



ALABAMA FFA ASSOCIATION

STATE OF ALABAMA

DEPARTMENT OF EDUCATION

AGRISCIENCE EDUCATION EXTENDED

SCHOOL YEAR GRANT COVID-19

FREQUENTLY ASKED QUESTIONS

1. When were the award letters mailed to LEAs with notification of grant application results?
 - a. Award letters were mailed to LEAs on March 9, 2020. A packet was mailed with an original letter and two copies. The original was intended for the Superintendent, one copy for the CSFO, and one copy for the CTE Director. These individuals would then communicate the results to the personnel in the district receiving the award.
2. We have not received the packet in the mail or I have not been notified by my admiration of the status of my award. Who should I contact?
 - a. Contact Andy Chamness at jchamness@alsde.edu with any Agriscience Education Extended School Year Grant questions.
3. How will the funding be disseminated to the LEA?
 - a. Funding will be disseminated to the LEA electronically in two payments from ALSDE accounting in similar fashion as in the past. LEAs may reach out to Nancy Smith, LEA Accounting Manager at the ALSDE, for details regarding payments. She may be reached by emailing nsmith@alsde.edu.
4. With the current COVID-19 and travel restrictions in place how will the FY20 Final Report Desk Audit in August be effected?
 - a. As these are uncertain times and a timeline to return to business as usual is at this point not clear, here are some suggestions on meeting the 75% of the FY20 Final Report Desk Audit.
 - i. Professional development may occur virtually. Please keep track of the meetings, zoom sessions, webinars, etc. that you attend and if possible provide copies of proof of participation.
 - ii. Conduct a virtual advisory committee meeting. Zoom and Free Conference Call are options at no cost.
 - iii. Conduct SAE checks virtually through the AET online platform. This is a free service for agriscience teachers that each teacher should be using presently. Have students submit weekly pictures of their SAE project and report and enter items into their AET portfolio.
 - iv. Conduct virtual FFA meetings with your members and FFA officers. Use these opportunities to plan your 2020-2021 Program of Activities, to practice opening and closing ceremonies, etc.
 - v. As FFA contests will be moving to a virtual format this year, most every chapter will have the opportunity to participate in district and state level competitions. When the time comes, communicate the information with your students and assist them in finding ways to compete virtually.
 - vi. If your LEA or school will allow you on campus, use these days as an opportunity to update student records, prepare lesson plans (new course of study approved April 9), update course syllabi, update or clean classroom and lab facilities, learn how to use AET, complete an award application or just something new to help your program and FFA chapter.
 - vii. Use this time to make calls and contact with stakeholders to build partnerships within the community. Prepare a community survey, etc.
 - viii. Reach out to Dr. Barry Bailey and stakeholders to establish an Alumni or to Kenny Boyd to establish a Young and Adult Farmers Education Association chapter or establish both to support your program.
 - ix. Conduct a social media campaign to support your community as a form of community service project.
 - x. Host a virtual awards banquet or provide plans to conduct an awards banquet in the fall for the FY20 school year, once school is open.
 - b. These are suggestions. Pieces of the Final Report Desk Audit were done or should have been completed during the school year, while others would have been completed in the summer. For the summer activities, think creatively and document the activities that you have.
 - c. At the end of the summer and/or shelter in place order, the percentage regarding the Final Report Desk Audit may be reevaluated to reflect the items that are feasible. Currently, 75% of the items must be completed and documented.
5. How will this affect the FY21 application?
 - a. At the conclusion of the summer/shelter in place order. The state staff and a committee will reevaluate the Agriscience Education Extended School Year Grant application and performance based point allotments and



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determine the changes/adjustments that need to be made. Communication will go out during ALACTE Summer Conference or the month of August pending the budget passes the legislature as is presented.

6. Will LEAs be required to return unspent funds to the SDE at the end of the summer?
 - a. Yes, the LEAs are responsible for sending any unspent funds back to the ALSDE by August 31 annually.
 - b. This means that all travel and stipend/supplement dollars should be submitted by the teacher(s) to the LEA for approval in very early August in order for the LEA to return any unspent funds by the August 31 deadline.
7. How should LEAs pay teachers with extended contract funds?
 - a. LEAs perform this task differently based on their accounting practices.
 - b. As a best practice, LEAs may pay teachers their salary and travel in July and August. July for June hours and travel and August (early) for July hours and travel. It is also a good practice to establish deadlines for teachers to submit their time and travel claims to the LEA.
8. What is to be turned in on August 31?
 - a. Any unspent funds in the form of a check from the LEA to the ALSDE. One check for all teacher's unspent funds is acceptable.
 - b. A rationale as to the returned funds on Board letterhead explaining the returning of the funds. Again, all teachers may be included in the same letter.
 - c. Copies of the teacher's PD certificates (or other documentation this year), time sheets, final report desk audit, final budget report. These items will be mailed to
Agriscience Education
Attn: Andy Chamness
Gordon Persons Building Room 3307
P.O. Box 302101
Montgomery, AL 363130
9. How will the shelter in place effect travel and the travel allotments for the extended grant?
 - a. Please follow all Federal, State, and local policies with regards to travel or travel restrictions during the COVID-19 situation.
 - b. LEAs may make local amendments to the line items of a budget with the exception of the out of state line item. Out of state line items may not be altered or moved and in the event travel restrictions will not be lifted, these line item funds must be returned. Items in the in state travel line item may be converted to salary when additional days are used above what was requested. Please consider additional retirement and other benefit calculations into the salary. The salary line item may not be converted to travel expenses.
 - c. All changes should be reflected on the Final Budget Report due by August 31, 2020.