# Application Guidelines

## Abbreviated Program Guidelines

# 2014-2015 ESC IDEA-B Preschool

Authorized by the Individuals with Disabilities Education Act (IDEA), as amended by the IDEA Improvement Act of 2004, Public Law 108-446, Part B, Sec 619

Application Closing Date—5:00 p.m., Central Time
November 14, 2014

TEXAS EDUCATION AGENCY

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

# Contents

# 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.  Once you have been assigned a TEASE account, visit the Add/Modify Application page of the TEA website to apply for eGrants access.

The Grant Management Handbook, posted on the Grant Management Resources 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.**

# Contacts for Clarifying Information

## Program Contact

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

## Funding Contact

Division of Grants Administration
grants@tea.state.tx.us
Phone: (512) 463-8525
Fax: (512) 463-9811

# US Department of Education and/or State Appropriations

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

| Category | Amount |
| --- | --- |
| Total funds available for this project (total budget shall not exceed this amount) | $5,795,698 |
| Percentage to be financed with federal funds | 100% |
| Amount of federal funds | $5,795,698 |
| Percentage to be financed from nonfederal sources | 0% |
| Amount of nonfederal funds | $0 |

## Eligible Applicants

The 20 regional Education Service Centers are eligible to apply for this grant.

## Fund Code and CFDA Number

Fund code: 225

CFDA number: 84.173A

## Applicable Law and Regulations

In addition to regulations cited in SAS# ESCGAE15, Schedule CS7000—Provisions, Assurances and Certification, the following are applicable:

- 34 Code of Federal Regulations (CFR) Parts 300 and 301

- 19 Texas Administrative Code (TAC) Chapter 89

# 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.

# Program Elements

## Program Purpose, Goals, and Description

The following purpose, goals, and description of the grant program have been defined by the USDE, Texas Legislature, and TEA program staff.

## Shared Services Arrangement

See the General and Fiscal Guidelines, Shared Services Arrangements.

Shared services arrangements (SSAs) are not allowed.

## 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.

## 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

The grantee must use the restricted indirect cost rate. For this federally funded grant, you must use the **lesser** of your current, approved indirect cost rate or 8%.

Refer to the Indirect Cost Instructions, Guidance, and Maximum Indirect Costs Worksheet on the Division of Grants Administration Grants Management Resources page for more information on indirect costs and the correlation to the supplement, not supplant provision.

## Limitation of Administrative Funds

See the General and Fiscal Guidelines, Administrative Costs.

TEA limits the amount of funds that may be budgeted to administer the program to no more than 8% of the total grant awarded.

NOTE: 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 July 1, 2014, to the stamp-in date of the eGrants application.

# 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.

# TEA Program Requirements

1. In accordance with all components in this section, each ESC will develop a regional plan for the provision of training, support, and technical assistance to meet the identified State, regional, and district needs. The regional plan will include activities, resources, and staff necessary to accomplish coordinated efforts to ensure that students with disabilities have access to and progress in the general educational curriculum. Activities are to be reported to TEA by July 1st or the first working day in July via the Special Education Continuous Improvement Plan (SECIP).

1. The SECIP will also include all training, technical assistance activities, and support services, from the previous year's plan. The SECIP must be submitted in eGrants by July 1st or the first working day in July.

# Allowable Activities and Use of Funds

See the TEA Guidelines Related to Specific Costs 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:

- Staff members partially funded out of special education funds must keep appropriate time and effort records and related documentation to support any amounts charged to special education.

- ESC personnel providing leadership training and support related to education and related services for students with visual impairments, either directly or through contract, must be appropriately certified as described in the chart listed in Program Requirements for the Program Guidelines and Use of Funds provided for the ESC State Supplemental Visually Impaired grant program, regardless of the fund source used to pay the employee or contractor.

- Products, materials, and deliverables, etc. (hereafter called "products"), funded with IDEA-B funds and developed by ESC personnel (or subcontractors, agents, or assigns) under the direction of an ESC or any ESC State leadership function or project associated with an ESC are the property of TEA. Within an agreed-upon timeframe after the development of such products, the ESC shall supply TEA with appropriate documentation of any such products.

# Unallowable Activities and Use of Funds

See the TEA Guidelines Related to Specific Costs 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)
- Funds cannot be used based on predetermined or arbitrary percentage calculations (such as the percentage of students in special-education programs or the percentage of special education attendees at a professional development event) but must be used only to support actual time-on-task or actual costs related to the direct support of special education programs.

# Performance Measures

The applicant agrees to collect data and report on the following mandatory performance measures:

Progress toward meeting the performance measures set out in the State Performance Plan (SPP) must be reported in the SECIP in eGrants by July 1st or the first working day in July.

# Federal Grant Requirements

## Equitable Access and Participation

See the General and Fiscal Guidelines, Equitable Access and Participation.

This requirement does apply to this federally funded grant program.

## Private Nonprofit School Participation

See the General and Fiscal Guidelines, Private Nonprofit School Participation.

This requirement does not apply to this federally funded grant program.

## Maintenance of Effort

See the General and Fiscal Guidelines, Maintenance of Effort.

This requirement does not apply to this federally funded grant program.