



COLLEGE & CAREER

AGRICULTURE, FOOD AND NATURAL RESOURCES

# Frequently Asked

## Teacher Three Circle Grant Program

### 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 be 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.

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

To complete an amendment to your IWAS Budget Application for an Incentive Funding 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](#). Two reports are due per normal grant cycle. A midyear report (through date of December 31) is due by January 31, and 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
*GATA Report, Midyear	December 31	January 31
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 July 1 through December 31.

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