

THREE CIRCLE (FFA & SAE) GRANT INFORMATION & BUDGET APPLICATION



WELCOME TO THE WEBINAR

GRANT PROCESS

- Districts are encouraged to identify a point person to work on the grant & requirements.
- Work with the appropriate district administration to complete the following application process.
 - Initial Application (Step 1 - completed)
 - **Budget Application (Step 2 – to be completed via IWAS)**

GRANT INFORMATION

- Initial applications were submitted with the information used to determine eligibility and allocations based on salary and benefits.
- Districts should file a copy of the initial application information summary.
- All eligible applicants receive funding in the current year. There will be no pro-ration in FY18 so full funding will be allocated to districts based on the information provided in the initial application.

ALLOCATION

- District allocations based on daily rate of (9mo) base salary (& benefits); only for extended time. Payment is only for 60 days defined as 400 hrs.
 - Current base salary (+benefits)/180 days= daily rate
(Note: This would include benefits the district pays on behalf of the employee such as TRS or THIS as applicable toward creditable earnings.)
 - Daily rate x 60 days = dollar value for extended time
 - Allocation = 60 day dollar value x grant cost share %
- District Cost Partnership (in dollar value for extended time above)
 - Programs in 1st or 2nd year – grant covers 100%
 - Programs in 3rd or 4th year – grant 80%/district 20%
 - Programs in year 5+ - grant 50%/district 50%

GRANT REPORTING REQUIREMENTS & PARAMETERS

- Each teacher must complete and document 400 hours of approved activity based on three circle model. The recommended method to document hours is Teacher Journal (AET) available to all Ag Ed teachers. The report must include:
 - District/school and teacher name
 - Date and time of activity
 - Number of hours
 - Description of approved activity & relation to the model
 - Number of individuals impacted

GRANT REPORTING REQUIREMENTS & PARAMETERS

- Only hours when the teacher is representing the program/chapter or supervising students shall be counted and must relate to agricultural education. (FFA, SAE, Curricular)
- No hours can be claimed if it occurs during the regular contracted hours of the school day.
- No hours related to activities of a personal nature are permitted.

GRANT REPORTING REQUIREMENTS & PARAMETERS

- More than 400 hours may be documented, but only paid for 400 hours.
- Failure to obtain, document, and report the 400 hours (or other requirements) will result in the offending party ineligibility (district and/or teacher).
- The grant is with the district who will be responsible for paying the teacher(s) according to local policy. The district provides documentation of the payments to the teacher(s) at the end of the grant.

GRANT REPORTING REQUIREMENTS & PARAMETERS

- The same ISBE grant reporting requirements (in IWAS) for district administrators (business office) would apply to this grant similar to other state grants.
 - Quarterly electronic expenditure reports
 - Applicable GATA reports such as periodic performance reports

COMPLETING THE BUDGET APPLICATION

FY18 THREE CIRCLE (FFA & SAE) GRANT

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ACCESSING THE BUDGET APPLICATION

The system is available upon request in IWAS. Individuals requiring access can add the system to their 'System Listing'. Supt grants access.

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ACCESSING THE BUDGET APPLICATION

- The first time a district accesses the grant in any given fiscal year, the district will need to click the 'Yes' box to create a new project.

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ACCESSING THE BUDGET APPLICATION

- Year: Choose the correct fiscal year (i.e. 2018)
- Project Title: Insert the district common name.
- Click on the 'Create New Project' button.

This should open up the district's grant application for completion.

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ACCESSING THE BUDGET APPLICATION

- Any subsequent access to this grant application will be done in the Three Circle Grant menu below.
 - Click in the radial button next to the application.
 - Selection Application
 - Review Checklist
 - Create Amendment

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BUDGET APPLICATION PAGES

- Applicant Information
- Performance Report (not currently present)
- Amendments
- Budget Pages
- Program Risk Assessment
- GATA Pages
- Assurances
- Submit

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BUDGET APPLICATION – APPLICANT INFO

- Complete district contact information. (program & budget)
- Start date: July 1 for districts who return the budget application within 30 days of its release.** If after, then the submission date.
- All activity and expenditures must occur between start/end date.

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COMPLETING THE BUDGET APPLICATION

- The appropriate district representative should complete the programmatic risk assessment (PRA) according to the district's current situation.

Note: PRA Performance History. 2.6 There are no subgrants available for this grant.

Overview	Assurance	Assurances	Subgrant	Program	Cost	Assurance	Subgrant	Application	Task List	Application
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Program Risk Assessment - General Information

The purpose of this assessment is to ensure the integrity of the state grant. It is required for all districts of state grant funding. It is required for all districts of state grant funding. It is required for all districts of state grant funding.

- Review the requirements of 23 CFR 200.301, as amended. An assuring agency is required to review the programmatic risk posed by applicants. The risk categories are assessed through this questionnaire.
- Complete the assessment system of ability to meet the programmatic needs.
- Report all findings from this assessment under Subpart F. Each assessment of this part of the report and findings of any other available audit.
- The applicant certifies that all information provided is true, accurate, and complete to the best of their knowledge.

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COMPLETING THE BUDGET APPLICATION

- Review the 'GATA Pages' tab and subtabs.
 - Notice of State Award. (4 subtabs) Review each page/subtab and check the assurance box at the bottom of each page.
 - Uniform Grant Agreement (6 subtabs) Review each page/subtab and check the assurance box at the bottom of each page. (no box on overview)

Note: Part One. Article 1. 1.1 The district identifies as a 'governmental entity.'

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COMPLETING THE BUDGET APPLICATION

- Review the Assurance Pages subtabs. Mark the checkbox and save the page indicating the district will comply.
- Note: Supt may need to complete the assurances before submitting to ISBE.
- Document linked (1e) showing the cost share percentages for the grant and district based on program's years of operation.

Overview	Assurance	Assurances	Subgrant	Program	Cost	Assurance	Subgrant	Application	Task List	Application
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Specific Terms of the Grant

- Program and Funding
 - The funds will be used for the [state] specific application program full-time teacher personnel services costs for three outside of the regularly scheduled hearing dates for the benefit of [state] students.
 - Costs will be shared by the state and the district. The state will contribute [percentage] percent of the total costs.
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