

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



WELCOME TO THE WEBINAR

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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)

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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.

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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%

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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

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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.

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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.

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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

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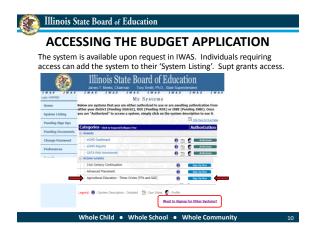


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COMPLETING THE BUDGET APPLICATION

FY18 THREE CIRCLE (FFA & SAE) GRANT

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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.





BUDGET APPLICATION – APPLICANT INFO

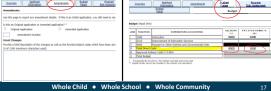
- Indicate email blast preference
- · Area affected= 'District'
- Mark 'regular project year.' (June 30 end date)

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Activity Perio		
	• Register Project Trase - activities complised through Jano 23. To seve obligation/calcrities after Janu 20 except to pare installation for the activities complised prior to January 20 or 12 are possible, but versifies only in research. © datased Project Train - activities counting between project begin date and August 31. Possible new activities APTER June 30 coals be summer staff development activities and/or such activities of activities.	
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Grant Period: Begin Date:	July 1, or the submission date of the original application, whichever is later	
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BUDGET APPLICATION - AMENDMENT

- Check the appropriate application being submitted. The 'original application' is the first one submitted.
- An amendment is required when there is a change in scope (teacher) or change in an object code cell total of 10% or \$1000 whichever is greater. When amendments are submitted, be sure to:
 - insert the amendment number in the appropriate box
 - specifically describe the changes proposed in the textbox.
 - submit revisions before expenditures occur & no later than 30 days prior to end date





BUDGET APPLICATION – BUDGET DETAIL

- · District total allocation (all teachers) is found in lower left corner.
- $\bullet \quad \text{Insert the appropriate function/object codes, descriptions, \& fund amounts.} \\$
- District indirect cost (if any) may be inserted in cell in the lower right corner.

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BUDGET APPLICATION – BUDGET DETAIL

- · Function Codes
 - 1000 Payment for time assisting students. (FFA & SAE activities)
 - 2210 Payment for professional development or curricular improvement time. (Curricular activities)

Note: Estimate the amount of time that will be spent for FFA, SAE, and Curricular activities and budget accordingly. For example, allocation = \$10,000; 80% of time (320 hours) is estimated as FFA & SAE; 20% (80 hours) is curricular, then budget 8,000 under function code 1000 and \$2,000 under function code 2210.

- Object Codes
 - 100 Salary; indicate the teacher name and amount.
 - · 200 Benefits; indicate the specific benefit (TRS, THIS) as applicable and its cost. No other benefits are paid.

Note: Work with the district business office to determine the specific salary and benefit amounts.

Function Code	Object Code	Dipenditum Description and Demission						
1000₩	100 ∨	John Public, agreecher and substitutes salary for FFA and SAE extended time (200 hrs or 30 days)	0 9000					
1000~	200 ∨	John Publicand substitutes benefits. TRS \$500; THS \$100	0 1000					

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BUDGET APPLICATION - INDIRECT COST

- · Indicate whether the indirect applies to the district (Yes or No).
- If 'No', then save and move to next page.
- If 'Yes', then identify indirect costs in each applicable object code. The total must equal the amount of indirect entered on budget detail page.



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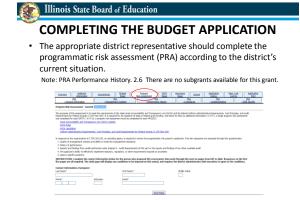


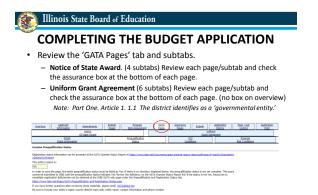
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BUDGET APPLICATION – PAYMENT SCHEDULE

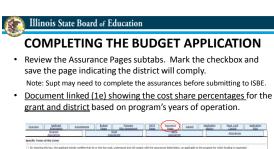
- Payments are scheduled for the month where expenditure is anticipated to occur. Insert the payment amount for each month.
- Salaries and benefits payments are typically scheduled monthly.







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