Incentive Funding Grant for Programs in Grades 5-12

1. Who is eligible to apply?
   Eligible applicants include approved agricultural education programs in middle schools, high schools, and area career centers. Approvable programs employ qualified instructional staff, each of whom either hold a current and valid agricultural education Professional Educator License or an Educator License with Stipulations endorsed for agricultural education. Approvable programs offer a series of courses that are sequential in one or more recognized AFNR pathways and include at least one introductory course and one higher-level course. Approvable programs must also include a state and nationally recognized chapter of the National FFA Organization and provide for Supervised Agricultural Experience programs. For more information on the program approval process, please contact your district Facilitating Coordination in Agricultural Education (FCAE) program advisor.

2. What are allowable expenditures for the Incentive Funding Grant (IFG)?
   Allowable expenditures include, but are not limited to, activities that support the improvement of instruction or program improvements (e.g., curriculum development, professional development, field support services, program coordination, and pilot projects). Mileage may be charged to the grant only for travel associated with supervised agricultural experience visits. The rate of reimbursement will be specified in the application.

   Nonallowable expenditures include, but are not limited to, professional organization or union dues; college tuition; purchase of agricultural inputs (e.g., crop, animal); operation, maintenance, or repair costs of school laboratory machines and implements; utilities (e.g., heating, cooling, telephone); ordinary, non-specialized classroom furniture; and food and lodging.

   No more than 50 percent of the applicant's allocation shall be expended for extended contracts (i.e., those that exceed nine months) or stipends, and no more than 10 percent of the allocation shall be expended for consumables.

3. How will our IFG allocation be formulated if we are a new AFNR program (first or second year)?
   All programs in operation for two years or fewer shall receive a flat grant, the amount of which shall be set forth in the application for each funding cycle. An applicant's achievement of any of the minimum standards and quality indicators shall not affect the amount to which it is entitled.

   New high school programs (programs in the first or second year of operation with students in grades 9-12) will receive a flat $5,000 allocation for fiscal year 2022. New stand-alone middle school programs (students in grades 5-8) will receive a flat allocation of $2,500 in FY 2022. A high school or middle school program in its third year of operation (or beyond) will receive an allocation as determined by the quality indicator application.

4. How will the IFG allocation for an established program (3rd Year or Beyond) be formulated?
   The grant allocation to which each eligible applicant is entitled shall be determined by an established timeline from ISBE. Ideally, allocations are determined prior to the fiscal year start date to allow for application and approval prior to the start of the year. A multiplier will be used to weight each quality indicator that the applicant has achieved and for which achievement has been verified by State Board of Education staff through the application review process. A dollar value for the multiplier shall be calculated by dividing the appropriation for the funding year by the total value of all quality indicators

claimed and verified in the applications received as of the due date. An individual applicant's grant allocation is determined by multiplying the dollar value of the multiplier by the total value of quality indicators that the applicant has achieved and State Board of Education staff has verified.

You will find the multiplier for a given year by taking the total funding available for the IFG and dividing by the total points scored by all programs during that year. For example, approximately 20,000 total points were scored by programs that applied in FY 2021. A multiplier of $39.50 per point is determined by dividing the total amount of IFG funds available (approximately $800,000) by the total points scored (approximately 20,000). This means that an individual program allocation would be its total application points multiplied by $39.50.

5. How do I submit my ISBE Web Application Security (IWAS) Budget Application for IFG?
   To complete your initial IWAS Budget Application for IFG, follow the steps below.
   1. Log in to IWAS portal.
   2. Select the Agricultural Education — Incentive.
   3. Create a new project for the respective fiscal year.
   4. Complete the Applicant Information. Click "Save Page."
      a. Note that end date must by June 30 on initial application.
   5. On Amendments page, select "Original Application" and click "Save Page."
   6. Complete Budget pages by inputting the required information on each:
      a. Indirect Cost Calculation (Select "LEAs." 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.")
   7. Complete Programmatic Risk Assessment by selecting appropriate responses.
   8. Complete Grant Accountability and Transparency Act (GATA) pages. Check verification box on each page and click "Save Page."
   9. Complete Assurances pages. Check verification box on each page and click "Save Page."
   10. On Submit page, click and run the "Consistency Check." Make any identified corrections.
   11. Lock Application and Submit to next level for approval.

6. How do I check the status of my IWAS Budget Application?
   To check the status of your Budget Application, log in to 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?
   To complete an amendment to your IWAS Budget Application for IFG, follow the steps below.
   1. Log in to IWAS portal.
   2. Select the Agricultural Education — Incentive.
   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 any expenditure changes are also shown in Budget Details page.
   13. Ensure GATA and Assurances pages are complete and saved.
   14. On Submit page, click and run the "Consistency Check." Make any identified corrections.
   15. Lock Application and Submit to next level for approval.