

Teacher Vacancy Grant- FY27

Technical Assistance Webinar
Summer 2026

Agenda

Original Application Procedures

Amendment Procedures

Technical Highlights/Annual Procedures

- Lock/Unlock Pages
- Pop-Up Blocker
- Data Collection, GPR, Expenditure Reports

Supports Available for Grantees

Original Application Procedures

Overview

Program:	Teacher Vacancy Grant
Purpose:	The purpose of the program is to reduce unfilled teaching positions by providing direct financial assistance to school districts that meet their unique needs and contexts.
Funding:	NOTE: Allocations and payment under this grant are subject to appropriation action by the Illinois General Assembly cease immediately without further obligation should the agency fail to receive sufficient state, federal, or other
Program Type:	State, Formula-based
Legislation:	Public Act 104-0464
CSFA Title and Number:	State Programs: Teacher Vacancy Grant, 586-41-3184
Funding Opportunity Number and Name:	2027-3999-VP
Recipient Award (Obligation):	See Compliance Pages - Notice of State Award and Uniform Grant Agreement. For current and total funds obligated to the recipient, see Reports at FRIS Inquiry .
GATA Requirements:	GATA Website GATA Rules GATA Legislation Code of Federal Regulations / Title 2: Federal Financial Assistance
2 CFR Guidance:	
Application Due Date:	October 1, 2026 to receive a July 1, 2026 start date. Note that no activities can occur until a substantially approvable application is received.
Amendment Due Date:	No later than May 31, 2027 with a June 30, 2027 end date. No later than August 1, 2027 with an August 31, 2027 end date.
Activity Period:	This is dependent on the original grant submission date.
Begin Date:	July 1, 2026, if application is received by October 1, 2026, or the receipt date of a substantially approvable application if the application is received after October 1, 2026.
End Date:	June 30, 2027, unless an extended project year of August 31, 2027 is approved on the Applicant Information page.
Expenditure Reports:	Expenditure reports should be completed at a minimum of quarterly via the IWAS system. A final cumulative expenditure report should be submitted by June 30, 2027.
Program Reports:	Programmatic reporting should be completed at a minimum of annually via the IWAS system. Additional reporting requirements are outlined in the State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures (includes Function and Object Code descriptions) .
Fiscal Information:	Part 100 - Requirements for Accounting, Budgeting, Financial Reporting, and Auditing
Instructions:	Instructions
Frequently Asked Questions:	FAQ Document/Webinar Information
Contact Information:	Meagan Budke 217-782-4322 teachervacancygrant@isbe.net

Applicant Information

Multiple Contacts

- Program contact
- Secondary contact
- Budget contact

Program Contact Person:

Secondary Contact:

Budget Contact Person (required fields if different from Program Contact):

-All contacts will be on a contact list. If these change, contact the TVG Team!

Activity Period

- Regular Project Year ends June 30, 2027.
- Extended Project Year ends August 31, 2027.

Amendments

Original Application

- Select "Original application."
- No further steps are needed.

Amendment

Select "Amendment."

- Short description of what is being changed.
- Function/object codes that are being added/deleted or amended.
- Be sure there is a rationale corresponding to the changes on the Data Analysis/Grant Planning prompts.

THIS PAGE MUST BE COMPLETED AND SAVED FOR THE ORIGINAL APPLICATION AND FOR ANY SUBSEQUENT AMENDMENTS.

Is this an ~~Original application~~ or Amended application?*

☒ Original Application

☐ Amended Application

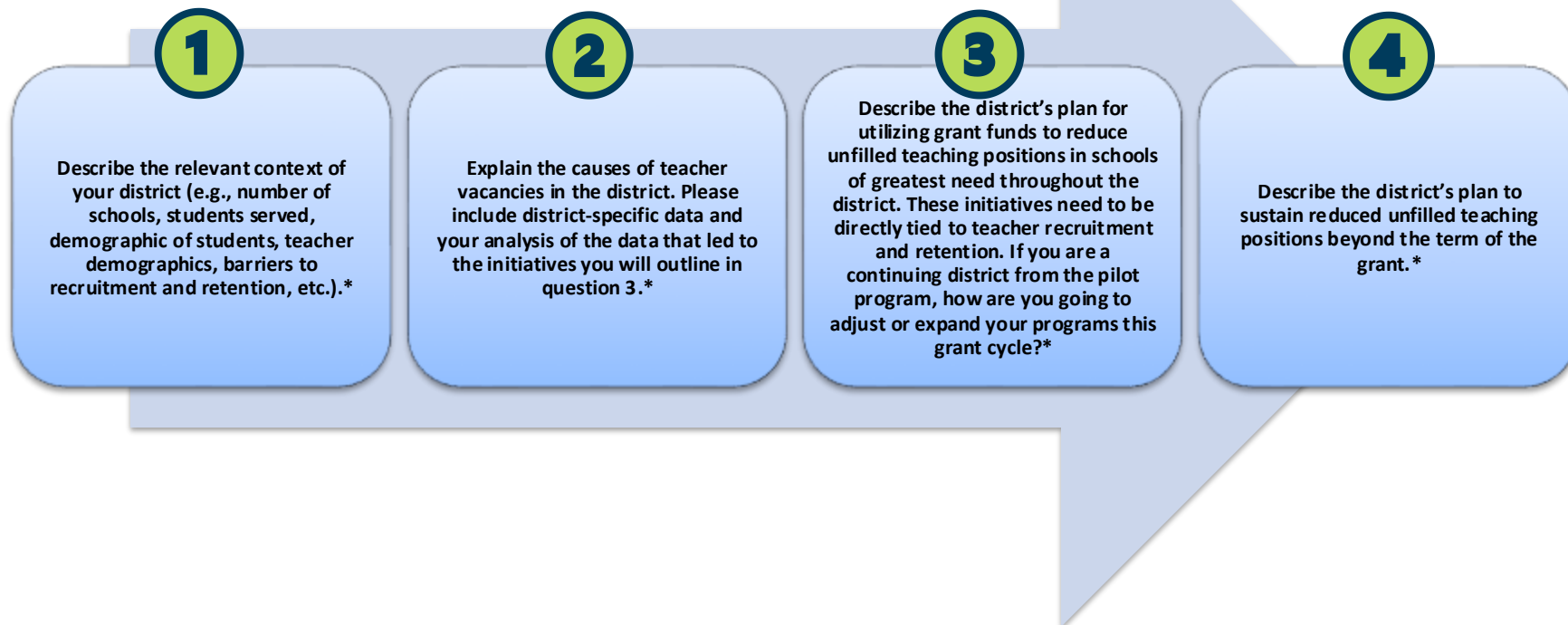
Grant Changes

Provide a brief description of the changes, including the function/object codes which have been amended in this submittable page. (Limited to 1,500 characters)

(0 of 1500 maximum characters used)



Data Analysis/Grant Planning



- Strong connection of initiatives supported by local data related to the retention and recruitment of teachers!
- Focus on sustainability of programs. See past webinars found on the TVG webpage under the Community of Practice dropdown.

Budget Pages

Allotment

- Overall summary of the allocation.

Indirect Cost Calculation

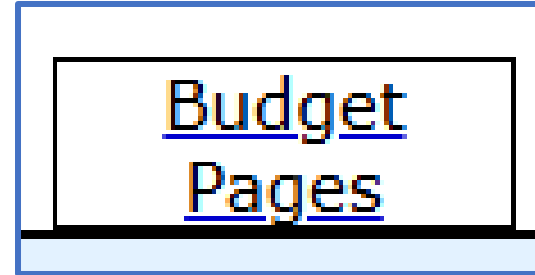
- Acknowledgement.

Budget Detail

- Each initiative from Data Analysis/Grant Planning has a corresponding line item.
- Function/object codes are aligned to the description.
- In description, be clear about who will be receiving payment (e.g., educator, vendor, institutions of higher education, etc.).
- Include information about the number of educators impacted by the initiative, vendor information, number of items purchased, etc.

EX: \$500 signing bonus for 5 new hires. $500 \times 5 = \$2500$). Please note:

This is an example, not a suggestion.



Budget Pages Continued

Budget

- View a snapshot of how funding is being used.

Payment Schedule

- Divide funding to be dispersed to align with timing of grant initiatives.
- Divide over multiple months.
- If an extended year is chosen, please utilize July and August at the end of the payment schedule to support the need for an extended grant year.

PRA-ISBE Specific, GATA and Assurance Pages

Please read Assurances and Risk Assessments, review for accuracy, and sign for compliance.

If you have any concerns with these pages, please reach out to the TVG team.

Submit and Application History



RUN CONSISTENCY CHECK

Status Change
Final Approved
Submitted to ISBE
Forwarded to District Admin
Consistency Check



TRACKING TO SEE WHO WAS THE LAST TO APPROVE AS WELL AS WHO IS NEXT IN LINE FOR APPROVALS.

Status Change
Final Approved
Submitted to ISBE
Consistency Check

Amendment Procedures

Amendments Information

General Information

- Original application information will auto-populate.
- Page Lock Control to unlock pages that need to be changed.
- Ensure a "Save" button is visible!

THIS PAGE MUST BE COMPLETED AND SAVED FOR THE ORIGINAL APPLICATION AND FOR ANY SUBSEQUENT AMENDMENTS.

Is this an Original application or Amended application?*

☐

Original Application

☒

Amended Application

Grant Changes

Provide a brief description of the changes, including the function/object codes which have been amended in this submittable page. (Limited to 1,500 characters)

(0 of 1500 maximum characters used)

Amendment Page

- Select "Amendment."
- Short description of what you are changing.
- Function/object codes that are being added/deleted or amended.
- **Be sure there is a rationale corresponding to the changes on the Data Analysis/Grant Planning prompts.**



Amendments Continued

Data Analysis/Grant Planning Page

- If **adding** or **removing** a strategy, be sure there is a rationale corresponding to the changes on the Data Analysis/Grant Planning prompts.
- Label changes using "AMENDMENT #."
- Example
- AMENDMENT 1: Adding a new strategy -- Tuition reimbursement for three educators to pursue the LBS1 special education endorsement. The expansion to their licensure will help fill high-needs positions in the district and reduce the financial barrier for educators to gain additional endorsements.

Amendments Cont.

Budget Pages

- To be consistent, please ensure each strategy aligns to the Budget page.
- Use “AMENDMENT #” to notate.
- Example
- AMENDMENT 1: Adding tuition reimbursement of up to \$5,000 each for three educators to earn their LBS1 endorsement.
- Adjust payment schedule, if needed.

Technical Highlights/Annual Procedures

Lock/Unlock Pages

Page Lock
Control

- Change all pages you want to edit to "OPEN."

OPEN	☐
OPEN	☐
OPEN	☐
OPEN	☐

- Save each page frequently.

Save

Pop-Up Blocker

- Turn off pop-up blocker.
- When reviewing an application that was sent back by ISBE staff, **TWO** windows will populate:
 - The application
 - Grant Review Checklist with notes on necessary adjustments

1

Overview	Applicant Information	Amendments

2

Review Checklist for Teacher Vacancy Grant Pilot Program

UNLOCK PAGES BEFORE EDITING!

Periodic Procedures

Takes place outside of the grant application.

Expenditure Reporting

Four times a year.

- 
1. Project start date through September 30 – Due October 20
 2. Project start date through December 31 – Due January 20
 3. Project start date through March 31 – Due April 20
 4. Project start date through June 30 – Due July 20

Grant Periodic Reporting (GPRS)

Once a year.

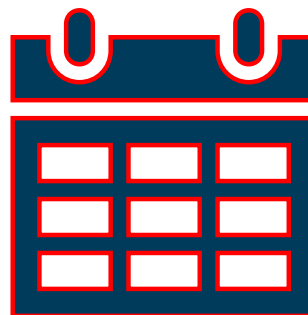


Reporting Period	Report Opens	Report Due	State Response	District Response if not Approved
July – June	June 30	July 30	2-weeks	2-weeks

**Please note that some districts are required to submit semiannual reports. The calendar above only applies to annual reports. Semiannual reports open on December 30 and are due within 30 days.*

TVG Annual Data Collection

Once a year.



Supports Available for Grantees

Teacher Vacancy Grant Supports

[Teacher Vacancy Grant Pilot Program Webpage](#): One-pagers, Data Dashboard, strategy briefs, recordings of webinars from past Communities of Practice.

Office Hours: Weekly cadence of virtual meeting opportunities for grantees to connect with program staff for interactive, real-time support.

Communities of Practice: Connect with other grantees and learn from each other.

Email teachervacancygrant@isbe.net for assistance.

Thank you