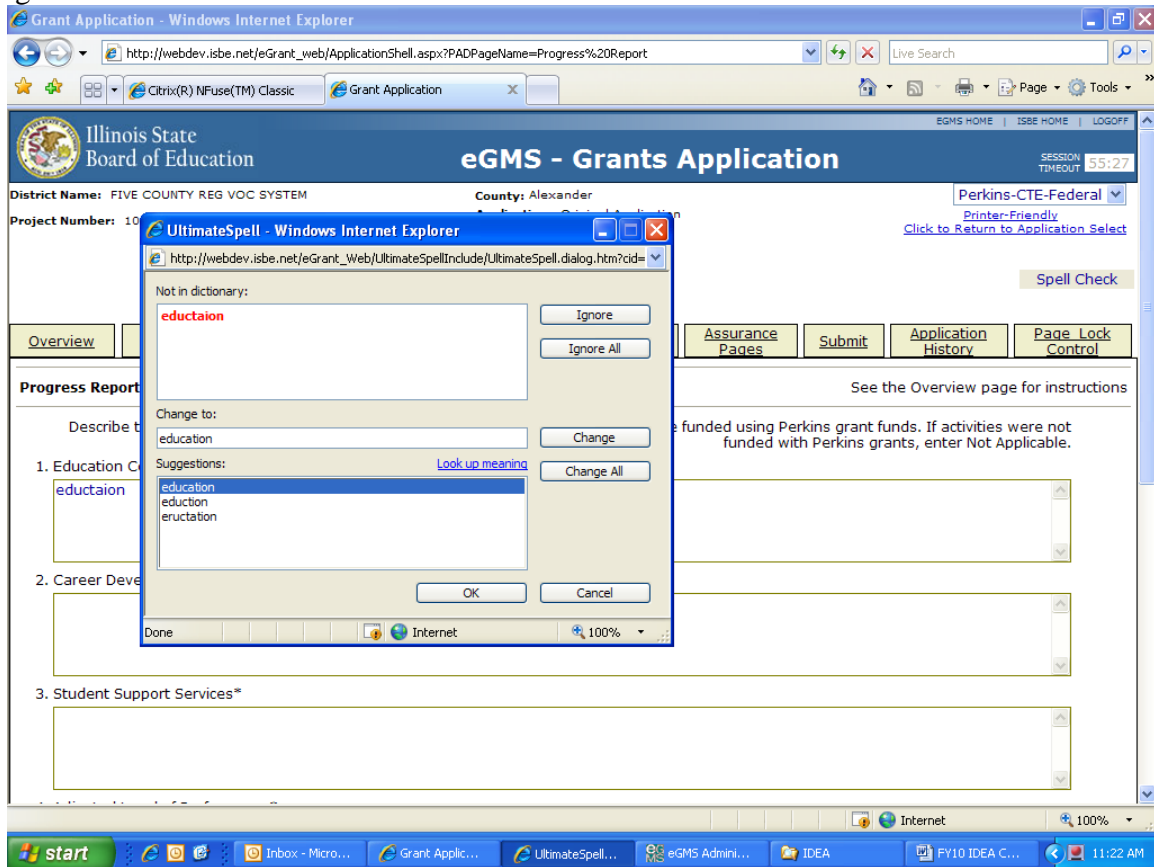
(Cont.)

**\*\*\*Be sure to save this page before proceeding to other pages or programs in the application. Failure to save each page as it is completed will result in data loss.\*\*\***

### Spell Check

Click on the Spell Check button at the upper right of each page to find suspected spelling errors in any text fields on the page. Each questioned spelling will be brought up in order of appearance on the page on a pop-up screen. Please note that any pop-up blocking programs should be set to accept these pop-ups. It is a two-step process to make changes.

Step 1: As each word is brought up, select the appropriate button to change the spelling or ignore the word.



Step 2: Once all the questioned words have been addressed and the “Spell check complete” message displays, you must click on OK to apply the changes. Failure to select OK will result in cancellation of any changes made in the first step.

[Table of Contents](#)



# INSTRUCTIONS FOR PERFORMANCE REPORT PAGES

## PERFORMANCE REPORT/FINAL REPORT PAGE

### Quick Steps

1. Select the appropriate certifying statement with regard to the final report from the previous fiscal year. If the first box is selected, then continue with the next step. If the second box is selected, then continue to the next page.
2. Type an executive summary report for the previous project year.
3. For each goal (6), enter a summary of the major accomplishments and explain the impact of those accomplishments. (*Note: Tie these to the originally proposed objectives and procedures.*)
4. Provide a summary of the data used to evaluate the project objectives and/or procedures. Include other data collection conducted through the project supporting achievement of the goals or objectives.
5. List all the partners and resources used as a component of this project.
6. List any project concerns encountered this year and/or looking to the future.
7. Save the page before moving on to the next page.
8. Upload required documents on the 'Document Upload' page.

### Detailed Information

#### **Performance Report**

As a continuation, the grantee received funds the previous fiscal year. Indicate the status of the final report.

- Select the first box if the final report has been submitted online (entered as you continue down the page).
- Select the second box if the final report for the previous fiscal year has not yet been completed. This may be due to project extensions or overlapping time periods. By marking this box, there remains an expectation and commitment to submit a substantially approvable final report. This should be completed by the appropriate date which is typically no later than 30 days after the end date of the previous fiscal year's grant. Failure to submit a final report may jeopardize current fiscal year funding. The information that is known can be included with an amendment submitted at a later date to finalize the fiscal year report.

#### **Final Report**

There are several sections to the final report each of which are addressed here. The final report is to express the action and performance of the project as well as expenditures in accomplishing the objectives relative to the goals. If the end date of the grant has not yet been reached, then the information that is known can be included in this section as a Performance Report with an amendment submitted at a later date to finalize the fiscal year's activities which will then become the Final Report.

Provide an **Executive Summary** and/or general comments regarding the project for this past fiscal year. Complete a more specific **summary of accomplishments** for each of the six goals relating them back to the objectives or procedures as applicable. Describe the **impact** of each and use appropriate data where applicable. Provide a **summary of the data used to evaluate** the project objectives and/or procedures. Evaluation descriptions can include key points learned from the evaluations such as which successes should be continued and/or what improvement needs to be implemented to experience greater success. Include other data collection conducted through the project to support activity evaluation using data. Provide a list of **partners** assisting with the project's activities in some fashion. Examples could

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include business or individuals who played a significant role in helping to guide the project or to accomplish its goals, service providers and others who may have been paid, benefited from, or volunteered to work on project related activities. **Resources** that have been created, developed, purchased, or used should also be listed or identified separately. Examples of these resources could include products or services purchased or developed, work product created through or used by the project to meet its objectives, and/or equipment purchased. Finally, if there are any **project concerns** based on experiences from this reporting year and/or looking toward the future, then those should be identified in the last section. Concerns can include issues that the project needs assistance from ISBE to address that could impact future project performance. If there are no concerns, then it can be left blank. **Save Page** before leaving the page otherwise the work will be lost.

If the final report was submitted in paper copy form, the applicant will need to indicate this in each of the textboxes in the final report on this page. (e.g. Refer to paper copy sent to ISBE.)

Include appropriate files on the '**Document Upload**' page to demonstrate work product, expenditures, accomplishments, etc. See the 'Document Upload' page for more information.

[Table of Contents](#)

# INSTRUCTIONS FOR PERFORMANCE REPORT PAGES

## MID-YEAR REPORT PAGE

### Quick Steps

1. Indicate if a mid-year report is part of this application/amendment. Select 'Yes' if the report is included or select 'No' if there is no report.
2. Identify the time period the mid-year report covers. (*Format: mm/dd/yr*)
3. Type an executive summary for the project to date.
4. For each goal (6), enter a summary of the major accomplishments to date. (*Note: Tie these to the originally proposed objectives and/or procedures.*)
5. Provide a description of your assessment of the project's progress to date.
6. Identify concerns that may impact your ability to finish the project year.
7. Click on the 'Save Page' button at the bottom of the page.
8. Upload required documents on the 'Document Upload' page.

### Detailed Information

#### **Mid-Year Report**

A mid-year report will be filed as an amendment upon completion of month six of the project. Determine whether the applicant intends to include a mid-year report in this application or amendment.

- Select 'Yes' if this is an amendment, at least in part, submitted to fulfill the mid-year report requirement. Mid-year reports should report the first six months of activity for the grant.
- Select 'No' if this is an original application or an amendment that does not include submission of a mid-year report.

Identify the time period the mid-year report covers. Please use the date format by number (e.g. mm/dd/yr or 01/31/16). Unless otherwise instructed, the mid-year report typically covers the first six months of activity for the project (starting at the grant begin date). The report is due no later than 30 days after the mid-year date.

Insert an **Executive Summary** of the project activity to date. Other pertinent comments may also be included in this section. **Summarize** progress on the **accomplishments** to date of each goal as they related to the objectives and/or procedures. Provide a description of your **assessment** of the project's **progress to date** with respect to meeting the goals. Be sure to indicate the status of project (i.e. on target, delayed or behind schedule, without delay or ahead of schedule) and comment on the performance or quality of work measures. If you have **concerns** regarding project completion, they should be identified in the Concerns textbox. Click on **Save Page** to save changes before leaving the page or changes will not be saved.

Include appropriate files on the '**Document Upload**' page to demonstrate work product, expenditures, accomplishments, etc. See the 'Document Upload' page for more information.

[Table of Contents](#)

# INSTRUCTIONS FOR PERFORMANCE REPORT PAGES

## DOCUMENT UPLOAD PAGE

### Quick Steps

1. Click on the 'Browse' button and a file manager (or similar) box will appear.
2. Choose the file you wish to upload and select 'Open'. *(Note: You can only choose one file at a time so you may need to upload more than once depending upon the number of documents.)*
3. The file and its location should appear in the textbox next to 'Browse'. Click 'Upload'. The file should then appear in the list of uploaded files.
4. Click on the 'Save Page' button at the bottom of the page.

### Detailed Information

#### **Optional Document Upload**

This page is not required, but is provided so work product or other required documentation can be uploaded and included as part of the final and mid-year reports. Work product and supporting documentation should be attached as part of the work for the grant, where applicable. Work product and supporting documentation examples include items such as annual reports, publications, informational materials, data reports, specific project expenditure information, and among others. When uploading a file, it should be labeled with the region-county-district-type code number of the applicant, followed by a hyphen, and a word or two description of the contents of the document.

Select the '**Browse**' button to find the file you wish to upload. Once the file is located, then select it and choose open. The file location and name should appear in the text box next to the browse button. Finally click the '**Upload**' button and the document will appear in the list of uploaded files directly below. These files appear in a box with a green perimeter. To view the uploaded file, simply click on the link containing the file name and choose to open the file. If there is a need to delete one of the uploaded files, then simply click the checkbox next to the file you wish to delete and select the '**Delete Selected File**' button located below the list of uploaded files. Be sure to 'Save Page' before you leave the page. In some instances, it may be **necessary** to provide **comments** or an explanation with regard to a specific document or file. Simply type the information in the comments textbox provided. Begin with the file name for which the comments apply.

[Table of Contents](#)

# AMENDMENTS PAGE

## Quick Steps:

1. Click on the appropriate application choice. If this is the original application, then save the page and you can stop with this step and move on to the next page. If this is an amended application, then proceed with the next steps.
2. Insert the number of the amendment. (i.e. insert '1' if it is the first amendment)
3. In the textbox below 'Grant Changes', Provide the following information
  - a. the date of the proposed changes;
  - b. a brief description and justification of the changes indicating the page(s) you wish to revise;
  - c. for those changes involving the budget, list the function/object code combinations which have been amended in this submission indicating the amount of the change.
4. Save the page by clicking the save button at the bottom of the page.

## Detailed Information

### **Original or Amended Application**

- Select the 'Original Application' for the initial grant application submission. Select the "Save" button at the bottom of the page.
- Select the 'Amended Application' for subsequent grant application submissions after the original grant application has been approved. Complete the additional information in the next section.

### **Grant Changes**

In the textbox in this section, provide the following information: a) the date of the proposed changes; b) a brief description and justification of the changes indicating the page(s) you wish to revise; and c) for those changes involving the budget, list the function/object code combinations which have been amended in this submission indicating the amount of the change. Once completed, select the "Save" button at the bottom of the page.

This page only shows what changes are proposed. The applicant will then need to unlock the appropriate pages to make changes on the affected pages (e.g. revise the budget detail page).

*(Note: See 'Submitting an Amendment' for guidelines concerning amendments. Also see the Budget Detail Page instructions for information on how to format the revisions in the budget.)*

## [Table of Contents](#)

# GOALS PAGE

## Quick Steps:

1. Click on the appropriate goal number you wish to address. There are six goals each represented by a different subtab.
2. Enter the objective(s) for the goal. Indicate what you are trying to accomplish relative to the goal.
3. Enter the procedure for each objective identified. This includes an explanation of how you will accomplish the objective – what activities will you conduct or what steps will you implement to meet the objective.
4. Enter an approximate timeline of anticipated completion for each procedure. Identify deliverables, as applicable, for each procedure.
5. Enter how each objective or procedure will be evaluated.
6. Describe the expected impact of each objective or procedure relative to the goal.
7. Identify the anticipated budget cell combinations associated with each objective.
8. Save the page by clicking the save button at the bottom of the page.

## Detailed Information

### **Associated Budget Cells**

This connects activities conducted to meet the goals directly to the budget. To provide this connection, there is a textbox where each budget cell combination can be entered that is anticipated to be used for each identified objective. (e.g. 2210 300, 2210 400, 4000 300)

### **Objective**

The objective should inform what is to be accomplished and should connect to the goal.

### **Procedure**

The procedure should demonstrate how the objective will be accomplished. This could be through a specific activity or event or can describe what steps or action will be taken to meet the objective. There may be more than one procedure for each objective. Please identify multiple procedures appropriately (e.g. 1.1, 1.2, 1.3)

### **Timeline and Deliverable**

This is a place to identify an expected timeline indicating when each procedure is anticipated to be accomplished. As applicable, include the deliverable to be expected demonstrating each procedure has been met or accomplished. Deliverables should be identified as applicable. Examples of deliverables are documents, reports, or publications created, agendas, minutes or participant information from events showing action taken, example product or service, data generated, etc.

### **Evaluation**

The evaluation briefly describes how the objective or procedures will be evaluated. Describe the method used to evaluate. There is a wide range of methods such as: progress reports and other supportive documentation, self evaluation of specific activities, survey or similar feedback, audits, reviews or monitoring visits, third part evaluators, etc.

(Cont.)

**Impact**

The impact statement should inform of the anticipated impact of either each objective or procedure, as applicable, on reaching the goal. The actual impacts should be reported in the mid-year and/or final report with supporting data where applicable.

**Add Additional Entries**

Click on the Add Additional Entries button. Up to four additional objectives may be created.

[Table of Contents](#)

# PROJECT NARRATIVE

## Quick Steps:

1. Provide a narrative description of the overall project objectives, procedures, and impact.
2. Save the page by clicking the save button at the bottom of the page.

## Detailed Information

The narrative is an overview of the entire project akin to an executive summary. The specific details belong in the goals section.

## [Table of Contents](#)



# STAFFING PAGE

## Quick Steps:

1. Describe the proposed structure of the staffing for the project and how the structure would operate.
2. Upload the required documents identified.
3. Enter, as necessary, any comments or explanation required related to staffing or uploaded documents.
4. Save the page by clicking the save button at the bottom of the page.

## Detailed Information

### **Staffing**

This is a narrative explanation of the proposed structure for the staffing of the project and how the structure would operate.

### **Required Document Upload**

This section allows documents to be uploaded to the grant. Documents uploaded here are specifically identified in the grant and are required as identified by ISBE including documents addressing location and staffing. Other grant related documents may be uploaded as necessary to include in the application. Documents should be labeled with the region-county-district-type (RCDT) code number of the applicant, followed by a hyphen, and a word (or two) describing the document. (e.g. the location and facilities document would be uploaded as '09-010-5050-51-LOCATION')

Select the '**Browse**' button to find the file you wish to upload. Once the file is located, then select it and choose open. The file location and name should appear in the text box next to the browse button. Finally click the '**Upload**' button and the document will appear in the list of uploaded files directly below. These files appear in a box with a green perimeter. To view the uploaded file, simply click on the link containing the file name and choose to open the file. If there is a need to delete one of the uploaded files, then simply click the checkbox next to the file you wish to delete and select the '**Delete Selected File**' button located below the list of uploaded files. Be sure to 'Save Page' before you leave the page. In some instances, it may be **necessary** to provide **comments** or an explanation with regard to a specific document or file. Simply type the information in the comments textbox provided. Begin with the file name for which the comments apply.

### **Comments/Explanation**

This textbox can be used to provide any comments or additional explanation needed with regard to the uploaded documents or additional relevant information to staffing that the applicant wishes relay.

[Table of Contents](#)

# BUDGET PAGES

## Budget Detail Page Instructions

**Be sure to SAVE this page before proceeding to other pages or programs in the application. Failure to save each page as it is completed will result in data loss.**

### Quick Steps:

1. Choose the appropriate function and object code from the drop down menu.
2. Type in the description of items to be purchased for each budget line (each different set of function/object codes used). The description should include the quantity of items (if more than 1), the name of the item(s), and the per unit cost of each item to be purchased.
3. Fill in the total dollar amount budgeted for each line (each different set of function/object codes used).
4. Be sure the entire allocation is budgeted. You can check by clicking on calculate before you save.
5. Save the page by clicking the save button at the bottom of the page.

### Detailed Information

At the bottom left of the screen is the **Total Allotment** for the grant you have chosen. This amount should be referenced when completing the budget and is a read-only cell. This is the total amount of funds that can be spent. The total allotment must be budgeted. All funds must be spent by the end of the grant in accordance with the last approved budget. Expenditures must be approved prior to purchase.

A hyperlink, “**Description of Function Codes and Object Codes;**” provides descriptions of all function and object codes recognized within the Illinois Program Accounting Manual for all grant programs in Illinois and is not specific to the Facilitating Coordination in Agricultural Education Grant. For specific function and object codes, please refer to the link (instructions) in the upper right hand corner of each page and go to the appropriate bookmark(s).

**Function Codes and Object Codes** are the first two columns on the left. To access the codes, **click** on the drop down arrow and select the appropriate code for the expenditure. There may be more codes appearing than what you are eligible to use in the grant.

Tab or Click into the **Expenditure Description and Itemization** textbox. Enter the appropriate level of detailed information for each function/object code selected. This is where specific program expenditure information is recorded. Providing adequate description will facilitate the approval process. It is preferred to use several different budget lines rows categorized by project or separated within the description as opposed to having all verbiage in one row for all associated function/object expenditures.

In the case of an amendment, when revisions are made to the budget detail page, then follow the entry format for the Expenditure Description and Itemization in the example below.

(Cont.)

2210 300 *(Note: The function/object code need not be entered as it is already noted in the budget row.)*  
AMEND-03/10/16 Move \$3,000 from 4000 300 for district professional development workshops. ORIGINAL: Professional development: IAVAT (\$12,000); District workshops (\$2,000)

4000 300 *(Note: The function/object code need not be entered as it is already noted in the budget row.)*  
AMEND-03/10/16 Move \$3,000 to 2210 300 for district professional development workshops. IAEP (\$21,000); ORIGINAL: Curriculum Improvement Services: Graduate Course (\$10,000), IAEP (\$24,000), Curric. Initiative (\$20,000)

Some object codes require specific information to be recorded in the description. Salary (100) requires the name, title, total salary, amount paid and percent of time from the grant. Benefits (200) must be broken down and listed with an amount for each specific benefit. Out of state travel (300) requests are submitted within 30 days of travel and include the total cost, event attending and the dates, individuals (number of people) attending, and the benefit to the grant of attending. Non-capitalized equipment (700) is only used if the applicant has a capitalization threshold different than that which the State has established ( $\geq$  \$500). The 700 code would be used for items from \$500 up to the set capitalization threshold of which beyond would use the typical 500 code. When the 700 code is used, the description box should contain the capitalization threshold set by the applicants authorized official (or controlling board) as well as the date/year when the policy was adopted.

Tab or Click into the text field for grant **Funds**. Enter the total amount requested for each function/object code. Expenditure amounts should be in whole dollar amounts only, no decimal points or commas.

At the end of each line is a **Delete Row** check box. If you have entered a line of detail and need to remove it, click on the check box in the far right column. Then **Save Page**.

If you need additional lines of budget detail, click on the **Create Additional Entries** button located at the bottom of the page. Each time you click this button it will add 5 additional rows of budget detail cells.

Once you have completed the detailed budget information, click on the **Calculate Totals** button at the bottom of the page. (Clicking on Calculate Totals does not save the information) Please verify that all data you have entered is correct and that you have utilized the appropriate funds for each line of expenditure. All funds must be accounted for and budgeted.

The next section on the right of the screen is a calculation of the **Maximum Indirect Cost**. Indirect cost can be entered in the **Indirect Cost** cell. (see Indirect Cost Rate page) The rate is a predetermined/agreed upon rate between ISBE and the entity.

The last section of the screen displays allotment information; **Total Allotment**, **Grand Total** of the budget and **Allotment Remaining**. These are calculated fields and can only be changed when detail information is changed and saved. All funds must be budgeted.

[Table of Contents](#)

## **ALLOWABLE EXPENDITURES**

Anticipated expenditures included within this budget must relate exclusively to the Agricultural Education FCAE project. Based on advisement, identify the area(s) of greatest need or priority for improving the agricultural education based on the six goals. Expenditures must be related to the objectives addressing the goals of the project. Allowable expenditures include those that support improvement of instructional services (2210) and payment to other governmental agencies (4000).

[Table of Contents](#)

## **NON-ALLOWABLE BUDGET EXPENDITURES**

Non-allowable expenditures typically follow grant management practices identified by the State or are specifically identified as non-allowable. Promotional items are prohibited in grant expenditures. If there is a question regarding the allowability of an expenditure, then contact your grant administrator.

[Table of Contents](#)

## FUNCTION CODES

Two broad function codes are used to classify all expenditures.

**2210 "Improvement of Instruction Services"** - Activities for assisting instructional staff in planning, developing and evaluating the instructional process.

**4000 "Payments to Other Districts and Governmental Units"** - Payments to other public LEAs. In-state and out-of-state public entities. (examples: payments to public university/college, payments to public community colleges, payments to Regional Offices of Education/Intermediate Service Centers, payments to Special Education Cooperatives/Education for Employment Centers)

[Table of Contents](#)

## OBJECT AND SUB-OBJECT CODES

Object codes have been provided below and on the budget pages.

**100 "Salaries"** - Amounts paid to permanent, temporary or substitute employees on the payroll of the LEA.

**200 "Employee Benefits"** – Amounts paid by the LEA on behalf of employees; these amounts are not included in the gross salary, but are over and above it. Payments such as fringe benefits, while not paid directly to the employees, nevertheless are a part of the cost (to the applicable functional areas). These costs apply to the same function number as the cost of the applicable salary.

Note: Applicable TRS contributions should be included in your grant budget detail. If it is not, it is assumed the LEA will be covering the cost. To determine if TRS contributions are applicable, please see the [TRS Employer Guide](#). If you have questions concerning the applicability of including TRS contributions to a salary or stipend you are funding through the grant or its activities, please contact TRS at 1-888-877-0890. Please note there is a different [TRS contribution](#) amount for federally funded grants.

**300 "Purchased Services"** - Amounts paid for personal services rendered by personnel who generally are not on the payroll of the LEA and other services that the LEA may purchase. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided to assist in obtaining the desired results. These services include, but not limited to: professional & technical, audit/financial, property transportation, travel (examples: transportation meals, hotel, and other expenses associated with traveling or business for the LEA), employer insurance (examples: Workers Compensation/Unemployment Compensation/Liability Insurance) to protect the employer, communication, printing/binding, software (example: license fee or subscription), online, etc.

**400 "Supplies and Materials"** - Amounts paid for material items of an expendable nature that are consumed, worn out, or deteriorated in use or items that lose their identity through fabrication or incorporation into different or more complex units or substances. Equipment with an acquisition cost less than \$500 is recorded here.

(Cont.)

**500 "Capital Outlay"** - Expenditures for the acquisition of fixed assets or additions to fixed assets. These are expenditures for land or existing buildings, improvements of grounds, construction of additions to buildings, buildings, remodeling of buildings, initial equipment, additional and/or replacement of equipment with an acquisition cost of \$500 or more.

**700 "Non-Capitalized Equipment"** - Items that would be classified as capital assets except that they cost less than the capitalization threshold adopted by the school board but more than the \$500 minimum value established by the State. When using this 700 code, please include in the description the capitalization threshold adopted by the applicant's board and the date of adoption.

[Table of Contents](#)

# INSTRUCTIONS FOR INDIRECT COST RATE PAGE

## Quick Steps

1. Click on the appropriate choice. (Yes or No with regard to the grantee taking indirect costs)
2. If the grantee chooses NO, then save the page and move on to the next page in the application.
3. If the grantee chooses YES, then the remaining steps need to be completed.
4. Break down the indirect cost to show how the funds will be expended based on the object codes on the page. A description is required in the textbox as well as a total cost in the cost cell.
5. Save the page.

## Detailed Information

### **Indirect Cost**

Completion of this page is required. Each grantee will need to indicate whether or not there is a choice to request (or not request) indirect cost. If not indirect costs are requested, then simply click No, save the page and move on. If indirect costs are requested, then the grantee will need to specifically list how those indirect costs will be spent. The cost must be recorded in the appropriate object code cost cell(s) towards the bottom of the page. A specific description must also be recorded in the textbox. The indirect cost amount recorded at the bottom of the budget detail page, will transfer over to the Indirect Cost Budgeted cell toward the top of the Indirect Cost Rate page. The costs entered on the Indirect Cost Rate page must match the total cost recorded on the budget detail page. The difference at the bottom of the indirect cost rate page must equal 0.

## [Table of Contents](#)

# INSTRUCTIONS FOR PAYMENT SCHEDULE PAGE

## Quick Steps

1. Enter the total dollar amount of funds requested each month that match anticipated expenditures.
2. All allocated funds must be scheduled for payment. You can check this by clicking on the calculate totals button at the bottom of the page.
3. Save the page by clicking on the save button at the bottom of the page.

## Detailed Information

In accordance with Federal regulations, payments should be requested to meet actual **monthly cash needs** of the project. All payment requests should be based on the projected date of expenditure. Use the month(s) in which it is anticipated the items on the budget will be expended. The payment schedule month cannot be prior to the grant start date.

For example, if the applicant was allocated \$1000 for the grant and the budget was approved, and you plan to purchase all the items on your budget in September, then you would fill the box next to September with 1000. If you plan to purchase half the items in September and half the items in January, then you would insert 500 next to September and January. If you were paid for extra hrs, then you would need to complete that amount in the month in which you were paid for the extra hours.

To enter payment requests, **“click”** into the first full month of anticipated expenditure and enter the dollar amount requested. In this grant, it is possible that the majority (if not all) expenditures will be in one initial month as the nature of the items purchased with these grants funds are for classroom instructional use. Otherwise, use the **“tab”** key to enter amounts in the remaining cells through the last full month of the project. Payments should not be requested and expenditures must not be incurred before the project begins or after the project ends. The project begins once the budget has been approved by ISBE. **Amounts should be entered in whole dollars only and should not contain decimal points or commas.** Complete the payment schedule to reflect actual cash needs in order to avoid cash on hand and frozen payments.

**Note: Salaries must be budgeted in the months the funds will be expended.** Equipment, supplies, contracted services and inservice activities should have the payment requested in the month for which the expenditure is anticipated.

When the payment schedule is complete, move to the bottom of the page and **“click”** on the **“Calculate Total”** button. Review the calculation and verify that payments have been calculated correctly based on the allotment available. The **Amount Remaining** field should be zero indicating that the Payment Schedule request equals the Budget.

Be sure to **SAVE** this page before proceeding to other pages or programs in the application. Failure to save each page as it is completed will result in data loss.

[Table of Contents](#)



# **INSTRUCTIONS FOR PROGRAM RISK ASSESSMENT PAGE**

## Quick Steps

1. The district should complete the information and answer the questions in each subtab/page according to each individual district's situation.
2. Save each page.

## Detailed Information

See the directions contained on each page of the Program Risk Assessment within the grant application. This is an assessment of risk based on the policies and procedures in place for each grantee. The answers for each grantee may be different depending upon several factors.

## [Table of Contents](#)

# INSTRUCTIONS FOR GATA PAGES

## NOTICE OF STATE AWARD (NOSA) PAGE

### Quick Steps

1. The district must assure that each page has been reviewed by checking the box toward the bottom of each page. Additionally, in:
  - a. Part One: 1.1 the grantee must check the type of entity the grantee is doing business as.
2. Save each page.

*(Note: For more information, see the directions, links, and/or verbiage contained on each page within the grant application.)*

### Detailed Information

For more information, see the directions and/or verbiage contained on each page within the grant application. It is important to read each page so as to understand the terms and conditions to which the grantee is agreeing.

### [Table of Contents](#)

## UNIFORM GRANT AGREEMENT (UGA) PAGE

### Quick Steps

1. The district must assure that each page has been reviewed by checking the box toward the bottom of each page. *(Note: If there is no checkbox, then read the page and move on to the next page.)*
2. Save each page.

*(Note: For more information, see the directions, links, and/or verbiage contained on each page within the grant application.)*

### Detailed Information

For more information, see the directions and/or verbiage contained on each page within the grant application. It is important to read each page so as to understand the terms and conditions to which the grantee is agreeing.

### [Table of Contents](#)

# INSTRUCTIONS FOR SUBMIT PAGE

## Quick Steps

1. Run the consistency check by clicking on the button until no errors are detected. (Note: If errors are identified, those must be corrected before running the consistency check again.)
2. Finally, click the submit button and your application has been submitted to the next level of approval.

## Detailed Information

### **Consistency Check Button**

**Once you have completed your entire application you must run a “Consistency Check”.** **CAUTION: This check may take a few minutes to run.** Your application can not be submitted until this has been successfully run. You must “click” on the “Consistency Check” button to start the process. Once the check has been completed, a message will be displayed indicating that it completed successfully (no errors were found) or providing a list of errors encountered. After you have corrected any errors, you must run the check again until no errors are detected. If no errors are found, the appropriate button will be displayed so that you can submit the application to the next level. You may need to scroll down the page to see the button(s).

### **Lock Application Button/Unlock Application Button**

It is not recommended to lock the application. However, anyone with data entry authority within the district has the ability to freeze the entire application so that no more changes can be made to it prior to submitting or amending an application. In order to lock the application “click” on the “Lock Application” button. This might be appropriate if, for example, there had been some concern about multiple people updating an application when in fact that was undesired at the district level. Therefore, by locking the application no one can make changes to it. Only the person who locked the application or a person with district administrative access (e.g. district superintendent) can unlock it by “clicking” the “Unlock Application” button. **If the locked application is returned for revisions, the application will need to be unlocked (typically by District Admin) in order to revise the pages and save changes.** (see also Page Lock Control)

### **Approval Groups**

A list of approval groups appears at the bottom of the submit page.

- Assurances were agreed to on (mm/dd/yyyy) the date will be displayed after the District Superintendent or Board Authorized Representative has agreed to all assurances and saved them.
- Consistency Check was run on (mm/dd/yyyy) date will be displayed after the “Consistency Check” has been run successfully. If the “Consistency Check” DID encounter errors, the error message will prompt you as to what needs to be corrected. After you have corrected any errors, you must run the check again until no errors are detected. If the “Consistency Check” DID NOT encounter any errors, the application will then be locked until the District Entry person is ready to submit it to the Business Manager or District Superintendent (refer to Lock Application/Unlock Application buttons).

(cont.)

- Data Entry submitted the application on (mm/dd/yyyy). One button will appear after the “Consistency Check” has been run successfully. When the Data Entry person is ready to forward the application to the Business Manager or the District Superintendent, they will click “Submit for Review”. The application will then be forwarded to the next appropriate level of approval and the date that it is submitted will then appear.
- Business Manager approved the application on (mm/dd/yyyy). This approval level is only valid if the District Superintendent has established the level in the IWAS system for approval. Once the Data Entry person has submitted for review, it will be forwarded to the Business Manager to approve and they will need to click on “Approve” or “Disapprove”. If the application has been “Approved” it will then be forwarded to the District Administrator. If the application is “Disapproved”, it will be returned back to the Data Entry person for changes and they will then have to resubmit after changes have been completed.
- District Administrator submitted the application on (mm/dd/yyyy). The District Superintendent or Board Authorized personnel are the only two people who can submit the application to ISBE. Click on “Submit to ISBE” or “Disapprove”. Once the application has been submitted to ISBE, the application will be locked and no changes can be made. If the application is “Disapproved”, it will be returned back to the Data Entry person for changes and they will then have to resubmit after changes have been completed.
- ISBE Program Administrator approved the application on (mm/dd/yyyy). After the application has been submitted, the ISBE Program Administrator will “Approve” or “Disapprove”.

[Table of Contents](#)

## INSTRUCTIONS FOR THE ASSURANCE PAGES

**This is completed ONLY by the District Superintendent or authorized LEA official.** Three pages are included in the Assurances tab: Program Assurances, State Assurances, GATA Assurances and Assurances.

1. Near the top of the first three assurance pages there is a check box that must be checked to agree to the assurances on that page.
2. Place your mouse over the check box and click in it to signify that you agree to the detailed assurance.
3. Once you have agreed, go to the bottom of the page and click on the “**Save Page**” button.
4. After you have agreed to the assurances on the first three assurance pages, complete the last tab, “Assurances.”
5. The three assurance checkboxes on the last page will automatically populate with a check signifying you have agreed to all assurances because you have checked and saved your agreement for each of the other assurance pages.
6. At the bottom of the Assurances page, **if you are the organization administrator (authorized LEA official)**, click on the first button to automatically insert your name for agreement. If you have board-certified delegated authority for the organization administrator, click on the second button and type your name in the text box next to the second button to agree to all assurances.

**NOTE:** The Assurances can **only be completed by the organization administrator (authorized LEA official) or a person with board-certified delegated authority for the administrator.** The assurances must be completed prior to submitting the application.

[Table of Contents](#)

## APPLICATION HISTORY PAGE

The Application History page is a read only page that lists all of the steps that occur in the submission and approval of an application or amendment. In the initial stage of entering the application information, this page will display a statement that the application has not been submitted. This page is useful in tracking the application throughout the submission and approval process. Districts may use this page at any point in time to determine the approval status of their application.

The **Status Change** column lists the status of the application from most recent to oldest. Some typical status entries are:

- Submitted to ISBE
- Returned for Changes
- 1st Program Review Complete
- Final Approval

The **UserId** column displays the ID of the person who was responsible for the change in status, e.g., the ISBE reviewer who approved the application. The **Action Date** column displays the date of the change in status.

[Table of Contents](#)

# INSTRUCTIONS FOR PAGE LOCKING

## Quick Steps

1. Click the 'Expand All' checkbox.
2. Click the checkbox labeled 'Open Page for editing' next to the page(s) you wish to revise.
3. Click on the save button at the bottom of the page and continue to the page(s) you need to revise.

(Note: In some cases and only if you cannot unlock the application from 'Page Lock Control', you should go to the 'Submit' page and try unlocking the application by clicking on the "Unlock Application" button.)

## Detailed Information

If a budget is returned for revision or if an amendment is created, the instructor will need to unlock the page(s) he/she wishes to revise otherwise the save button will not appear to save any revisions. **If the save button does not appear at the bottom of the page you wish to revise, then it is not unlocked and changes will not be saved.**

### **Goal of Page Locking Process**

The goal of the page locking process is to expedite the review of applications and amendments by identifying which pages have been changed by a grant applicant. Reviewers will only need to review those pages that have been unlocked since the previous review.

### **What Happens When a Page Is Locked?**

When a page is locked during the application review process, the save button is no longer available to the applicant, and a message indicates the page has been locked by the agency review. The applicant must go to the Page Lock Control tab, unlock any pages needing revision, and then save the Page Lock Control page. This will cause save buttons to appear on all of the pages the applicant has unlocked.

### **When Will Applicants Need to Unlock Pages?**

When an applicant creates a *new application* each year, all of the pages will be unlocked because all of the pages will need to be completed. If that initial application is *returned for changes* by an ISBE reviewer, some or all of the pages may be locked. The applicant should read the comments on the review checklist and unlock only those pages that need to be changed.

When an *amendment* is created, all pages will be locked. The applicant should use the Page Lock Control tab to unlock only those pages that need to be revised.

Because pages will be locked on all amendments as well as original applications that have been returned for changes, applicants should make it a habit to make sure a save button is available before completing or revising a page. Unlocking pages that will not be modified circumvents the purpose of page locking and slows the review process.

### **Expand All and List of Application Pages**

Click the Expand All checkbox to see the list of application pages (first column under the Expand All checkbox) that may be locked or unlocked. Any application page with data that users enter or revise will appear in the list. Some application pages will not appear on the list. The overview page and the budget summary page are read-only pages and do not contain data; they will not appear in the list. Other pages, such as the Submit page and the Page Lock Control page, will never be locked because users need access to functions on these pages throughout the application process. These pages will not appear in the list.

The list of application pages will have two or more indented levels. The first item on the list is the name of the grant program. The first indent under the grant program is the list of pages that appear on the main tab strip. The second indent contains pages that appear in a subtab strip. For example, Assurance Pages is on the main tab strip and is in the group indented at the first level. The various assurance pages (Program Assurances, State Assurances, etc.) are indented under Assurance Pages.

### **Page Status Column**

For *applicants*, this column displays the current status of the various pages in the application/amendment. For *ISBE reviewers*, this column reflects the status of the page when the applicant submitted it.

Terms included in this column are:

*Open* Page is unlocked and can be modified and saved by the applicant.

*Locked* The page is locked and cannot be modified by the applicant until it is unlocked. There will not be a save button on the page, and a message will appear indicating the page has been locked by the agency review.

*Final* The page has been locked and should not be unlocked by the applicant. Only ISBE staff can unlock a page designated “final.”

*Unlock Section* Opens a section for modification. A section can be an entire program or all of the subtabs under a main tab. Unlocking pages that will not be changed circumvents the purpose of page locking and slows the review process.

### **Open Page for Editing Column** (*Applicant column only*)

The applicant should check the appropriate box in this column to unlock a page that requires modification. The Page Lock Control page must be saved after check boxes have been selected.

### **Review Status of Page Columns** (*ISBE columns only*)

ISBE reviewers will use these columns to unlock pages that require modification or to mark pages final locked. After selecting the appropriate radio buttons, the reviewer must save the page.

The three columns/radio buttons are:

*OK* This is the default radio button unless the page was final locked in a previous round. OK indicates that modifications are not required for this page.

*Needs Updates* Select this radio button to unlock a page for the applicant and to indicate that modifications are needed for this page. The reviewer will use the review checklist to explain the required modification.

*Mark Final* Pages marked final cannot be unlocked by the applicant. Final is only appropriate for pages like assurances that should not be changed after completion. Only ISBE staff can unlock a page marked final.

### **Unlocking a Page Marked Final**

When an applicant determines that a page marked Final must be modified, the applicant must contact ISBE helpdesk and explain why the page requires modification. Only ISBE staff can unlock a final locked page. The applicant then places the application in “consulting” status using the appropriate button on the Submit page. ISBE staff unlocks the page by checking the “Open Page for editing” checkbox on the Page Lock Control page and saves the Page Lock Control page.

[Table of Contents](#)



## APPLICATION PRINT PAGE

Grant applications support an application “print all” printing option through the Application Print Page. You may now selectively print pages on the Application Print tab by selecting one or more pages of the grant application to print.

To print individual pages, select the checkbox next to the page or pages that you wish to print. Next, press the “Request Print” button to generate printing of the pages. The pages will be generated in a PDF format and will be available on the Application Print page anywhere from several hours to a day after the request, depending on the current demand for PDFs. Generally if you return to this grant tab the day following you request to print, the pdf will be available for use.

*(Note: While this page provides a printing option, you may find it easier to use the printer friendly link on each budget page and print using the browser print tool rather than using the print functionality on this page.)*

[Table of Contents](#)

# RESPONDING TO A RETURNED APPLICATION/AMENDMENT

## Quick Steps

1. Click on radial next to the returned application/amendment listed.
2. Click on the 'Review Checklist' button across the top menu bar. *(Note: Remember to turn off the pop-up blocker.)*
3. Read the comments in the Review Checklist – especially the comments to the questions answered/labeled 'No.'
4. Unlock the appropriate pages using the 'Page Lock Control' tab. Click on Expand and then click in the checkbox next to the 'unlock section' for the page(s) you wish to revise. Save the page. *(Note: If you are having difficulty unlocking see 'detailed information' below.)*
5. Make the needed revisions remembering to save each revised page. *(Note: If there is no save button at the bottom of the page, then the page is locked and your changes will not be saved.)*
6. Complete the process on the 'Submit' page.

## Detailed Information

If a budget or amendment was submitted and some type of error was identified, then the budget or amendment will be returned for correction. You will be able to access the budget or amendment in question without having to create a new one. It may be necessary to go to the Page Lock page in the grant and unlock the pages you wish to change. If you are working on a page and are unable to save the page (no save button), then it is likely the page has not been unlocked **If the Page Lock Control does not unlock the grant page you wish to revise**, then sometimes administrator access prevents you from doing so. In this case, if a grant was sent to the administrator for review or if the administrator opened the grant on their own, **it is possible to unlock the grant via the Submit tab by clicking on the "Unlock Application" button**. This must be done at the Superintendent or authorized LEA official access level. All corrections must be completed at the district level as ISBE cannot make corrections on a district budget. Once the budget or amendment is returned, then the instructor will need to access the budget and make the necessary changes and re-submit the budget or amendment for final approval.

There is a Review Checklist which will provide comments on the budget or amendment that was reviewed. These comments are the items the instructor needs to address before re-submitting especially where the question has been answered "No". The Review Checklist can be accessed on the application selection screen prior to entering into the grant itself. By clicking on the Review Checklist button, you will open both the budget and the checklist in two separate windows. If the pop-up blocker is on, it will need to be set so that pop-ups are allowed for this site.

## [Table of Contents](#)

# SUBMITTING AN AMENDMENT

## Quick Steps

1. Click on the budget application listed in the menu prior to entering into the grant.
2. Click on the 'Create Amendment' button across the top menu bar.
3. Unlock the appropriate pages using the 'Page Lock Control.' Click on Expand and then click in the checkbox next to the unlock section for the page(s) you wish to revise. Save the page.
4. Go to the Amendment page of the grant and click on 'Amended application'.
5. If applicable, insert the number of the amendment in the textbox. (i.e. insert '1' if it is the first amendment)
6. Go to the textbox at the bottom of the 'Amendment' page to specify the changes you would like to make in the application. Save the page.
7. Go to the other unlocked pages needing revision in the application to make the needed changes described on the amendment page remembering to save each revised page.
8. Complete the process on the 'Submit' page.

## Detailed Information

**Once the initial budget has final approval from ISBE, if changes are required following, an amendment must be formally submitted and approved by ISBE in IWAS.** After logging in and accessing the [application selection screen](#), districts may make amendments by clicking on the [Create Amendment](#) button in the menu of buttons across the top. The instructor will need to go to the Page Lock Control and unlock the pages where revisions will occur. It is requested to indicate only the changes to the amendment on the Applicant Information page in the 'Applicant Comments' textbox. Make the necessary changes and remember to save each page as you make changes. If the save button does not appear, then the page needs to be unlocked. Finally, submit the amendment for approval.

All amendments are due at ISBE thirty days prior to the project end date. The obligation of funds included on an amendment cannot begin prior to the date of receipt at ISBE provided the scope or intent of the approved project has not changed. If the scope or intent of a project changes based on an amendment, ISBE programmatic approval should be obtained prior to the obligation of funds based on the amendment. Amendments are required when:

- there is a significant change in program scope (e.g. adding a new component); or
- the grant recipient intends to budget for more available funds (i.e. budget increase); or
- the expected expenditures exceed the ISBE expenditure variance of 10% or \$1,000 per object code total budget cell, whichever is greater; or
- funds need to be allocated to a new budget cell (previously approved at \$0); or
- the grant recipient adds a new expenditure item.

**All activities and obligations that will be charged to the approved grant must occur within the project begin and end date.** A complete copy of the approved application, approved budget, and all approved amendments must be maintained by the grant recipient. These documents and other supporting information must be maintained for a minimum of three years (see Record Retention Requirements in the Section above) and will be used by ISBE staff to determine fiscal and program compliance. Any changes/corrections must be properly documented (via electronic review checklist, email, notes on the budget breakdown or budget summary) and changes noted at the grant recipient level.

## [Table of Contents](#)

# SUMMARY OF QUICK STEPS FOR SUBMITTING AN APPLICATION

## *APPLICANT INFORMATION PAGE*

1. Complete the contact information on this page. The starred areas are required.
2. Select the area affected by this project. (i.e. district/university)
3. Select the appropriate grant activity period.
4. If you have information you wish to relay to the grant administrator, then this can be inserted in the textbox at the bottom of this page.
5. Save the page.

## *PERFORMANCE REPORT PAGES*

### *Performance (Final) Report Page*

1. Select the appropriate certifying statement with regard to the final report from the previous fiscal year. If the first box is selected, then continue with the next step. If the second box is selected, then continue to the next page.
2. Type an executive summary report for the previous project year.
3. For each goal (6), enter a summary of the major accomplishments and explain the impact of those accomplishments. (*Note: Tie these to the originally proposed objectives and procedures.*)
4. Provide a summary of the data used to evaluate the project objectives and/or procedures. Include other data collection conducted through the project supporting achievement of the goals or objectives.
5. List all the partners and resources used as a component of this project.
6. List any project concerns encountered this year and/or looking to the future.
7. Save the page before moving on to the next page.
8. Upload required documents on the 'Document Upload' page.

### *Mid-Year Report Page*

1. Indicate if a mid-year report is part of this application/amendment. Select 'Yes' if the report is included or select 'No' if there is no report.
2. Identify the time period the mid-year report covers. (*Format: mm/dd/yr*)
3. Type an executive summary for the project to date.
4. For each goal (6), enter a summary of the major accomplishments to date. (*Note: Tie these to the originally proposed objectives and/or procedures.*)
5. Provide a description of your assessment of the project's progress to date.
6. Identify concerns that may impact your ability to finish the project year.
7. Click on the 'Save Page' button at the bottom of the page.
8. Upload required documents on the 'Document Upload' page.

### *Document Upload Page*

1. Click on the 'Browse' button and a file manager (or similar) box will appear.
2. Choose the file you wish to upload and select 'Open'. (*Note: You can only choose one file at a time so you may need to upload more than once depending upon the number of documents.*)
3. The file and its location should appear in the textbox next to 'Browse'. Click 'Upload'. The file should then appear in the list of uploaded files.
4. Click on the 'Save Page' button at the bottom of the page.

(Cont.)

### *AMENDMENTS PAGE*

1. Click on the appropriate application choice. If this is the original application, then save the page and you can stop with this step and move on to the next page. If this is an amended application, then proceed with the next steps.
2. Insert the number of the amendment. (i.e. insert '1' if it is the first amendment)
3. In the textbox below 'Grant Changes', Provide the following information
  - a. the date of the proposed changes;
  - b. a brief description and justification of the changes indicating the page(s) you wish to revise;
  - c. for those changes involving the budget, list the function/object code combinations which have been amended in this submission indicating the amount of the change.
4. Save the page by clicking the save button at the bottom of the page.

### *PROJECT NARRATIVE PAGE*

1. Provide a narrative description of the overall project objectives, procedures, and impact.
2. Save the page by clicking the save button at the bottom of the page.

### *GOALS PAGE*

1. Click on the appropriate goal number you wish to address. There are six goals each represented by a different subtab.
2. Enter the objective(s) for the goal. Indicate what you are trying to accomplish relative to the goal.
3. Enter the procedure for each objective identified. This includes an explanation of how you will accomplish the objective – what activities will you conduct or what steps will you implement to meet the objective.
4. Enter an approximate timeline of anticipated completion for each procedure. Identify deliverables, as applicable, for each procedure.
5. Enter how each objective or procedure will be evaluated.
6. Describe the expected impact of each objective or procedure relative to the goal.
7. Identify the anticipated budget cell combinations associated with each objective.
8. Save the page by clicking the save button at the bottom of the page.

### *STAFFING PAGE*

1. Describe the proposed structure of the staffing for the project and how the structure would operate.
2. Upload the required documents identified.
3. Enter, as necessary, any comments or explanation required related to staffing or uploaded documents.
4. Save the page by clicking the save button at the bottom of the page.

(cont.)

## *BUDGET PAGES*

### *Budget Detail Page*

1. Choose the appropriate function and object code from the drop down menu.
2. Type in the description of items to be purchased for each budget line (each different set of function/object codes used). The description should include the quantity of items (if more than 1), the name of the item(s), and the per unit cost of each item to be purchased.
3. Fill in the total dollar amount budgeted for each line (each different set of function/object codes used).
4. Be sure the entire allocation is budgeted. You can check by clicking on calculate before you save.
5. Save the page by clicking the save button at the bottom of the page.

### *Indirect Cost Rate Page*

1. Click on the appropriate choice. (Yes or No with regard to the district taking indirect costs)
2. If the district chooses NO, then save the page and move on to the next page in the application.
3. If the district chooses YES, then the remaining steps need to be completed.
4. Break down the indirect cost to show how the funds will be expended based on the object codes on the page. A description is required in the textbox as well as a total cost in the cost cell.
5. Save the page.

### *Payment Schedule Page*

1. Enter the total dollar amount of funds requested each month that match anticipated expenditures. Use the month(s) in which it is anticipated the items on the budget will be purchased. The payment schedule month cannot be prior to the grant start date which is the month of the budget's first approval.
2. All allocated funds must be scheduled for payment. You can check this by clicking on the calculate totals button at the bottom of the page.
3. Save the page by clicking on the save button at the bottom of the page.

## *PROGRAMMATIC RISK ASSESSMENT PAGE*

1. The district should complete the information and answer the questions in each subtab/page according to each individual district's situation.
2. Save each page.

## *INSTRUCTIONS FOR GATA PAGES*

### *Notice of State Award Page*

1. The district must assure that each page has been reviewed by checking the box toward the bottom of each page. Additionally, in:
  - a. Part One: 1.1 the grantee must check the type of entity the grantee is doing business as.
2. Save each page.

*(Note: For more information, see the directions, links, and/or verbiage contained on each page within the grant application.)*

(cont.)

#### *Uniform Grant Agreement Page*

1. The district must assure that each page has been reviewed by checking the box toward the bottom of each page. *(Note: If there is no checkbox, then read the page and move on to the next page.)*
2. Save each page.  
*(Note: For more information, see the directions, links, and/or verbiage contained on each page within the grant application.)*

#### *INSTRUCTIONS FOR ASSURANCES PAGES*

1. Near the top of the first three assurance pages there is a check box that must be checked to agree to the assurances on that page.
2. Place your mouse over the check box and click in it to signify that you agree to the detailed assurance.
3. Once you have agreed, go to the bottom of the page and click on the “Save Page” button.
4. After you have agreed to the assurances on the first three assurance pages, complete the last tab, “Assurances.”
5. The three assurance checkboxes on the last page will automatically populate with a check signifying you have agreed to all assurances because you have checked and saved your agreement for each of the other assurance pages.
6. At the bottom of the Assurances page, if you are the organization administrator, click on the first button to automatically insert your name for agreement. If you have board-certified delegated authority for the organization administrator, click on the second button and type your name in the text box next to the second button to agree to all assurances.

#### *SUBMIT PAGE*

1. Run the consistency check by clicking on the button until no errors are detected. *(Note: If errors are identified, those must be corrected before running the consistency check again.)*
2. Finally, click the submit button and your application has been submitted to the next level of approval.

#### *RESPONDING TO A RETURNED APPLICATION/AMENDMENT*

1. Click on radial next to the returned application/amendment listed.
2. Click on the ‘Review Checklist’ button across the top menu bar. *(Note: Remember to turn off the pop-up blocker.)*
3. Read the comments in the Review Checklist – especially the comments to the questions answered/labeled ‘No.’
4. Unlock the appropriate pages using the ‘Page Lock Control’ tab. Click on Expand and then click in the checkbox next to the ‘unlock section’ for the page(s) you wish to revise. Save the page. *(Note: If you are having difficulty unlocking see ‘detailed information’ below.)*
5. Make the needed revisions remembering to save each revised page. *(Note: If there is no save button at the bottom of the page, then the page is locked and your changes will not be saved.)*
6. Complete the process on the ‘Submit’ page.

(cont.)

### *SUBMITTING AN AMENDMENT*

1. Click on the budget application listed in the menu prior to entering into the grant.
2. Click on the 'Create Amendment' button across the top menu bar.
3. Unlock the appropriate pages using the 'Page Lock Control.' Click on Expand and then click in the checkbox next to the unlock section for the page(s) you wish to revise. Save the page.
4. Go to the Amendment page of the grant and click on 'Amended application'.
5. If applicable, insert the number of the amendment in the textbox. (i.e. insert '1' if it is the first amendment)
6. Go to the textbox at the bottom of the 'Amendment' page to specify the changes you would like to make in the application. Save the page.
7. Go to the other unlocked pages needing revision in the application to make the needed changes described on the amendment page remembering to save each revised page.
8. Complete the process on the 'Submit' page.

[Table of Contents](#)