

February 2020 Incentive Funding IWAS Amendment

If you recently received an email indicated you needed to submit an amendment for the Ag Incentive Funding grant, please follow the directions below. If you have not received an email from ISBE requesting you to submit an amendment for the Ag Incentive Funding Grant you can disregard this message.

This is needed due to an issue in the IWAS application system that did not queue approximately 140 applications for the Grant Periodic Reporting. The only way to fix this is to submit an amendment.

THE FOLLOWING STEPS MUST BE FOLLOWED IN ORDER

1. Login to IWAS and go to the Incentive Funding Grant system
2. Select the box to Create Amendment
3. Amendments tab
 - a. Select radio button to “Amended Application”; then
 - b. Enter appropriate number for the amendment in the small text box below the radio button; then
 - c. In the Grant Changes text box, enter “Amendment submitted to resolve periodic performance report system issue.”; then
 - d. Click the save button.
4. Page Lock Control tab
 - a. Unlock all pages.
5. Budget Pages tab
 - a. Indirect Cost Calculation tab: scroll to bottom, select (a) LEAs under part C; then
 - b. Click the save button.
6. Program Risk Assessment tab
 - a. Scroll to the bottom of the page, you do not need to change anything; then
 - b. Click the save button.
7. GATA Pages tab
 - a. NOSA tab
 - i. NOSA Grant Information: scroll to the bottom, click the check box; then
 - ii. ICQ Conditions: scroll to the bottom, click the check box; then
 - iii. Program Risk Conditions: scroll to the bottom, click the check box; then
 - iv. Prequalification Status: scroll to the bottom, click the check box.
 - b. UGA/IGA tab
 - i. UGA/IGA Parts One, Two, and Three: part 1.1 select Governmental Unit if it is not already selected and then scroll to the bottom, 1.6 signatures check box needed checked; and Grantor-Specific Terms checkbox needs checked; then
 - ii. Exhibits: scroll to the bottom, click the check box; then
 - iii. UGA/IGA Summary: scroll to the bottom, click the check box.
8. Submit tab
 - a. Run Consistency Check; then
 - b. If no red error messages, submit application; or

- c. If there are red error messages, follow the instructions in the error message to submit again; or
- d. If you still cannot get that resolved, email Ag_Ed@isbe.net for help and include a screenshot of the error messages.