

## **IDAPA 55 – DIVISION OF CAREER TECHNICAL EDUCATION**

### **Division of Career Technical Education**

#### **55.01.04 – Rules Governing Idaho Quality Program Standards Incentive Grants and Agricultural Education Program Start-Up Grants**

##### **Who does this rule apply to?**

*This rule applies to school districts and charter school administrators with agricultural education programs or planning to start agricultural education programs.*

##### **What is the purpose of this rule?**

*The purpose of this rule sets out requirements for applying for the Idaho Quality Program Standards Incentive Grants and Agricultural Education Program Start-up Grants.*

##### **What is the legal authority for the agency to promulgate this rule?**

*This rule implements the following statute passed by the Idaho Legislature:*

Courses of Instruction:

- [Section 33-1629, Idaho Code – Agricultural and Natural Resource Education Programs](#)

##### **Who do I contact for more information on this rule?**

Idaho State Board of Education  
8:00 am – 5:00 pm (Mountain Time)  
650 W. State Street  
P.O. Box 83720  
Boise, Idaho 83720-0037  
Phone: (208) 334-2270  
Fax: (208) 334-2632  
Email: [rules@edu.idaho.gov](mailto:rules@edu.idaho.gov)  
<https://boardofed.idaho.gov/>

# ***Table of Contents***

---

## **55.01.04 – Rules Governing Idaho Quality Program Standards Incentive Grants and Agricultural Education Program Start-Up Grants**

000. Legal Authority. ....	3
001. Scope. ....	3
002. -- 009. (Reserved) .....	3
010. Definitions And Abbreviations. ....	3
011. -- 099. (Reserved) .....	3
100. Incentive Grant. ....	3
101. -- 199. (Reserved) .....	4
200. Start-Up Grant. ....	4
201. -- 299. (Reserved) .....	5
300. Payments. ....	5
301. -- 999. (Reserved) .....	5

## 55.01.04 – RULES GOVERNING IDAHO QUALITY PROGRAM STANDARDS INCENTIVE GRANTS AND AGRICULTURAL EDUCATION PROGRAM START-UP GRANTS

### 000. LEGAL AUTHORITY.

Section 33-1629, Idaho Code.

(7-1-24)

### 001. SCOPE.

These rules govern the standards and procedures for application to the Idaho Quality Program Standards Incentive Grants and the Agricultural Education Program Start-up Grants as administered by the Idaho Division of Career Technical Education.

(7-1-24)

### 002. -- 009. (RESERVED)

### 010. DEFINITIONS AND ABBREVIATIONS.

**01. Administrator.** The administrator for the Division of Career Technical Education. (7-1-24)

**02. Agricultural and Natural Resources Program.** A program approved by the Division of Career Technical Education that is a standards-based program in agriculture, food and natural resources systems delivered through an integrated model that incorporates classroom and laboratory instruction, experiential learning and student leadership and personal development. (7-1-24)

**03. Board.** The State Board for Career Technical Education. (7-1-24)

**04. Division.** The Division of Career Technical Education. (7-1-24)

**05. FTE.** Full Time Equivalent employee. (7-1-24)

**06. School District or District.** A public school district or a charter school authorized by the Public Charter School Commission or school district. (7-1-24)

### 011. -- 099. (RESERVED)

### 100. INCENTIVE GRANT.

**01. Eligibility Requirements.** Eligible applicants must meet quality program and instructor requirements as approved by the board. Applicants may re-apply annually. (7-1-24)

**a.** Programs and instructors will be assessed by the division. (7-1-24)

**b.** Instructors must teach in an approved agricultural and natural resources program in grades nine (9) through twelve (12). (7-1-24)

**02. Application Process.** The application process consists of a formal application and assessment. (7-1-24)

**a.** To be considered for the grant, applications must be submitted electronically to the division no later than the timeline specified by the division. (7-1-24)

**b.** Following the receipt of an application, the division will conduct an assessment of the program and instructor to ensure they both meet the minimum eligibility requirements, as outlined in the quality program standards and complete a full evaluation. (7-1-24)

**03. Selection of Grant Recipients.** Grants will be awarded annually based on the availability of grant funds and the number of qualified applicants. Grants will be awarded to applicants based on ranking in accordance with the following criteria: (7-1-24)

**a.** Applicants will be ranked according to their overall score. Scores will be calculated using the sum of: (7-1-24)

**i.** The average score of the program quality indicators; and (7-1-24)

**ii.** The average score of the instructor-specific program quality indicators. (7-1-24)

**04. Incentive Grant Award.** (7-1-24)

**a.** Grant awarded will be based on FTE to calculate the percent of time an instructor spends teaching within an approved agricultural and natural resources program. In the event an instructor teaches in an approved program in less than a full-time capacity, grants will be pro-rated according to the percent of time the instructor spends teaching in the approved program. (7-1-24)

**b.** Grants are awarded on an annual basis and are not transferable. (7-1-24)

**c.** The use of grant funds must be in accordance with division guidelines and must be clearly linked to the agricultural and natural resources program identified on the formal application. (7-1-24)

**d.** Grant funds may be used to improve the agricultural and natural resources program, including but not limited to: (7-1-24)

**i.** Offset travel and registration fees associated with educational workshops and/or professional training on behalf of the instructor and on behalf of the students participating in the eligible program for travel related to field trips and student organization activities; (7-1-24)

**ii.** Purchase or repair equipment; or (7-1-24)

**iii.** Purchase educational supplies/curricula. (7-1-24)

**e.** Grant funds may not be used to: (7-1-24)

**i.** Cover the costs of either salaries or benefits, including extended contracts; (7-1-24)

**ii.** Offset expenses associated with the FFA organization or other student organizations; or (7-1-24)

**iii.** Supplant other district funding sources, e.g. routine facility maintenance or improvements. (7-1-24)

**101. -- 199. (RESERVED)**

**200. START-UP GRANT.**

**01. Eligibility Requirements.** A school district may apply for a start-up grant for a newly-approved agricultural and natural resources program or to re-establish an agricultural and natural resources program in any grade, nine (9) through twelve (12), when specific eligibility requirements are met. Districts are eligible to apply for the grant within the first three (3) fiscal years their program is approved or re-established. If a district applies for the grant but does not receive it, the district may reapply the following year(s). However, the district may only receive the grant once and may not apply beyond the three-year window. (7-1-24)

**02. Application Process.** A school district may submit an application for a new or re-established program. Completed applications, which must be authorized by the district superintendent or district administrator, must be submitted to the division according to the timeline established by the administrator. (7-1-24)

**a.** Applications must include all required information outlined in the grant application, including specific documents detailing the district's proposed budget and long-term strategy for sustaining the program. (7-1-24)

**03. Selection of Grant Recipients.** Grants will be awarded annually by the division based on the availability of grant funds and the number of qualified programs. Grants will be awarded to districts based on ranking and priority that considers factors including but not limited to: the strength of the budget proposal, sustainability potential of the proposed program, and the history of prior grant awards. (7-1-24)

**04. Start-up Grant Award.** The total number of recipients will not exceed four awards annually, and may vary by year in accordance with the availability of funds and the qualifications of the applicant pool. Awards will be in the amount of twenty-five thousand dollars (\$25,000) until available funds are exhausted or all qualified recipients have been awarded the grant. (7-1-24)

**a.** Grants are awarded on a one-time basis and are not renewable or transferable. If a district is awarded the grant for a new program, the program is ineligible for future Start-up Grant awards should the program terminate and then be re-established. (7-1-24)

**b.** Use of grant funds must be in accordance with division guidelines and must be clearly linked to the agricultural and natural resources program identified on the formal application. If a district fails to spend the entire award amount, those funds may not be carried forward to the next fiscal year. (7-1-24)

**c.** Grant funds may be used to improve the agricultural and natural resources program, including but not limited to: (7-1-24)

**i.** Offset travel and registration fees associated with educational workshops and/or professional training on behalf of the instructor; (7-1-24)

**ii.** Purchase or repair equipment; (7-1-24)

**iii.** Purchase educational supplies/curricula; or (7-1-24)

**iv.** Start-up costs, up to one thousand dollars (\$1,000,) associated with establishing a new chapter of FFA. (7-1-24)

**d.** Grant funds may not be used to: (7-1-24)

**i.** Cover the costs of salaries and/or benefits, including extended contracts; (7-1-24)

**ii.** Offset ongoing expenses associated with the FFA organization or other student organizations; or (7-1-24)

**iii.** Supplant other district funding sources, e.g. routine facility maintenance or improvements. (7-1-24)

**201. -- 299. (RESERVED)**

**300. PAYMENTS.**

Payment of grant funds will be made to the district once the final award determinations are made. For grants awarded under Section 100, funds will be made to the district on behalf of the instructor. No later than June 30 of the fiscal year the grant was received, the district must submit a detailed expenditure report to the Division. (7-1-24)

**301. -- 999. (RESERVED)**