

REQUEST FOR APPLICATION

Program Guidelines

2014-2015 Special Education

IDEA-B High Cost

Authorized by Individuals with Disabilities Education Act, Part B (IDEA-B), as amended by the IDEA Improvement Act of 2004, Public Law 108-446, Part B, Section 611; and the General Appropriations Act, 83rd Texas Legislature, Rider 36

Application Closing Date—5:00 p.m., Central Time
July 15, 2015

TEXAS EDUCATION AGENCY

Division of Federal and State Education Policy
1701 North Congress Avenue
Austin, Texas 78701

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Introduction to the Program Guidelines

This part of the request for application (RFA), Program Guidelines, is to be used in conjunction with the [General and Fiscal Guidelines](#) and the schedule instructions. The Standard Application System (SAS) consists of all schedules (i.e., forms) to be completed in order for the applicant to be eligible for funding. The application to which these instructions refer must be submitted electronically through the eGrants system. The Texas Education Agency (TEA) will not accept the application via any other means.

For applicants selected for funding, all guidelines and instructions will be incorporated by reference into the Notice of Grant Award (NOGA).

Requirement for User Name and Password

To access eGrants and apply for this grant, you must have access to the Texas Education Agency Secure Environment (TEASE). In the near future, eGrants access will migrate from TEASE to the new secure environment, TEA Login (TEAL). Follow these steps to apply for user names and passwords on both TEASE and TEAL:

1. Visit the [TEASE—Request Access Online](#) page of the TEA website. Select [Request New Account](#) to begin the process of applying for a TEASE account online.
2. Visit the [TEA Login \(TEAL\)](#) page of the TEA website. Select [Request New User Account](#) to begin the process of applying for a TEAL account online.
3. To apply for eGrants access once you have been assigned a TEASE account, log on to [TEASE](#) and select "Add/Modify Application Access" from the Application List page.

The Grant Management Handbook, posted in the Handbooks and Other Guidance section of the [Administering a Grant](#) page of the TEA website, includes detailed instructions on applying for TEASE, TEAL, and eGrants access.

Application Submission through eGrants

Submit the application for this grant program only electronically through the TEA eGrants system. Applications will not be accepted by TEA via any other means. Refer to the [General and Fiscal Guidelines](#) for more specific information about accessing eGrants and obtaining the required TEASE user ID and password.

Applications must be submitted as follows:

- Those submitted by public LEAs must be signed electronically by the superintendent of the school district or a designee.
- Applications submitted by regional Education Service Centers (ESCs) must be signed electronically by the executive director or a designee.

- Applications submitted by open-enrollment charter schools must be signed electronically by the chief operating officer of the school.
- Campuses and campus charter schools must apply through their public school district, and the application must be signed electronically by the superintendent or designee.

Reference to the General and Fiscal Guidelines

The Program Guidelines provide information specifically relevant to this grant program. The [General and Fiscal Guidelines](#) provide information relevant to all TEA grant programs. Throughout the Program Guidelines, cross-references are given to applicable sections of the [General and Fiscal Guidelines](#). **It is critical that you review all referenced sections of the [General and Fiscal Guidelines](#) when preparing your application.**

US Department of Education Appropriations

The following is provided in compliance with the US Department of Education Appropriations Act:

Category	Amount
Total funds available for this project	\$10,433,318
Percentage to be financed with federal funds	100%
Amount of federal funds	\$10,433,318
Percentage to be financed from nonfederal sources	0%
Amount of nonfederal funds	\$0

Grant Timeline

For all dates related to the grant, including reporting dates, see the [TEA Grant Opportunities](#) page. If a report due date falls on a weekend or holiday, the report will be due the following business day. All dates except the grant ending date may vary slightly as conditions require.

Grant at a Glance

This section provides fundamental information pertinent to the grant program.

Authorizing Legislation

This grant program is authorized by the Individuals with Disabilities Education Act, Part B (IDEA-B), as amended by the IDEA Improvement Act of 2004, Public Law 108-446, Part B, Section 611; and the General Appropriations Act, 83rd Texas Legislature, Rider 36.

Purpose of Program

The IDEA-B Discretionary High Cost funds are dedicated to cover excess costs of special education programs conducted according to priority areas approved by TEA.

Eligible Applicants

See the [General and Fiscal Guidelines](#), Eligibility Requirements.

LEAs or their fiscal agents and state agencies operating special education programs in Texas are eligible to apply for a grant under IDEA-B Discretionary High Cost Fund (HCF).

LEAs must first submit the High Cost Fund Eligibility Application to apply for an HCF award. Once this request has been processed, LEAs will receive notification of whether the request has been approved or denied. Only LEAs approved for this fund source may apply for these funds through eGrants.

The following eligibility requirements also apply:

- TEA reserves the right not to award a grant to a district or charter school that is identified by TEA as a high-risk grantee.
- An open-enrollment charter school shall become ineligible for grant funding (or, if a campus has applied for and received funding for this grant, will have its grant funding placed on hold) if the commissioner notifies the campus's charter holder of his intent to (1) revoke or nonrenew the charter under TEC Chapter 12, or (2) close the campus under TEC Chapter 39, for any of the reasons set forth in either statutory provision. If the commissioner ultimately revokes or denies renewal of an open-enrollment charter of a charter holder or closes a campus that has been awarded funds under this grant program, grant funding shall be discontinued.
- The applicant must be in compliance with submitting the annual audit to TEA, as described in Part 1: General and Fiscal Guidelines.

Shared Services Arrangement

See the [General and Fiscal Guidelines](#), Shared Services Arrangements.

Shared services arrangements (SSAs) are allowed.

If a member district of an SSA needs to apply for an IDEA-B High Cost grant award, they should apply through their fiscal agent.

Application Funding

See the following sections of the [General and Fiscal Guidelines](#):

- Grant Funding
- Continuation Funding
- Fund Management
- Use of Funds

It is anticipated that approximately 60 grants will be awarded.

Cost Share or Matching Requirement

See the [General and Fiscal Guidelines](#), Cost Share/Match Requirement.

There is no cost share or matching requirement for this grant program.

Limitation of Administrative Funds

See the [General and Fiscal Guidelines](#), Administrative Costs.

Administrative costs are not permitted for this grant program. Administrative funds include **both** direct administrative costs **and** allowable indirect costs.

Pre-Award Costs

See the [General and Fiscal Guidelines](#), Pre-Award Costs.

Pre-award costs are permitted for this grant. Pre-award costs are permitted from August 1, 2014, to the stamp-in date.

Applicant Assistance

The following types of assistance are available to applicants for this grant program.

Contact for Clarifying Information

See the [General and Fiscal Guidelines](#), TEA Contacts.

The following TEA staff should be contacted with questions about the RFA or the grant program.

Division of Federal and State Education Policy
sped@tea.state.tx.us
Phone: (512) 463-9414
Fax: (512) 463-9560

Errata Notices

See the [General and Fiscal Guidelines](#), Errata Notices.

Email Bulletins

See the [General and Fiscal Guidelines](#), Email Bulletins.

Program Elements

This section provides detailed information about the grant program.

Program Description

The purpose of the High Cost Funds (HCF) is to assist LEAs, including school districts and charter schools, in addressing the needs of high need children with disabilities, including the financial impact on the budget of the child's LEA.

Supplement, Not Supplant

See the [General and Fiscal Guidelines](#), Supplement, Not Supplant.

The supplement, not supplant provision does apply to this grant program.

Indirect Costs

Indirect costs are not allowed for this grant.

Application Requirements and Assurances

This section describes the two types of requirements that applicants must address in the application (such as with a narrative description, an activity timeline, or a checklist) to be eligible to be considered for funding:

- Statutory requirements (requirements defined in the authorizing statute)
- TEA program requirements (requirements defined by TEA program staff)

Statutory Requirements

See the [General and Fiscal Guidelines](#), Statutory Requirements.

Per Section 22.0834 of the Texas Education Code (TEC), any person offered employment by any entity that contracts with TEA or receives grant funds administered by TEA (i.e., a grantee or subgrantee) is subject to the fingerprinting requirement. TEA is prohibited from awarding grant funds to any entity, including nonprofit organizations, that fails to comply with this requirement. For details, refer to the [General and Fiscal Guidelines](#), Fingerprinting Requirement.

The following requirements are defined in the statute that authorizes this program.

Federal regulations stipulate that each program must demonstrate that it meets the excess cost requirements of IDEA-B. The excess cost requirement prevents an LEA from using funds provided under Part B of the act to pay for all the costs directly attributable to the education of a child with a disability. An LEA meets the excess cost requirement if it has spent at least a minimum average amount for the education of its children with disabilities before funds under Part B of the act are used (34 CFR §300.202).

TEA Program Requirements

See the [General and Fiscal Guidelines](#), Program Requirements.

The LEA must meet the requirements of the HCF Eligibility application. Costs approved through the HCF eligibility application are student- and application-specific and are the only costs which can

be budgeted in the eGrants application in the budget schedule BS6007. These costs include personnel and position titles as approved for each student.

Program-Specific Assurances

See the [General and Fiscal Guidelines](#), Provisions and Assurances.

The program-specific assurances for this grant program are listed in the SAS. Refer to Schedule CS7000—Provisions, Assurances, and Certifications. Please review each of these assurances carefully as you will be required to implement each and document the implementation of each. These activities may be monitored or audited.

Allowable Activities and Use of Funds

See the TEA Guidelines Related to Specific Costs, posted in the Allowable Cost Guidance section of the [Administering a Grant](#) page, for general guidance on allowable activities and use of funds.

Allowable activities and use of funds for this grant may include but are not limited to the following:

The allowable costs associated with educating a high-need child with a disability are only those associated with providing direct special education and related services that are identified in the child's Individualized Education Program (IEP), including the cost of room and board for a residential placement determined necessary, consistent with 34 CFR §300.114, to implement a child's IEP (34 CFR §300.704[c][4][ii]).

Unallowable Activities and Use of Funds

See the TEA Guidelines Related to Specific Costs, posted in the Allowable Cost Guidance section of the [Administering a Grant](#) page, for general guidance on unallowable activities and use of funds.

Unallowable activities and use of funds for this grant may include but are not limited to the following:

- Debt service (lease-purchase)
- Audit services for state-funded grants
- Administrative funds, including direct administrative costs and indirect cost
- Building purchase or alterations
- Disbursements provided under HCF must not be used to pay costs that otherwise would be reimbursed as medical assistance for a child with a disability under the State Medicaid program under Title XIX of the Social Security Act.
- The use of HCF by school districts and charter schools may not violate the least restrictive environment (LRE) requirements of Part B of the Act as addressed in 34 CFR §300.114. Neither TEA nor the LEA may establish a limit on what may be spent on the education of a child with a disability (34 CFR §300.704[c][6]).

Program Evaluation

By submitting this application, the applicant agrees to comply with any reporting and evaluation requirements that may be established by TEA and agrees to submit the required reports in the

format and time requested by TEA. TEA will collect and analyze relevant data from the Public Education Information Management System (PEIMS) if it is available.

Federal Grant Requirements

Equitable Access and Participation

See the [General and Fiscal Guidelines](#), Equitable Access and Participation.

This requirement is fulfilled through the Special Education Consolidated Grant Application.

Private Nonprofit School Participation

See the [General and Fiscal Guidelines](#), Private Nonprofit School Participation.

This requirement is fulfilled through the Special Education Consolidated Grant Application.

Maintenance of Effort

See the [General and Fiscal Guidelines](#), Maintenance of Effort.

This requirement does apply to this federally funded grant program.

Application Elements

Required Attachments

No program-related or fiscal-related attachments are required for this grant program unless TEA staff requests specific documentation.