



COLLEGE & CAREER

AGRICULTURE, FOOD AND NATURAL RESOURCES

# Frequently Asked

## Teacher Three Circle Grant Program

Click the question below to navigate to the respective answer.

1. Who is eligible to apply?
2. What are the allowable expenditures for the Teacher Three Circle Grant Program?
3. What is the local match requirement?
4. How is the allocation determined?
5. How do I enroll in this grant program?
6. How do I submit my IWAS Budget Application?
7. How do I check the status of my IWAS Budget Application?
8. How do I submit an amendment to my IWAS Budget Application?
9. What are the deliverables of this grant?
10. What do I do if my allocation in IWAS is less than I need?
11. What do I do if my allocation in IWAS is more than I need?
12. How do I complete a Periodic Report (also known as GATA Report) for this grant?
13. How do I complete my payment schedule in IWAS?
14. How do I account for an overage of funds in my payment schedule?

### Prorated Grant -- Frequently Asked Questions

1. How do I complete my IWAS budget details with the prorated allocation?
  2. When is my original IWAS budget application due?
  3. Does the participating teacher still need to document 400 additional working hours?
  4. Who do I contact regarding any TRS or retirement related questions?
  5. Who can help me with my IWAS budget application and required worksheet?
  6. Can I use incentive funding for teacher salary and benefits?
  7. How do I know the prorated amount for each teacher? (for school districts with multiple teachers)
  8. How do I complete an amendment for a reallocation increase for one teacher?
  9. How do I complete an amendment for a reallocation increase for multiple teachers?
  10. How do I complete an amendment for a reallocation decrease?
1. Who is eligible to apply?  
Illinois school districts and area career centers created pursuant to Section 10-22.31a of the School Code that employ full-time middle or secondary school teachers in a state-approvable agricultural education program as defined by Section 75.210 are eligible to apply. Approvable middle school programs also are eligible to apply. An approvable program at the middle school level includes at least one state-approved introductory agricultural education course with an appropriately licensed teacher in an agricultural education career pathway that connects to a secondary program. This introductory course shall include a career exploration component with Supervised Agricultural Experiences (SAE) as a part of instruction. A middle school program shall also connect either to a stand-alone middle school or a secondary student organization (FFA) chapter.
  2. What are allowable expenditures for the Teacher Three Circle Grant Program?  
Funds provided through the Teacher Three Circle Grant Program are allowed to spent on only 4 items:

**Code**

**Description**

1000-100	AFNR teacher or proxy salary for FFA and SAE extended time
1000-200	AFNR teacher or proxy benefits for FFA and SAE extended time
2210-100	AFNR teacher or proxy salary for curricular and professional learning extended time
2210-200	AFNR teacher or proxy benefits for curricular and professional learning extended time

Activities funded (teacher extended time) under this grant as personal services shall occur outside of the regularly scheduled teaching duties for the benefit of agricultural education.

3. What is the local match requirement?

The local match requirement is different for each entity based on the number of years the local AFNR program has been operating. AFNR programs in their first or second year of operation do not have a local matching requirement; 100% of the extended salary and benefits are provided by the grant allocation. AFNR programs in their third or fourth year of operation have a 20% local match requirement. This means that 20% of the extended salary and benefits are provided by the local district, community, etc., and the remaining 80% is provided by the grant allocation. AFNR programs not within their first four years of operation have a 50% match requirement, meaning that 50% of the total extended salary and benefits provided to the teacher are provided by the local district, community, etc. The remaining 50% is provided by the grant allocation from ISBE.

4. How is the allocation determined?

The total allocation is based on the calculated value of the expected personal service cost of the respective agricultural education teacher and the local matching requirement as described above. Personal service costs are based upon the following:

1. The reasonably expected personal services cost for a teacher based on the cost of each teacher's regularly scheduled teaching duties, including all costs paid by the district at the daily rate of each teacher; and
2. The daily rate of each teacher (base salary of each teacher in the current year divided by 180 days). This rate will be multiplied by 60 days of approved activities for each teacher in the school district.

An allocation worksheet has been developed and made available on the Agricultural Education Grants webpage to help school districts determine this amount and to validate/standardize the formula used for allocation determination. This worksheet is required as an upload on the ISBE Web Application Security (IWAS) Budget Application. It is also required to be used when completing the Intent to Apply form each year.

5. How do I enroll in this grant program?

Reach out directly to ISBE at [ag\\_ed@isbe.net](mailto:ag_ed@isbe.net) or contact your district Facilitating Coordination in Agricultural Education program advisor to enroll. Districts will need to complete an Intent to Apply form before the start of the fiscal year; include all information necessary when completing the formula calculations for this grant.

This form shall include, at a minimum, the names of the teachers the school district will use the grant to pay, current year base salaries, how the extra hours are an extension of the teachers' regular duties, and the anticipated number of individuals impacted. School districts shall also indicate the initial prorated funding level at which the district would elect to opt out of the grant.

6. How do I submit my IWAS Budget Application?

To complete your initial IWAS Budget Application for Three Circles, follow the steps below.

1. Log in to IWAS portal.
2. Select the Agricultural Education — Three Circles (FFA and SAE).
3. Create a new project for the respective fiscal year.
4. Complete the Applicant Information. Click "Save Page."
  - a. Note that end date must be June 30 on initial application.

5. On Amendments page, select “Original Application” and click “Save Page.”
6. Complete the “Upload” page by completing and attaching the required Excel workbook.
  - a. Workbook available on [Agricultural Education Grants](#) page.
7. Complete Budget pages by inputting the required information on each:
  - a. Indirect Cost Calculation (Select “LEAs.” Click “Save Page.”)
  - b. Budget Detail (Ensure details match required upload. 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.”)
8. Complete Programmatic Risk Assessment by selecting appropriate responses.
9. Complete Grant Accountability and Transparency Act (GATA) pages. Check verification box on each page and click “Save Page.”
10. Complete Assurances pages. Check verification box on each page and click “Save Page.”
11. On Submit page, click and run the “Consistency Check.” Make any identified corrections.
12. Lock Application and Submit to next level for approval.

7. How do I check the status of my IWAS 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. Note that your application **has not** been submitted to ISBE unless the application status says, “Submitted to ISBE” or “Final Approved”. If your application status is something else, such as “Submitted for Review” or “Submitted to RCDT” that means that your application has not yet been approved by your local District Administrator and forwarded on to ISBE for final review and approval.

8. How do I submit an amendment to my IWAS Budget Application?

To complete an amendment to your IWAS Budget Application for a Three Circle Grant, follow the steps below.

1. Log in to IWAS portal.
2. Select the Agricultural Education — Three Circle (FFA and SAE).
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.

9. What are the deliverables of this grant?

Each teacher identified in the Intent to Apply application must complete 400 hours of approved activity. No more than 400 hours will be paid, according to the parameters of the grant. Eight hours shall equal one day. Only hours when the teacher is representing the program/chapter or supervising students shall be counted and the hours must relate to agricultural education. No hours related to activities of a personal nature are permitted. The hours of activity must be in approved activities based on the agricultural education Three Circle Model and shall fall into one of the three following categories: work-based learning (SAE), FFA advisement, and curricular/intracurricular activities.

Teachers must document hours using a free service provided by ISBE available on [the Agricultural Experience Tracker](#). Teachers will generate journal reports on documented activities. These activities are required to be attached to your periodic reports in the [GATA portal](#). One report is due per normal grant cycle, specifically an end-of-year report (through date of June 30) is due by July 31.

Grantees will also submit periodic expenditure reports to Funding and Disbursements via the IWAS portal. IWAS expenditure reports provide up-to-date information on actual expenditures. Reports are due at least quarterly, with each respective report due no later than 20 days after the conclusion of the fiscal quarter (e.g., first quarter ends on September 30 and first quarter report is due by October 20). The second, third, and fourth quarter of the grant cycle end of December 31, March 31, and June 30, respectively. Expenditure reports are due 20 days after each respective quarter concludes. The chart below shows a summary of all reports that are required.

**Figure 1. Three Circle Grant Required Reports**

Report	Through-Date	Due Date
Expenditure Report for Q1	September 30	October 20
Expenditure Report for Q2	December 31	January 20
Expenditure Report for Q3	March 31	April 20
Expenditure Report for Q4	June 30	July 20
*GATA Report, End-of-Year	June 30	July 31

\*Requires documented Teacher Journal Hours from January 1 through June 30.

If this grant is extended for some unforeseen reason, please note that there will be additional reporting requirements based on the length of the extension.

10. What do I do if my allocation in IWAS is less than I need?

Your allocation is based on the salary and benefits information provided on the Three Circle Intent Form prior to the creation of your IWAS Budget Application. If this information was estimated incorrectly at the time due to unfinished local negotiations or the teacher(s) was/were not yet hired, this could mean that your allocation will be less than your eventual need for the fiscal year. Unfortunately, we cannot increase an allocation once the funding level has been set for the year. This is due to the finite amount of funding available in the Agricultural Education line item. The proper course of action is to use the original salary information submitted on the Intent Form to complete your Budget Application.

11. What do I do if my allocation in IWAS is more than I need?

Your allocation is based on the salary and benefit information provided on the Three Circle Intent Form prior to the creation of your IWAS Budget Application. If this information was estimated incorrectly at the time due to unfinished local negotiations or the teacher(s) was/were not yet hired, this could mean that your allocation will be more than your eventual need for the fiscal year. Fortunately, those funds are able to be documented on an additional budget line as an “overage” and then removed later as an amendment. See Figure 2 below for an example of what your original IWAS Budget Application would look like in the case of an overage. The example below shows a district that overestimated the Three Circle need for its teacher, Jane Doe, by \$2,500.

**Figure 2. Original Budget Details in the Event of an Overage**

Function	Object	Budget Description	Dollars
1000	100	Jane Doe Agriculture Teacher Salary FFA & SAE	8000
1000	200	Jane Doe Agriculture Teacher Benefits FFA & SAE	320
2120	100	Jane Doe Agriculture Teacher Salary Curricular & PD	2000
2120	200	Jane Doe Agriculture Teacher Benefits Curricular & PD	80
1000	100	Overage to be Removed	2500
Total			12900

After the original application is reviewed, it will be conditionally approved. This will require you to submit an amended Budget Application once the overage dollars have been removed from your allocation. These dollars will be reallocated to another Agricultural Education line item formula grant based on the needs of the state and in consultation with the Illinois Committee for Agricultural Education. Your amended Budget Application can be completed by following the steps in “Question 8. How do I submit an amendment to my IWAS Budget Application?” You will simply delete the overage line on your amendment and revise your payment schedule to match your updated allocation.

12. How do I complete a Periodic Report (also known as GATA Report) for this grant?

GATA Reports are required once annually. The report is available to be completed on June 30 and covers the reporting period of January 1 through June 30. This report is due on July 31, or 30 days after the end of the reporting period. To submit a GATA Report on each of these respective timelines, please follow the steps below.

1. Log in to the IWAS portal.
2. Select the “Grant Periodic Reporting System” from your system listing.
3. Use the dropdown menus to select the appropriate Fiscal Year and “Not Started.”
4. Select the report with the reporting dates you are attempting to complete.
5. Your District and Project should prepopulate at the top of the report. Verify they are correct.
6. Upload a PDF file documenting the Teacher Journal Hours in FFA, SAE, curricular, and professional learning experiences from the state date of the grant up until that point in the grant year. This file can be generated using the Agricultural Experience Tracker, a free online recording-keeping platform provided by ISBE through Agricultural Education line item funding.
7. Complete the “Deliverables” section by indicating that you have uploaded the Hours report. You should also indicate how much of the grant and local match requirement have been paid to the teacher at that point in the year. The end-of-year GATA Report should also include a document on school district letterhead that indicates the amount in full has been paid to the teacher. This document is signed by the teacher(s) and the district superintendent. For an example of what the “Deliverables” section would look like, see Figure 3 below. Note that the section in yellow is an example of what you would type into the report.

**Figure 3.** Deliverables Narrative in Three Circle GATA Report

## Deliverables

1. Complete a reporting of the applicable extended hours (at least 400) achieved by each instructor. 2. Document execution of district and grant payments to applicable teachers showing the 60-day value paid. 3. Complete the annual Performance Report uploading the appropriate documentation, including all required applicable data points such as (each participating teacher) documenting the minimum of 400 approvable hours of activity as well as data describing the impact of those hours at the local program.

1. Teacher Journal Hours Report generated on the AET is attached to report. Jane Doe, agriculture teacher and FFA adviser at ABC High School, has completed a total of 431 hours so far this year. 280 of those hours have been in FFA activities like officer meetings, team practices, and conferences/conventions at the state and national levels. 108 of those hours have been in SAE activities, such as project visits, business and industry relations, and award application workshop nights with students. The remaining 43 hours have been in curricular and professional development activities.

2. Attached to this report is a document, signed by Ms. Doe and the district superintendent, Ms. Johnson, showing that the full allocation has been paid for the year.

3. Teacher Journal Report includes all required applicable data points, such as students impacted, miles traveled, volunteers engaged, funds raised, etc. This information is shown at the top of the report.

8. The next portion of the GATA Report addresses the performance measures and standards of the grant program. This is a required portion, so select “Required” in the box labeled “Require or Inform Only.” In the narrative portion of this section, describe the results of the grant funding on the local program. Specifically address the performance measures described. They are:
  - Document at least 400 hours of activity
  - Number of individuals positively impacted by this program
  - Impacted financial gain to the program or FFA chapter (fund raising)
  - District meeting or exceeding the local match requirement to be paid to the teacher

For an example of what the narrative portion of the “Performance” section would look like, see Figure 4 on the next page. Note that the section in yellow is an example of what you would type.

**Figure 4.** Performance Narrative in Three Circle GATA Report

<b>Performance</b>	
<b>Performance Measures</b>	<b>Performance Standard / Frequency</b>
<p>1. Each participating teacher documented at least 400 hours of approvable activity in either FFA, SAE, and/or curricular-related activities. 2. Each participating teacher has met at least one of the following impacts: a. impacted at least 50 individuals (e.g., students, parents, employer, business partner, community members, etc.); b. impacted positive financial gain to the program or chapter. 3. District meets or exceeds its cost share percentage of the 60 days. (Add document link from program assurances.)</p> <p><b>UGA Exhibit E</b></p>	<p>1. Each participating teacher documents 400 hours of approvable activity in an approved category. 2. Each teacher achieved at least one of the following: a. impacted at least 20 individuals; b. program or chapter realized a negative financial impact; and c. no hours of activity reported in one of the tree categories (FFA/SAE/curricular) 3. District meets its cost share of the 60-day value.</p> <p><b>UGA Exhibit F</b></p>
<b>Results/Accomplishments in Reporting Period</b>	<b>Required or Inform Only</b>
<p>1. The participating teacher documented 431 total hours of approvable activity in an approved category.</p> <p>2. The participating teacher achieved all the following: impacted 124 individuals (115 students, 9 volunteers); chapter raised more than \$2,000 through strawberry sales; and hours of activity were recorded in FFA, SAE, and curricular, and professional learning activities this year.</p> <p>3. The district met its cost share requirement as evident by the attached signature page from the teacher and superintendent.</p>	<p><input checked="" type="radio"/> Required</p> <p><input type="radio"/> Inform Only</p>

9. The next portion of the GATA Report addresses the performance explanation for the award to date. This is asking you to confirm that all performance accomplishments are on schedule to be completed at or before the end of the grant end date (July 31). If the participating teacher(s) will complete at least 400 hours of approvable activity in the approved activity categories, if the activities will result in at least 20 individuals impacted, and if funds were raised for the chapter or program, then select the radial button next to “All performance accomplishments are on schedule...” If the participating teachers are not on schedule to complete these accomplishments, then select the radial button next to “Not all performance accomplishments are on schedule...” If not on schedule, you will need to provide an explanation as to why and how they situation is intended to be corrected before the end of the grant (July 31).
10. The next portion of the GATA Report addresses the performance accomplishments correlated to reported expenses. This is asking you to confirm that the performance accomplishments are on schedule to be completed based on the payments made to the teacher to date. If the activities completed by the teacher are commensurate with the progress made on the previously explained accomplishments, select the radial button next to “Performance is consistent...”. If activities are not completed by the teacher or are not commensurate with the payments made to date, select the radial button next to “Performance is not consistent...”. If not consistent, you will need to provide an explanation as to why and how the situation is intended to be corrected before the end of the grant (July 31).
11. The final step in completing a GATA Report is to submit the report to ISBE using the respective buttons at the bottom of the report. Before submitting, confirm all information is correct and that the required attachments have been uploaded to the report. Once submitted, download or screen capture a copy of the report for your records. This can be helpful in the event of a glitch or error in the system. It is also a record that you have submitted the report on time in the event that it is lost or not received by ISBE.

13. How do I complete my payment schedule in IWAS?

The payment schedule in your IWAS budget application needs to match the intended use of funds. For example, if the school will pay the teacher in equal installments throughout the year, the payment schedule should be distributed equally across all months. If the payments are made quarterly, then the payments schedule should reflect equal payments in September, December, March, and June.

14. How do I account for an overage of funds in my payment schedule?

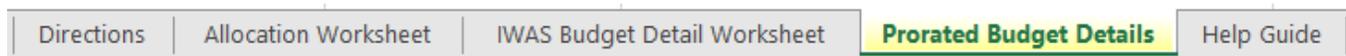
If an overage has been made in your allocation due to previously estimated salary/benefits information, be sure to include the overage in the June payment schedule to avoid having an over disbursement of funds. Any overage of funds disbursed will need to be returned to the State Board of Education, and they may not be able to be utilized for agricultural education if not returned in time. Therefore, it's best to avoid having overage funds disbursed. Placing these funds, if applicable, in your June payment will allow time for the allocation to be corrected before the June payment is disbursed.

## Prorated Grant -- Frequently Asked Questions

### 1. How do I complete my IWAS budget details with the prorated allocation?

A new budget details worksheet has been created and made available on the ISBE Agricultural Education Grants webpage. It is [linked and available here](#). You will find this worksheet to have one additional tab called “Prorated Budget Details.” Complete the “Allocations Worksheet” and “IWAS Budget Detail Worksheet” as you would normally. Then complete the “Prorated Budget Details” tab.

**Figure 5.** Worksheet Tabs to Review and Complete



Directions	Allocation Worksheet	IWAS Budget Detail Worksheet	<b>Prorated Budget Details</b>	Help Guide
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For each agricultural education teacher, you will need the prorated allocation amount for that specific teacher (contact your FCAE program advisor if needed) and the intended split of time between FFA/SAE hours and Curricular/PD hours. The worksheet will automatically calculate the appropriate budget details lines, accounting for your local benefits structure and the prorated allocation. Transfer those budget details for each teacher into your actual IWAS budget application.

**Figure 6.** Information needed on Prorated Budget Details Tab

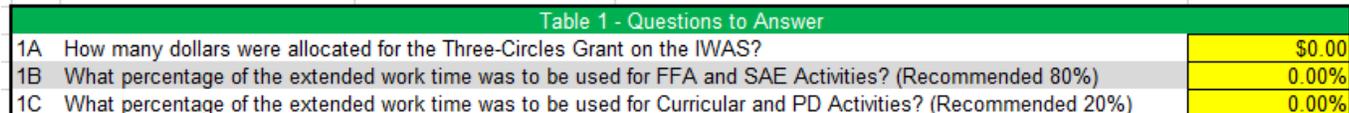


Table 1 - Questions to Answer		
1A	How many dollars were allocated for the Three-Circles Grant on the IWAS?	\$0.00
1B	What percentage of the extended work time was to be used for FFA and SAE Activities? (Recommended 80%)	0.00%
1C	What percentage of the extended work time was to be used for Curricular and PD Activities? (Recommended 20%)	0.00%

It is also worth noting that the worksheet is best completed in Microsoft Excel, not Google Sheets, as some of the formula functions are lost when transferred to Google Sheets.

### 2. When is my original IWAS budget application due for fiscal year 2023?

Original budget applications are due to ISBE no later than September 15, 2022 to guarantee a July 1, 2022 start date. Applications submitted after September 15 will be reviewed in the order they are received, and the official start date of the grant will be the date of approval by ISBE. Note that the start date of the grant program is also the date participating teachers can start to record hours as a part of the 400-hour work requirement in this program.

### 3. Does the participating teacher still need to document 400 additional working hours?

Yes, participating teachers will still need to document 400 hours of approved activities beyond the regularly scheduled teacher duties for the benefit of agricultural education.

### 4. Who do I contact regarding any TRS or retirement related questions?

Questions regarding TRS and retirement should be directed to Teachers' Retirement System of Illinois directly. Contact information is available online at <https://www.trsil.org/>.

### 5. Who can help me with my IWAS budget application and required worksheet?

It is strongly recommended that you reach out to your FCAE District Program Advisor before submitting your original application to ISBE. This will ensure all details have been completed accurately and will not require a revised budget application.

### 6. Can I use incentive funding for teacher salary and benefits?

Yes, up to 50% of your incentive funding allocation can be used for teacher salary and benefits. This will not be represented in your Three Circle application; however, this information is referenced here to remind teachers and administrators that those funds may be an option to supplement the funding available to compensate teachers' for time outside the regularly scheduled responsibilities.

7. How do I know the prorated amount for each teacher? (for school districts with multiple teachers)  
 If your school district has multiple agricultural education teachers, you will note that your total allocation in IWAS is the sum of all your teachers individual allocations. If you need help figuring out what the appropriate allocation will be for each teacher (as is needed to complete the prorated budget details), you can take the total amount requested for that teacher and multiply by 93.4%. You can also contact your District FCAE Program Advisor as they have been given a list of all prorated allocations on a per teacher basis.
  
8. How do I complete an amendment for a reallocation increase for one teacher?  
 To complete an amendment to your IWAS Budget Application for the Three Circles to account for an increase in funds in a one teacher program, follow the steps below.

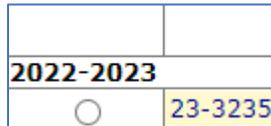
1. Log in to IWAS portal.



2. Select the Agricultural Education — Three Circle (FFA and SAE) from your system listing.



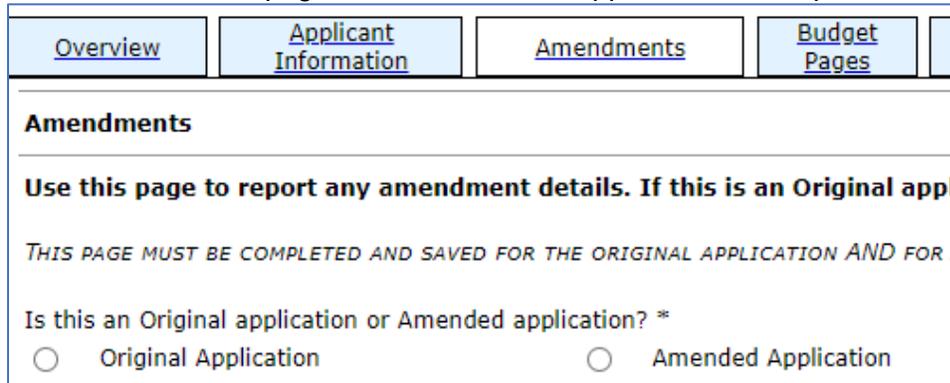
3. Select the radial button corresponding to the most recent application shown.



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

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  
(0 of 1500 maximum characters used)

7. In the narrative, type “Reallocation Increase” and save the page

Is this an Original application or Amended application? \*

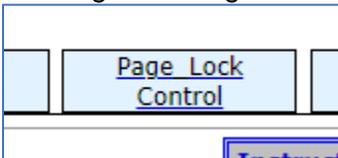
Original Application  Amended Application

**Grant Changes**

Provide a brief description of the changes, including the function/object codes  
(21 of 1500 maximum characters used)

Reallocation Increase

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.”

Expand All

**Agricultural Education-Three Circles (FFA and SAE)**

[Agricultural Education-Three Circles \(FFA and SAE\)](#)

Upload		LOCKED	<input type="checkbox"/>
<b>Budget Pages</b>			
Indirect Cost Calculation	LOCKED	<input type="checkbox"/>	
Budget Detail	LOCKED	<input type="checkbox"/>	
Budget	OPEN	<input type="checkbox"/>	
Payment Schedule	OPEN	<input type="checkbox"/>	
<b>Program Risk Assessment</b>			
PRA - ISBE Specific	LOCKED	<input type="checkbox"/>	
<b>GATA Pages</b>			
<b>Notice Of State Award</b>			
NOSA Grant Information	LOCKED	<input type="checkbox"/>	
ICQ Conditions	LOCKED	<input type="checkbox"/>	
Program Risk Conditions	LOCKED	<input type="checkbox"/>	
Prequalification Status	LOCKED	<input type="checkbox"/>	
<b>Uniform Grant Agreement</b>			
UGA Parts One, Two, and Three	LOCKED	<input type="checkbox"/>	
Exhibits	LOCKED	<input type="checkbox"/>	
UGA Summary	LOCKED	<input type="checkbox"/>	
<b>Assurance Pages</b>			
Program Assurances	FINAL	<input type="checkbox"/>	
State Assurances	FINAL	<input type="checkbox"/>	
GATA Assurances	FINAL	<input type="checkbox"/>	
AssurancesText	FINAL	<input type="checkbox"/>	

10. If not open, select radial button next to corresponding pages. Then click "Save."

Expand All

**Agricultural Education-Three Circles (FFA and SAE)**

[Agricultural Education-Three Circles \(FFA and SAE\)](#)

Upload			LOCKED	<input checked="" type="checkbox"/>
<b>Budget Pages</b>				
Indirect Cost Calculation		LOCKED		<input checked="" type="checkbox"/>
Budget Detail		LOCKED		<input checked="" type="checkbox"/>
Budget		OPEN		<input type="checkbox"/>
Payment Schedule		OPEN		<input type="checkbox"/>
<b>Program Risk Assessment</b>				
PRA - ISBE Specific		LOCKED		<input checked="" type="checkbox"/>
<b>GATA Pages</b>				
<b>Notice Of State Award</b>				
NOSA Grant Information		LOCKED		<input checked="" type="checkbox"/>
ICQ Conditions		LOCKED		<input checked="" type="checkbox"/>
Program Risk Conditions		LOCKED		<input checked="" type="checkbox"/>
Prequalification Status		LOCKED		<input checked="" type="checkbox"/>
<b>Uniform Grant Agreement</b>				
UGA Parts One, Two, and Three		LOCKED		<input checked="" type="checkbox"/>
Exhibits		LOCKED		<input checked="" type="checkbox"/>
UGA Summary		LOCKED		<input checked="" type="checkbox"/>
<b>Assurance Pages</b>				
Program Assurances		FINAL		<input type="checkbox"/>
State Assurances		FINAL		<input type="checkbox"/>
GATA Assurances		FINAL		<input type="checkbox"/>
AssurancesText		FINAL		<input type="checkbox"/>

11. Confirm all pages are now OPEN as shown below.

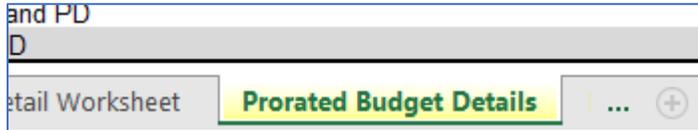
Expand All

**Agricultural Education-Three Circles (FFA and SAE)**

[Agricultural Education-Three Circles \(FFA and SAE\)](#)

Upload			OPEN	<input type="checkbox"/>
<b>Budget Pages</b>				
Indirect Cost Calculation		OPEN		<input type="checkbox"/>
Budget Detail		OPEN		<input type="checkbox"/>
Budget		OPEN		<input type="checkbox"/>
Payment Schedule		OPEN		<input type="checkbox"/>
<b>Program Risk Assessment</b>				
PRA - ISBE Specific		OPEN		<input type="checkbox"/>
<b>GATA Pages</b>				
<b>Notice Of State Award</b>				
NOSA Grant Information		OPEN		<input type="checkbox"/>
ICQ Conditions		OPEN		<input type="checkbox"/>
Program Risk Conditions		OPEN		<input type="checkbox"/>
Prequalification Status		OPEN		<input type="checkbox"/>
<b>Uniform Grant Agreement</b>				
UGA Parts One, Two, and Three		OPEN		<input type="checkbox"/>
Exhibits		OPEN		<input type="checkbox"/>
UGA Summary		OPEN		<input type="checkbox"/>
<b>Assurance Pages</b>				
Program Assurances		FINAL		<input type="checkbox"/>
State Assurances		FINAL		<input type="checkbox"/>
GATA Assurances		FINAL		<input type="checkbox"/>
AssurancesText		FINAL		<input type="checkbox"/>

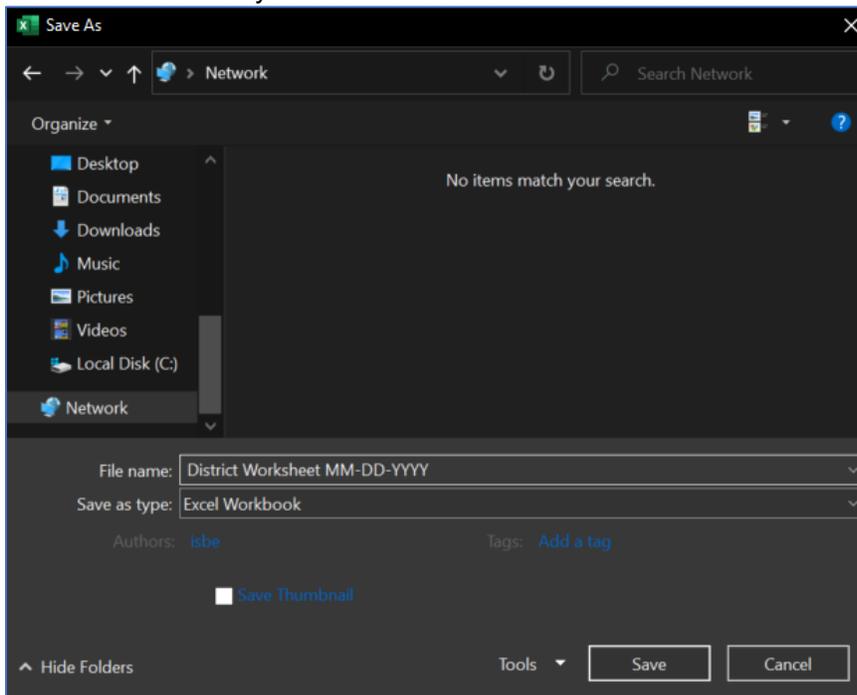
12. Complete a revised [District Salary Match Worksheet](#) with the Prorated Tab.
- You may find it helpful to use your previous prorate worksheet as a base
  - The amount allocated on the Prorate Tab is what will need changed



- Changing this amount will change the four budget details for your teacher

Table 1 - Questions to Answer		
1A	How many dollars were allocated for the Three-Circles Grant on the IWAS?	\$0.00
1B	What percentage of the extended work time was to be used for FFA and SAE Activities? (Recommended 80%)	80.00%
1C	What percentage of the extended work time was to be used for Curricular and PD Activities? (Recommended 20%)	20.00%

13. Save the revised worksheet with the current date in the title. Note that file names need to be short (i.e., typically less than 15 characters) to allow for ease of upload to the IWAS platform. It is recommended that you use the teacher's name and current date.



14. Navigate to the Upload Tab to upload your revised worksheet.

<a href="#">Overview</a>	<a href="#">Applicant Information</a>	<a href="#">Amendments</a>	<a href="#">Upload</a>	<a href="#">Budget Pages</a>
--------------------------	---------------------------------------	----------------------------	------------------------	------------------------------

**Agricultural Education - Three Circles (FFA-SAE) Application Uploads**

**Upload a completed copy of the Excel Workbook titled "District Salary Match Worksheet" from <https://www.isbe.net/Pages/Ag-Grants.aspx>**

If applying for more than one teacher, a worksheet for each teacher should be uploaded.

**Browse your files to locate the required document. Double-click to display it in the area below.**

Choose File No file chosen Upload

Any uploaded files will appear below. Files can be deleted by selecting the document to be deleted. Once application is transmitted to ISBE.

Delete Selected Files

15. Navigate to the Budget Pages > Budget Detail tab to input your revised budget information.

<a href="#">Upload</a>	<a href="#">Budget Pages</a>	<a href="#">Program Risk Assessment</a>	<a href="#">GATA Pages</a>
		<a href="#">Budget Detail</a>	

... only. Omit Decimal Places, e.g., \$2536)

... on the Budget Summary. Provide a complete breakdown of eligible employees (including TRS). Contact your program consultant with any additional questions you have.

16. Ensure your budget details mirror the prorated tab on your uploaded worksheet. Click SAVE

17. Navigate to the Budget Pages > Payment Schedule tab.

a. Adjust the payment schedule so that your increase in funds is represented.

b. Only add monies to those payment months not yet passed (i.e., next month to end of year)

<a href="#">Overview</a>	<a href="#">Applicant Information</a>	<a href="#">Amendments</a>	<a href="#">Upload</a>	<a href="#">Budget Pages</a>	<a href="#">Program Risk Assessment</a>	<a href="#">GATA Pages</a>	<a href="#">Assurance Pages</a>	<a href="#">Submit</a>	<a href="#">Application History</a>	<a href="#">Page Lock Control</a>	<a href="#">Application Print</a>
<a href="#">Indirect Cost Calculation</a>			<a href="#">Budget Detail</a>			<a href="#">Budget</a>			<a href="#">Payment Schedule</a>		

**Payment Schedule** [Instructions](#)

An authorized user must save this page prior to Application Submission.

Month	Payment Amount
July	0
August	0
September	0
October	0
November	0
December	0
January	0
February	0
March	0
April	0
May	0
June	0
<b>Total \$</b>	<b>0</b>

c. Click SAVE

<input type="button" value="Calculate Total"/> <input type="button" value="Save Page"/>
---

18. Ensure GATA and Assurances pages are complete and saved.
19. On Submit page, click and run the "Consistency Check." Make any identified corrections.
20. Lock Application and Submit to next level for approval.

9. How do I complete an amendment for a reallocation increase for multiple teachers?  
 To complete an amendment to your IWAS Budget Application for the Three Circles to account for an increase in funds in a multiple teacher program, follow the steps below.

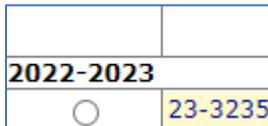
1. Log in to IWAS portal.



2. Select the Agricultural Education — Three Circle (FFA and SAE) from your system listing.



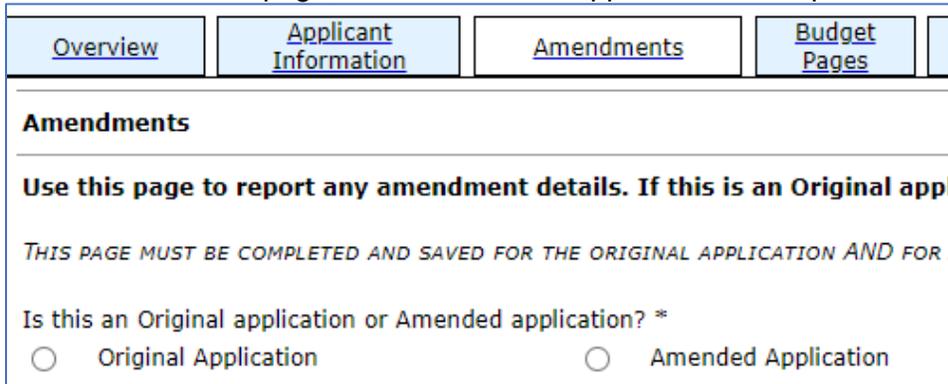
3. Select the radial button corresponding to the most recent application shown.



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

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  
(0 of 1500 maximum characters used)

7. In the narrative, type “Reallocation Increase” and save the page

Is this an Original application or Amended application? \*

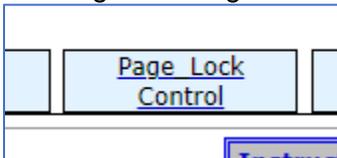
Original Application  Amended Application

**Grant Changes**

Provide a brief description of the changes, including the function/object codes  
(21 of 1500 maximum characters used)

Reallocation Increase

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.”

Expand All

**Agricultural Education-Three Circles (FFA and SAE)**

[Agricultural Education-Three Circles \(FFA and SAE\)](#)

Upload		LOCKED	<input type="checkbox"/>
<a href="#">Budget Pages</a>			
Indirect Cost Calculation	LOCKED	<input type="checkbox"/>	
Budget Detail	LOCKED	<input type="checkbox"/>	
Budget	OPEN	<input type="checkbox"/>	
Payment Schedule	OPEN	<input type="checkbox"/>	
<a href="#">Program Risk Assessment</a>			
PRA - ISBE Specific	LOCKED	<input type="checkbox"/>	
<a href="#">GATA Pages</a>			
<a href="#">Notice Of State Award</a>			
NOSA Grant Information	LOCKED	<input type="checkbox"/>	
ICQ Conditions	LOCKED	<input type="checkbox"/>	
Program Risk Conditions	LOCKED	<input type="checkbox"/>	
Prequalification Status	LOCKED	<input type="checkbox"/>	
<a href="#">Uniform Grant Agreement</a>			
UGA Parts One, Two, and Three	LOCKED	<input type="checkbox"/>	
Exhibits	LOCKED	<input type="checkbox"/>	
UGA Summary	LOCKED	<input type="checkbox"/>	
<a href="#">Assurance Pages</a>			
Program Assurances	FINAL	<input type="checkbox"/>	
State Assurances	FINAL	<input type="checkbox"/>	
GATA Assurances	FINAL	<input type="checkbox"/>	
AssurancesText	FINAL	<input type="checkbox"/>	

10. If not open, select radial button next to corresponding pages. Then click "Save."

Expand All

**Agricultural Education-Three Circles (FFA and SAE)**

[Agricultural Education-Three Circles \(FFA and SAE\)](#)

Upload		LOCKED	<input checked="" type="checkbox"/>
<b>Budget Pages</b>			
Indirect Cost Calculation		LOCKED	<input checked="" type="checkbox"/>
Budget Detail		LOCKED	<input checked="" type="checkbox"/>
Budget		OPEN	<input type="checkbox"/>
Payment Schedule		OPEN	<input type="checkbox"/>
<b>Program Risk Assessment</b>			
PRA - ISBE Specific		LOCKED	<input checked="" type="checkbox"/>
<b>GATA Pages</b>			
<b>Notice Of State Award</b>			
NOSA Grant Information		LOCKED	<input checked="" type="checkbox"/>
ICQ Conditions		LOCKED	<input checked="" type="checkbox"/>
Program Risk Conditions		LOCKED	<input checked="" type="checkbox"/>
Prequalification Status		LOCKED	<input checked="" type="checkbox"/>
<b>Uniform Grant Agreement</b>			
UGA Parts One, Two, and Three		LOCKED	<input checked="" type="checkbox"/>
Exhibits		LOCKED	<input checked="" type="checkbox"/>
UGA Summary		LOCKED	<input checked="" type="checkbox"/>
<b>Assurance Pages</b>			
Program Assurances		FINAL	<input type="checkbox"/>
State Assurances		FINAL	<input type="checkbox"/>
GATA Assurances		FINAL	<input type="checkbox"/>
AssurancesText		FINAL	<input type="checkbox"/>

11. Confirm all pages are now OPEN as shown below.

Expand All

**Agricultural Education-Three Circles (FFA and SAE)**

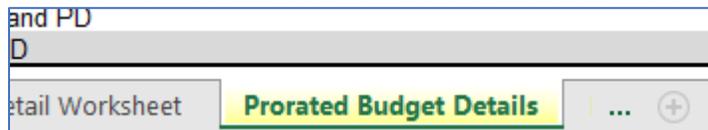
[Agricultural Education-Three Circles \(FFA and SAE\)](#)

Upload		OPEN	<input type="checkbox"/>
<b>Budget Pages</b>			
Indirect Cost Calculation		OPEN	<input type="checkbox"/>
Budget Detail		OPEN	<input type="checkbox"/>
Budget		OPEN	<input type="checkbox"/>
Payment Schedule		OPEN	<input type="checkbox"/>
<b>Program Risk Assessment</b>			
PRA - ISBE Specific		OPEN	<input type="checkbox"/>
<b>GATA Pages</b>			
<b>Notice Of State Award</b>			
NOSA Grant Information		OPEN	<input type="checkbox"/>
ICQ Conditions		OPEN	<input type="checkbox"/>
Program Risk Conditions		OPEN	<input type="checkbox"/>
Prequalification Status		OPEN	<input type="checkbox"/>
<b>Uniform Grant Agreement</b>			
UGA Parts One, Two, and Three		OPEN	<input type="checkbox"/>
Exhibits		OPEN	<input type="checkbox"/>
UGA Summary		OPEN	<input type="checkbox"/>
<b>Assurance Pages</b>			
Program Assurances		FINAL	<input type="checkbox"/>
State Assurances		FINAL	<input type="checkbox"/>
GATA Assurances		FINAL	<input type="checkbox"/>
AssurancesText		FINAL	<input type="checkbox"/>

12. Complete a revised [District Salary Match Worksheet](#) with the Prorated Tab for each teacher.

a. You may find it helpful to use your previous prorate worksheet as a base

b. The amount allocated on the Prorate Tab is what will need changed



c. Distribute your new total district allocation to each teacher based on the respective portion of your actual need. See figure below for an example.

### How to Divide my District Three Circle Allocation for Multiple Teachers

**Step 1.** I've retrieved my new District Allocation amount from IWAS.

*Example: My new district allocation amount in IWAS is \$19,076 for two teachers.*

**Step 2.** Based on salary and benefits, I've calculated each of my teachers' respective needs.

*Example: Teacher A's total need is \$12,000, and Teacher B's total need is \$8,000. I know this from the "Allocation Worksheet" tab on each of my teachers' worksheets. Combining each of my teacher's needs means my total district need is \$20,000.*

- Teacher A's total need is \$12,000
- Teacher B's total need is \$8,000
- In total, the district's need is \$20,000

**Step 3.** I've calculated my district prorate level by comparing my amount in IWAS to my total need.

*Example: My allocation in IWAS is \$19,076, and my total need is \$20,000. Therefore, when I divide \$19,076 by \$20,000, I know my prorate is 95.38%.*

- $19,076 / 20,000 = .9538$  or 95.38%

**Step 4.** I've calculated each of my teacher's new allocation based on my district prorate level.

*Example: Each of my teachers should receive the same prorate level as the district when compared to their individual needs, so when I multiple each teacher's need by the district prorate level it gives me each of their individual new allocations. Teacher A will receive 95.38% of \$12,000 which is \$11,446. Teacher B will receive 95.38% of \$8,000 which is \$7,630.*

- Teacher A Need:  $\$12,000 \times .9538 = \$11,446$
- Teacher B Need:  $\$8,000 \times .9538 = \$7,630$

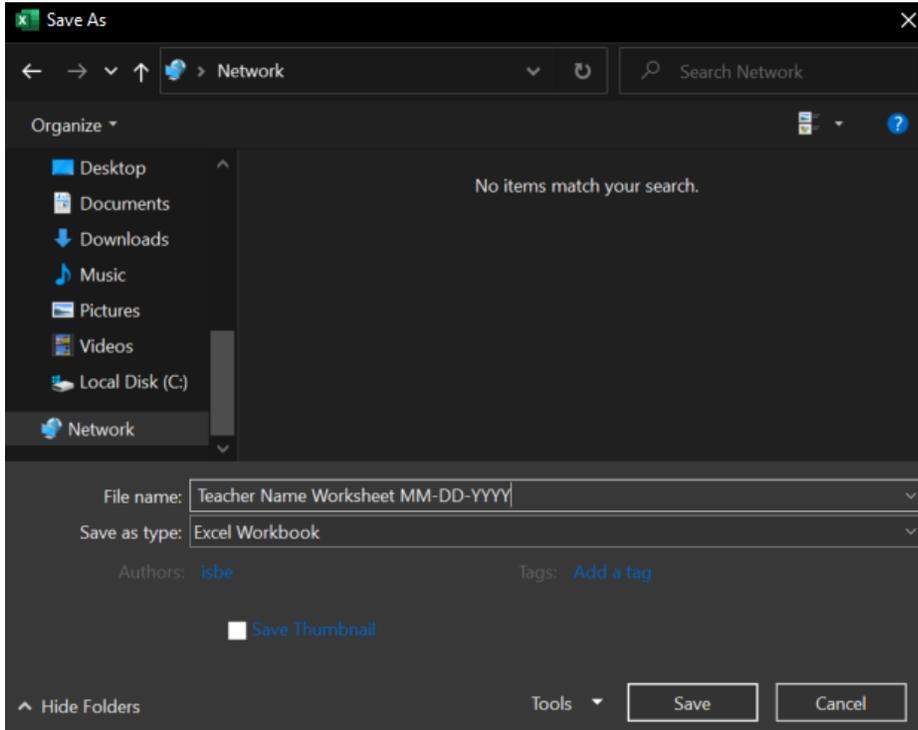
*I know these numbers are correct because each of my teacher's new allocations add up to the same total district allocation I have in IWAS.*

- $\$11,446$  (Teacher A) +  $\$7,630$  (Teacher B) =  $\$19,076$
- $\$19,076$  is also what I see in my IWAS (Positive Confirmation)

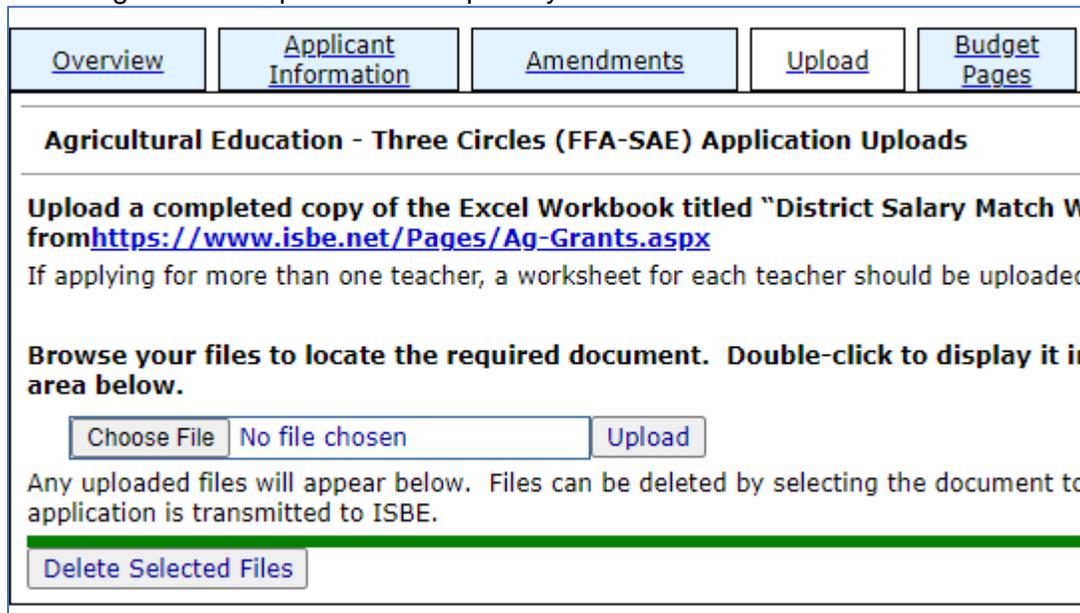
d. Changing this amount in each teacher worksheet will change the four budget details for said teacher.

Table 1 - Questions to Answer	
1A	How many dollars were allocated for the Three-Circles Grant on the IWAS? \$0.00
1B	What percentage of the extended work time was to be used for FFA and SAE Activities? (Recommended 80%) 80.00%
1C	What percentage of the extended work time was to be used for Curricular and PD Activities? (Recommended 20%) 20.00%

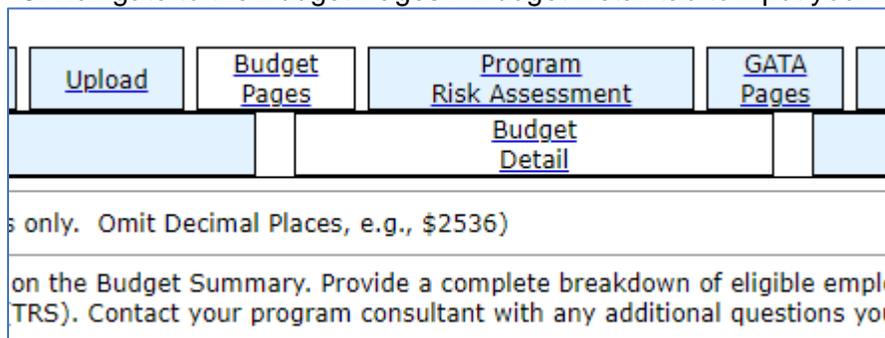
13. Save a revised worksheet for each teacher with their name and the current date in the file name.



14. Navigate to the Upload Tab to upload your revised worksheets



15. Navigate to the Budget Pages > Budget Detail tab to input your revised budget information.



16. Ensure your budget details mirror the prorated tab on your uploaded worksheets. Click SAVE

17. Navigate to the Budget Pages > Payment Schedule tab.

a. Adjust the payment schedule so that your increase in funds is represented.

b. Only add monies to those payment months not yet passed (i.e., next month to end of year)

Overview	Applicant Information	Amendments	Upload	Budget Pages	Program Risk Assessment	GATA Pages	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Indirect Cost Calculation				Budget Detail		Budget			Payment Schedule		

**Payment Schedule** [Instructions](#)

An authorized user must save this page prior to Application Submission.

Month	Payment Amount
July	<input type="text" value="0"/>
August	<input type="text" value="0"/>
September	<input type="text" value="0"/>
October	<input type="text" value="0"/>
November	<input type="text" value="0"/>
December	<input type="text" value="0"/>
January	<input type="text" value="0"/>
February	<input type="text" value="0"/>
March	<input type="text" value="0"/>
April	<input type="text" value="0"/>
May	<input type="text" value="0"/>
June	<input type="text" value="0"/>
<b>Total \$</b>	<input type="text" value="0"/>

c. Click SAVE

<input type="button" value="Calculate Total"/> <input type="button" value="Save Page"/>
---

18. Ensure GATA and Assurances pages are complete and saved.

19. On Submit page, click and run the "Consistency Check." Make any identified corrections.

20. Lock Application and Submit to next level for approval.

10. How do I complete an amendment for a reallocation decrease?

To complete an amendment to your IWAS Budget Application for the Three Circles to account for an increase in funds in a multiple teacher program, follow the steps below.

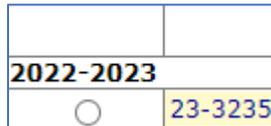
1. Log in to IWAS portal.



Select the Agricultural Education — Three Circle (FFA and SAE) from your system listing.



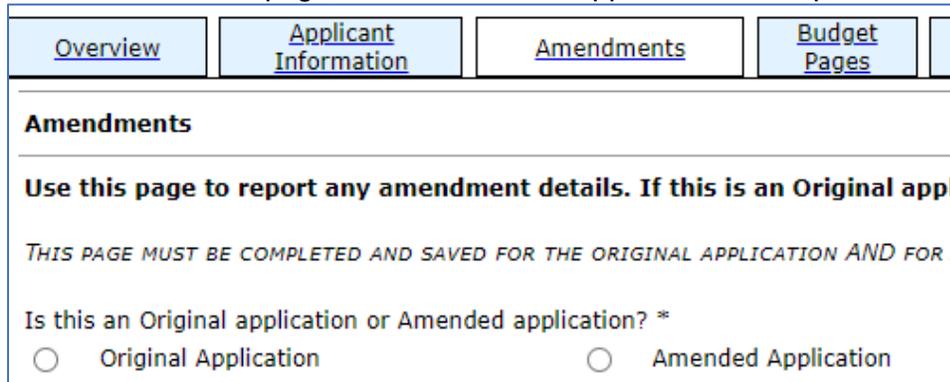
3. Select the radial button corresponding to the most recent application shown.



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

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 (0 of 1500 maximum characters used)

7. In the narrative, type “Allocation Decrease” and save the page

Is this an Original application or Amended application? \*

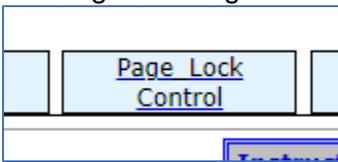
Original Application  Amended Application

**Grant Changes**

Provide a brief description of the changes, including the function/object codes w (19 of 1500 maximum characters used)

Allocation decrease

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.”

Expand All

**Agricultural Education-Three Circles (FFA and SAE)**

[Agricultural Education-Three Circles \(FFA and SAE\)](#)

Upload	LOCKED	<input type="checkbox"/>
<a href="#">Budget Pages</a>		
Indirect Cost Calculation	LOCKED	<input type="checkbox"/>
Budget Detail	LOCKED	<input type="checkbox"/>
Budget	OPEN	<input type="checkbox"/>
Payment Schedule	OPEN	<input type="checkbox"/>
<a href="#">Program Risk Assessment</a>		
PRA - ISBE Specific	LOCKED	<input type="checkbox"/>
<a href="#">GATA Pages</a>		
<a href="#">Notice Of State Award</a>		
NOSA Grant Information	LOCKED	<input type="checkbox"/>
ICQ Conditions	LOCKED	<input type="checkbox"/>
Program Risk Conditions	LOCKED	<input type="checkbox"/>
Prequalification Status	LOCKED	<input type="checkbox"/>
<a href="#">Uniform Grant Agreement</a>		
UGA Parts One, Two, and Three	LOCKED	<input type="checkbox"/>
Exhibits	LOCKED	<input type="checkbox"/>
UGA Summary	LOCKED	<input type="checkbox"/>
<a href="#">Assurance Pages</a>		
Program Assurances	FINAL	<input type="checkbox"/>
State Assurances	FINAL	<input type="checkbox"/>
GATA Assurances	FINAL	<input type="checkbox"/>
AssurancesText	FINAL	<input type="checkbox"/>

10. If not open, select radial button next to corresponding pages. Then click “Save.”

Expand All

**Agricultural Education-Three Circles (FFA and SAE)**

[Agricultural Education-Three Circles \(FFA and SAE\)](#)

Upload		LOCKED	<input checked="" type="checkbox"/>
<b>Budget Pages</b>			
Indirect Cost Calculation		LOCKED	<input checked="" type="checkbox"/>
Budget Detail		LOCKED	<input checked="" type="checkbox"/>
Budget		OPEN	<input type="checkbox"/>
Payment Schedule		OPEN	<input type="checkbox"/>
<b>Program Risk Assessment</b>			
PRA - ISBE Specific		LOCKED	<input checked="" type="checkbox"/>
<b>GATA Pages</b>			
<b>Notice Of State Award</b>			
NOSA Grant Information		LOCKED	<input checked="" type="checkbox"/>
ICQ Conditions		LOCKED	<input checked="" type="checkbox"/>
Program Risk Conditions		LOCKED	<input checked="" type="checkbox"/>
Prequalification Status		LOCKED	<input checked="" type="checkbox"/>
<b>Uniform Grant Agreement</b>			
UGA Parts One, Two, and Three		LOCKED	<input checked="" type="checkbox"/>
Exhibits		LOCKED	<input checked="" type="checkbox"/>
UGA Summary		LOCKED	<input checked="" type="checkbox"/>
<b>Assurance Pages</b>			
Program Assurances		FINAL	<input type="checkbox"/>
State Assurances		FINAL	<input type="checkbox"/>
GATA Assurances		FINAL	<input type="checkbox"/>
AssurancesText		FINAL	<input type="checkbox"/>

11. Confirm all pages are now OPEN as shown below.

Expand All

**Agricultural Education-Three Circles (FFA and SAE)**

[Agricultural Education-Three Circles \(FFA and SAE\)](#)

Upload		OPEN	<input type="checkbox"/>
<b>Budget Pages</b>			
Indirect Cost Calculation		OPEN	<input type="checkbox"/>
Budget Detail		OPEN	<input type="checkbox"/>
Budget		OPEN	<input type="checkbox"/>
Payment Schedule		OPEN	<input type="checkbox"/>
<b>Program Risk Assessment</b>			
PRA - ISBE Specific		OPEN	<input type="checkbox"/>
<b>GATA Pages</b>			
<b>Notice Of State Award</b>			
NOSA Grant Information		OPEN	<input type="checkbox"/>
ICQ Conditions		OPEN	<input type="checkbox"/>
Program Risk Conditions		OPEN	<input type="checkbox"/>
Prequalification Status		OPEN	<input type="checkbox"/>
<b>Uniform Grant Agreement</b>			
UGA Parts One, Two, and Three		OPEN	<input type="checkbox"/>
Exhibits		OPEN	<input type="checkbox"/>
UGA Summary		OPEN	<input type="checkbox"/>
<b>Assurance Pages</b>			
Program Assurances		FINAL	<input type="checkbox"/>
State Assurances		FINAL	<input type="checkbox"/>
GATA Assurances		FINAL	<input type="checkbox"/>
AssurancesText		FINAL	<input type="checkbox"/>

12. Navigate to the Budget Pages > Budget Detail tab to input your revised budget information.

<a href="#">Upload</a>	<a href="#">Budget Pages</a>	<a href="#">Program Risk Assessment</a>	<a href="#">GATA Pages</a>
<a href="#">Budget Detail</a>			

only. Omit Decimal Places, e.g., \$2536)

on the Budget Summary. Provide a complete breakdown of eligible employ (TRS). Contact your program consultant with any additional questions you

16. Remove the overage of funds from your budget details.
  - a. If you have a preplanned “overage” budget line, simply delete this budget line and save.
  - b. If you do not have a preplanned “overage” budget line but need to decrease your budget, please contact your [Agriculture Program Advisor](#) or ISBE ([aklein@isbe.net](mailto:aklein@isbe.net)) for technical assistance.

17. Navigate to the Budget Pages > Payment Schedule tab.

- a. Adjust the payment schedule so that your increase in funds is represented.
- b. Only decrease monies to those payment months not yet passed (i.e., next month to end of year)

Overview	Applicant Information	Amendments	Upload	Budget Pages	Program Risk Assessment	GATA Pages	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Indirect Cost Calculation				Budget Detail		Budget		Payment Schedule			

**Payment Schedule** [Instructions](#)

An authorized user must save this page prior to Application Submission.

Month	Payment Amount
July	<input type="text" value="0"/>
August	<input type="text" value="0"/>
September	<input type="text" value="0"/>
October	<input type="text" value="0"/>
November	<input type="text" value="0"/>
December	<input type="text" value="0"/>
January	<input type="text" value="0"/>
February	<input type="text" value="0"/>
March	<input type="text" value="0"/>
April	<input type="text" value="0"/>
May	<input type="text" value="0"/>
June	<input type="text" value="0"/>
<b>Total \$</b>	<input type="text" value="0"/>

c. Click SAVE

18. Ensure GATA and Assurances pages are complete and saved.

19. On Submit page, click and run the “Consistency Check.” Make any identified corrections.

20. Lock Application and Submit to next level for approval.