Questions & Answers

1. In a 2 teacher program, do we need to submit separate narratives and applications in the google form or can we submit one for the 2 of us?

Two separate Applications will be required because there are two different employment contracts for the teachers that are being put forward. The deliverables of teacher A and deliverables of teacher B could be very similar.

2. Example: Teacher A and Teacher B are working during the school year on a daily basis and both teachers have a different 1st period class. Even though both teachers have a 1st period class every day, each teacher would have different needs, resources, requirements and expectations with that 1st period. Just like the individualized learning of students.

The Agency will issue an Addendum to further clarify this requirement.

3. Will our teacher journal report from the summer be detailed enough? We download our AET (Ag Experience Tracker) program of study that it generates for our documentation?

This is being left to individual Applicant discretion. Will the AET Report give details to what is being done or what you anticipated doing? This webinar is focusing in on the RFA Application for funds.

This question may be geared to the submission of the annual report for the 2019 FFA Summer Duty Extended Contract Grants. Upon successful funding of your Application, the annual report is a deliverable of the grant. The AET Report could be what is submitted as part of the documentation of your annual summer goals and your administrator documents that the individual teacher met the deliverables and provided access / opportunity to the # of FFA students.

4. In the example, you should only base contract divided by number of days to arrive at per day cost, but shouldn’t that value include employer paid payroll costs like PERS?

Yes. The numbers presented within the webinar are for the sake of simple math. Individual applicants need to work with their school district business office to establish the correct numbers respective of daily benefit costs including PERS and Benefits.

5. Daily rates for 2 teacher programs are usually different. In my school, there are also different days given to each teacher.

As you submit the Application it is based upon your school district contractual language / school district location. Your school district business office and administrators will verify what your contractual compensation level is.

Example: One school system on the eastside of the state may be asking for 35 day summer contract time and the compensation that they are asking for is less than a another school adjacent to the Portland metro area that is asking for 10 days of summer contract time. The two requests could be the same net value or less with 35 days compared to 10 days.
It is a bit of apples and oranges. Yet it is the way the program was identified. The grant is to provide contract days for teachers who are providing FFA opportunities to students.

6. If my school only pays me for 10 days, but I have recorded and worked more than that, can we submit for all the hours worked?

This is a question to your administration.

On July 24, 2019, Reynold Gardner sent an email to the Oregon Agriculture Teachers Association listserv to inform the individual schools concerning the passage of the HB 2444 Oregon FFA Funding Act. The email cautioned and urged the individual teachers to work collaboratively with the local school administration to sign off on any and all activities that would be considered outside of the current employment contract / compensation. It is your administration that needs to document and agree to the hours/ compensation that is being requested within the grant Application.

7. Two person program. One teacher has 30 days. The other has 0. We are trying to get a 15 day summer contract for the second teacher. Do we submit that we already have 30 days, and are asking for 45 or 15 days?

If the school district is only wanting to submit an Application for Teacher B. The school district would indicate that Teacher B has 0 days of summer contract and within the Application request the 15 days for that teacher. Each teacher is dealt with separately and the Applications would reflect the activities, goals and deliverables being identified for each teacher.

8. I get an FFA coaching stipend, but I also receive an extended contract that does not specifically state summer use only – I don’t use all my extended contract days for summer, a lot is for the school year. Is that a problem in my grant application?

This is a conversation with your administration.

Many schools have “extended contracts” vs “summer duty contract” that allows for teachers to utilize their extended contracts throughout the school years. The days are to be used as non-contract days with the school district. This could include state convention, spring break and winter break. These dates would be “extended contract days”. It is a matter of your administration identifying the days appropriate to summer compensation and the total compensation accounted in extended days and then the FFA coaching stipend. This does add complexity to your Application. You will need to identify the respective compensation and put the information within the narrative and help to explain your individual variables.

Reynold Gardner will not be an evaluator of the applications. Reynold will sort, sift and tease out any anomalies that will assist the evaluators.

Example: If a school district does not offer any contractual extended days to individual teachers as per the union contract. Yet, the school district offers an extensive FFA Coaching stipend $25,000 to cover extended days outside of the contractual days. Anomalies such as this, Reynold will assist in teasing this out.

9. Since I get nothing for FFA coaching in the school year, my principal had said we will use those paid days as my school year pay. Could we ask for my summer work in this grant, is that actually true? Would that be okay?

This is a conversation with your administration. The administration will sign off as your supervisor and identify what they did or did not ask you to do. You would be pursuing funding accordingly. With what you identified in your question, you would put forward in your grant Application that your principal identified the following activities and here is my current extended contract level and current FFA coaching stipend and here is our total grant request based upon the activities that took place.
10. School budget for summer contract is zero. Developed 10 days paid through Secondary Career Pathway Funding and then 10 days Measure 98 / High School Success funds. Summer of 2019 none of these funds were used. When documenting 2018 contract days, do you go with the 0 2019 budget or do the 20 days of 2018 get identified?

You need to identify the revolving funds and account that the funds used were Secondary Career Pathway Funding/ High School Success. Within the narrative, share the desire for the school district to get you extended days. Yet, the funds used were limited duration funds and are no longer available. The evaluation committee will tease this scenario out.

11. The 12 Month calendar you want is July 1, 2019-June 30, 2020, correct?

Correct. The 12 month FFA Chapter Calendar of Activities the RFA requires Applicants to submit, should identify FFA Chapter activities from July 1, 2019 – June 30, 2020.

12. I would like to see how you formatted the sheets and calendars so I have a jump off point. I opened up my POA (Program of Activities) and it does not look like what is needed exactly because it is formatted and put together by students at our summer planning season and students wrote the goals and outcomes for our chapter. Additionally my teacher tracking system does not seem to have all the elements needed.

The examples presented were meant for examples only and are not presented in an expectation of being the explicit model or template. It is envisioned that you would submit whatever document that you use with your administration to document your extra duty contract time.

Applicants should review the point threshold for awarding and evaluating the Applications to determine how and what to present as activities, goals and deliverables. It is possible that every grant Application has a different format for calendars / narratives as to how they implement their local FFA chapter.

13. Do you possibly have any examples of calendars that would be acceptable for the purpose of the grant or at least potential headings that should be included within the calendar?

There is not a standard format or template for the documents to be submitted. The examples presented within the webinar were meant for examples only and are not presented in an expectation of being the explicit model or template.

It is envisioned that you would submit whatever document that you use with your administration to document your extra duty contract time.

Applicants should review the point threshold for awarding and evaluating the Applications to determine how and what to present as activities, goals and deliverables. It is possible that every grant Application has a different format for calendars/ narratives as to how they implement their local FFA chapter.

14. Where will the questions and answers be posted?

All questions & answers, and any award notice specific information such as addenda, will be posted in Oregon Procurement Information Network (ORPIN) as per section 3.3.1 of the RFA.

You will need to create a bidder profile and express an interest in the opportunity to receive notice specific information (ODE-1136-20).

For assistance with ORPIN please contact the ORPIN Helpdesk or via telephone at 503-373-2106 or 503-378-3976.
15. Are the smart goals for the 2019 summer fair or for the 2020 fair season? I was writing my goals for the 2019 fair season (which seemed weird to write goals from the past?)

The RFA - ODE-1136-20 is for the 2019 Oregon FFA Summer Duty Extended Contract Grant only and all elements related to the RFA, the webinar and FAQ are explicit to the Application for the summer of 2019 funding.

It is understood that the activities, goals and deliverables being identified are for events that have already taken place. Yet, it is up to the school system to document the planned elements of the summer 2019 FFA program and request funds for those activities, goals and deliverables.

The RFA for the 2020 Oregon FFA Summer Duty Extended Contract Grant will be forthcoming and is entirely independent of the current 2019 Application.

The ideal activities, goals and deliverables should be in S.M.A.R.T. format (specific, measurable, achievable, relevant & time-line).

Specific = What activities are the funds being requested for?
Measurable = What is being done, to what extent and for how many students?
Achievable = For the summer of 2019 how many students and to what extent (the school district already knows the results on this so this is where the oddity comes in).
Relevant = For the summer of 2019 the activities, goals and deliverables were included within your Program of Activities (FFA calendar).
Time-line = Dates from the 2019 calendar and when the activities, goals and deliverables where concluded.

Independent of the S.M.A.R.T. format, as a school system identifies FFA activities, goals and deliverables for summer 2019 FFA events. The school system should have utilized the elements of S.M.A.R.T., because effective educational practices includes desired outcomes with timeline and deliverables.

16. I have moved from one high school where I had a head coach’s stipend and 12 extra duty days. I had moved to a new high school at the end of the summer to help at another fair. I am just wondering the expectations and opinion of what I need to do in filling out everything.

For the 2019 Oregon FFA Summer Duty Extended Contract Grant Application you need to work with the respective school system and administrators to identify what activities, goals and deliverables were conducted within an approved teacher employment contract at the school district.

There may be an instance where a teacher was employed at a school district from July 1 – 31 and then at another school district from August 1 – school year. If this is the case. Then you would need to work with each school system to identify the respective activities, goals and deliverables that were outside of the current school extended contract days or FFA stipend and related expectations.

The end result is the school district needs to sign off on the Application for the activities, goals and deliverables that were concluded within the grant Application. Work with the school districts that held the employment contracts for that period of time.

17. Since I am a first-year teacher I do not have any records from my 2018-2019 school year. I just wanted to check in and see if I would put 0 in for those categories, or if you would want first-year teachers to put something else in those categories?

Did the school district offer an FFA extended duty contract for the teacher that you replaced? You will need to work with your school system to find that information. If yes, you would insert the amount of that teachers 2018-19 FFA extended duty contract.
If you are a “new program” or a “new teacher” not replacing an existing teacher, you would list the 2018-19 value of “0” for question 6-A within the online Application form.

If you had a 2019-20 FFA extended duty contract you would insert that exact amount for question 6-B within the online Application form.

18. I am already on an extended contract. Do I still qualify for the grant?

The intent of the HB 2444 Oregon FFA Funding and the 2019 Oregon FFA Summer Duty Extended Contract Grant is to provide funding and support for FFA Advisors who are providing summer FFA programming to students and the school district is not fully compensating the teachers for their time. This RFA is explicitly for the summer of 2019 (July 1, 2019 – September 2, 2019).

In order to be eligible to apply for a grant, your school system (administrators) would verify that you conducted FFA activities, goals and deliverables that you were not compensated for. The work you completed (without compensation) would have been in anticipation of the 2019 Oregon FFA Summer Duty Extended Contract Grant and this RFA.

If you had a 20 day FFA extended duty contract for summer 2019 and you only worked the 20 day contract. You would not have justification to apply for the 2019 summer grant Application.

These funds cannot supplant the existing 20 day FFA extended duty contract for summer 2019 that you already had.

19. In 2019-20 I had a 20 day summer contract. My school is wanting to take away that 20 day and use this grant to get me the summer duty contract. Can they do that?

No.

The intent of HB 2444 Oregon FFA Funding is to provide FFA opportunities to students. The expectation of supplanting is enforced by both the law and rule. Supplanting would be utilizing the 2019 Oregon FFA Summer Duty Extended Contract Grant to replace the funds previously used to provide a teacher with a FFA extended duty/summer contract.

If a teacher has already worked the assigned 2019 FFA extended duty/summer contract and is now wanting to replace one-to-one the days already worked and compensated for, with 2019 Oregon FFA Summer Duty Extended Contract Grant. This would be considered supplanting and not allowed.

If you have a 20 day contract and worked 25 days during the 2019 summer and the 5 days were not compensated for, the 2019 Oregon FFA Summer Duty Extended Contract Grant is intended to compensate the teacher for the 5 days worked in 2019 as approved by the local administration.

20. This application is for last summer, summer 2019, is that correct?

Correct. The RFA is for the 2019 Oregon FFA Summer Duty Extended Contract Grant only and all elements related to the RFA, the webinar and Q&A are explicit to the Application for the summer of 2019 funding.

It is understood that the activities, goals and deliverables being identified are for events that have already taken place. Yet, it is up to the school system to document the planned elements of the summer 2019 FFA program and request funds for those activities, goals and deliverables.

The RFA for the 2020 Oregon FFA Summer Duty Extended Contract Grant will be forthcoming and is entirely independent from the current 2019 Application.
21. Will there be an application for summer 2020? Before the summer or after?

The RFA for the 2020 Oregon FFA Summer Duty Extended Contract Grant will be forthcoming and is entirely independent of the current 2019 Application.

22. Do you want the district Business Manager, CFP or district accountant who is our school Grant Manager to facilitate the grant application process?

The leadership/ management structure of the local educational system will determine how the grant Application is facilitated.

The Application does require signature of an authorized representative from the school district, high school principal, licensed ag teacher, and local Agriculture Science and Technology advisory committee member. There needs to be a collaborative approach and the local educational system will address how this is done.

23. Is the school district or a teacher the Applicant?

The Application will be facilitated by the school district and the school district will determine who and how the Application is submitted.

24. What documentation informs the Application of what stipend or pay the teacher is already getting from the district? I see that questions 5 and 6 of Attachment B requests this information. Who provides it - the teacher or the district?

The local educational system will determine the information that is provided. It is implied that the authorized administrator from the school district and high school principal will validate and verify the information submitted in conjunction with the 2019 Oregon FFA Summer Duty Extended Contract Grant Application.

25. Who signs as the Authorized Representative Signature?

The Authorized Representative would be the person within the school district authorized to bind the school district contractually or authorize the school district to apply for a grant. In most instances this is a school districts superintendent. This is up to the school district to determine who has this authority.

26. When the grant process first was starting I inquired where I would put in a narrative or somewhere that in 2000 I received a cut of $3,000 in my extended contract that has never been reinstated by our school. I cannot fine anywhere in the application where there is a spot it seems good to include this and other details about how our current contract works. What section is recommended, or do I just add a narrative section?

The calendar year of 2000 is outside the parameters of this RFA.

Within the Application provide the respective information for the FFA extended contract and the FFA Coaching stipend for 2018-19 and 2019-2020 school years. The evaluators will utilize this information only for grant scoring purposes.

27. The FFA Chapter “Calendar of Activities” for our 12 month calendar.... I thought I heard from the webinar that the 12 month calendar dates are from July 2019 – June 2020, is that correct?

Correct. The 2019 Oregon FFA Summer Duty Extended Contract Grant Application calls for the submission of the 12 month calendar for the FFA Chapter and should include July 1, 2019 – June 30, 2020.
This will be used by the evaluators to see the total body of work that the FFA Chapter is involved in and have been approved by the school district administration/ high school principal. The 12 month calendar should be the calendar that is used by the FFA Chapter to inform members of the general calendar dates.

28. Some of my colleagues thought is was only for the summer 2019 months, which would only include dates we have already accomplished so far in the school year. We wanted to clarify....

RFA ODE-1136-20 is for the 2019 Oregon FFA Summer Duty Extended Contract Grant only. The Application if for the summer of 2019 funding.

The Application asks for a Summer 2019 FFA “Calendar of Activities” - Detailed Summer Calendar (3 months). This could be a more detailed calendar that includes more information as it relates to the Summer 2019 activities, goals and deliverables that took place in the summer of 2019 and approved by the school district administration / high school principal.

It is understood that the activities, goals and deliverables being identified are for events that have already taken place. Yet, it is up to the school system to document the planned elements of the summer 2019 FFA program and request funds for those activities, goals and deliverables.

29. Can the grant application/google form be submitted from a personal email account or does it have to come from a school district account? Our school district has restrictions in place and we cannot utilize the google form on our school account.

The Agency will accept Applications through the secure file transfer system available on Agency’s district website.

The Agency will issue an addendum to the RFA adding this as an additional submission option. Be sure to send to Mandee Wilding (the SPC).

30. Can you please confirm when the summer period ends? Our teachers are under contract on August 12th, so would that mean that the summer window is closed as of that day?

The window for activities eligible for compensation from this RFA is July 1, 2019 through September 2, 2019. IF the events you are applying for compensation for took place during this timeframe AND were uncompensated for (outside of contract) the district may seek reimbursement through this RFA.

31. In my school district I get paid to be the FFA advisor during the school year, but do not have a “signed” summer contract only an email from my principal saying he will cover up to 80 hours of my summer hours for working with my students. Between County and State Fairs, as well as my SAE Student Visits, I have well over 80 hours. Since I technically don’t have a signed agreement, but did get paid for part of my hours, do I put down the 80 hours plus the others I worked or just the extra ones I didn’t get paid for? I just want to make sure if I should even fill out this grant if I don’t qualify.

The intent of the grant is to provide compensation for FFA activities that were conducted within the summer of 2019 and were not compensated for by the school district.

Within the Application your school district will need to identify your FFA coaching stipend and the 80 hours (80/8=10 days) or 10 days of extended contract time / compensation. You would then need to work with your administration to document the uncompensated hours/ days that you had for summer of 2019. Your school district would then apply for the amount that was not compensated for.

32. Is 5C and 6A of Exhibit B the summer pay or school year pay (non-summer months)?

5 C School district pay threshold per day for extended contract / duty days regardless if the days are summer or during school year. What is the level of compensation that a school district pays to the teachers for extended days.
Some school districts have a curriculum rate that is separate from what the average daily pay. This is typically a teacher union contract issue.

5C allows for the individual school district to respond with what they compensate the teacher = “district pay per day”.

6-A is the “Level of the FFA Advisor / FFA coaching stipend for 2018-19 school year”
This is a dollar value and is normally for the work that is done during the school year (like an athletic coach).

This is a union contract issue and some schools may have 0 days of extended duty contract (summer or school year) and a very large coaching stipend with the expectations that the FFA Advisor provides the duties of a normal FFA Advisor (summer and school year) with the value of the coaching stipend.

6A is for the 2018-19 coaching stipend and 6B is for the 2019-20 coaching stipend.

33. We have heard at the OATA conference that there is a limitation of 40 total days of extended contracts for the entire school year. If our instructor has an extended contract for days within the school year but this contract does not cover summer FFA activities. Does the existing extended contract affect the number of days we can apply for to cover summer activities for our instructor?

No limitations or caps have been established within the RFA - ODE-1136-20 - 2019 Oregon FFA Summer Duty Extended Contract Grant Application. The school district needs to document the uncompensated hours/days that occurred summer of 2019 (July 1 – September 2, 2019).

The 40 day extended contract would need to be identified within the application process for the respective years (2018-19 and/or 2019-20 school years) and the level of FFA coaching stipend for the respective years. The base level of support is a key element of the evaluation process and establishing the needs of the individual FFA Chapter. A 40 day extended contract would score less points within the evaluation rubric than a school that had “0” (zero days). Yet there is not a cap or limit within the Application.