

REQUEST FOR APPLICATION

Program Guidelines
2016-2017 Special Education
IDEA-B Discretionary
Grant Application

Authorized by Individuals with Disabilities Education Act (IDEA),
as amended by the IDEA Improvement Act of 2004, Public Law
(P. L.) 108-446, Part B, Section 611

Application Closing Date—5:00 p.m., Central Time
July 15, 2017

TEXAS EDUCATION AGENCY

**IDEA Support Division
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Austin, Texas 78701**

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Introduction to the Program Guidelines

TEA, as the pass-through entity¹, is the grantee² from the U.S. Department of Education (USDE) and TEA awards subgrants to non-federal entities³ such as local educational agencies (LEAs), including school districts, charter schools, and education service centers, and to a lesser degree institutions of higher education (IHEs), and nonprofit organizations (NPOs) who are the agency's subgrantees⁴. These guidelines apply to all subgrantees of TEA, regardless of whether referenced herein as subgrantee or grantee. For purposes of this document, TEA may use the terms grantee and subgrantee synonymously for its subrecipients.

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.

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 Pass-through entity is defined as a non-Federal entity that provides a subaward to a subrecipient to carry out part of a federal program. (2 CFR 200.74)

² Grantee is defined as the legal entity to which a grant is awarded and that is accountable to the federal government for the use of the funds provided. The term "grantee" does not include any secondary recipients, such as subgrantees and contractors that may receive funds from a grantee. (34 CFR 77)

³ Non-federal entity is defined as a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient. (2 CFR 200.69)

⁴ Subgrantee is defined by TEA to be the same as a subrecipient which is defined as a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. (2 CFR 200.93) Subgrantee is defined in 34 CFR 77 as the legal entity to which a subgrant is awarded and that is accountable to the grantee for the use of the funds provided.

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 [Applying for a Grant](#) page of the TEA website includes links to guidance on applying for TEASE, TEAL, and eGrants access.

Application Submission through eGrants

Submit the application for this grant program electronically through the TEA eGrants system. 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	\$10,253,460
Percentage to be financed with federal funds	100%
Amount of federal funds	\$10,253,460
Percentage to be financed from nonfederal sources	0%

Amount of nonfederal funds	\$0
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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 (IDEA), as amended by the IDEA Improvement Act of 2004, Public Law 108-446, Part B, Section 611.

Purpose of Program

The regulations implementing IDEA-B define the purpose of the act as a means to do the following:

- Ensure that all students with disabilities have available a free, appropriate public education, which includes special education and related services to meet their unique needs.
- Ensure that the rights of students with disabilities and their parents are protected.
- Assist states and localities to provide for the education of all students with disabilities.
- Assess and ensure the effectiveness of efforts to educate those students.

In addition, these funds can be used to address other priorities as determined by the State Board of Education (SBOE) and TEA.

Eligible Applicants

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

Local educational agencies (LEAs) or their fiscal agents, education service centers, institutions of higher education, and state agencies operating special education programs for students ages 3-21 in Texas are eligible to apply for a 2016-2017 Special Education IDEA-B Discretionary grant.

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.
- The applicant must be in compliance with submitting the annual audit to TEA, as described in the [General and Fiscal Guidelines](#).

LEAs must submit a letter of request to the IDEA Support Division for discretionary funds. Once this request has been processed, LEAs will receive notification of whether the request has been approved or denied. Only approved LEAs for this fund source may apply for these funds.

Eligibility List

An eligibility list will not be published for this grant. Eligible applicants will be notified individually.

Shared Services Arrangements

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

Shared services arrangements (SSAs) are not allowed.

A shared services arrangement (SSA) is an agreement between two or more school districts, open-enrollment charter schools, or ESCs that provides services for entities involved. Such entities may desire to enter into an SSA for the performance and administration of a program in order to maximize the use of funds and services to be provided.

More Than One Campus

Eligible applicants may not apply for the grant on behalf of more than one campus.

Application Funding

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

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

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 allowed for this grant only for statewide leadership projects, institutions of higher education projects, and state agency projects. TEA limits the amount of funds that may be budgeted to administer the program, including direct administrative costs and indirect costs, 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 September 1, 2016, to the stamp-in date.

Applicant Assistance

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

Contacts for Clarifying Information

See the [General and Fiscal Guidelines](#), TEA Contacts. The following TEA staff members should be contacted with questions about the RFA.

Program Contact

Brent Pitt, Manager, IDEA Support Division
brent.pitt@tea.texas.gov
Phone: (512) 463-9414
Fax: (512) 463-9560

Tammy Percy, Manager, IDEA Support Division
tammy.percy@tea.texas.gov
Phone: (512) 463-9414
Fax: (512) 463-9560

Funding Contact

Rebecca Patterson, Grant Manager, Grants Administration Division
rebecca.patterson@tea.texas.gov
Phone: (512) 463-8525
Fax: (512) 463-9811

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

Discretionary funds are provided for specifically approved requests. The notification letter from TEA will provide a description of the program and how the funds are to be used.

Supplement, Not Supplant

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

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

Indirect Costs

The grantee may claim a maximum for indirect costs equal to their current approved unrestricted indirect cost rate for this federally funded grant.

Refer to the Indirect Cost Handbook in the Handbooks and Other Guidance section of the Grants Administration Division [Administering a Grant](#) page for more information on indirect costs and the correlation to the supplement, not supplant provision.

Use the Maximum Indirect Costs Worksheet, posted on the Federal Fiscal Compliance and Reporting Division [Indirect Cost Rates](#) page, to calculate the maximum indirect costs that can be claimed for a grant.

Application Requirements and Assurances

This section describes the two types of requirements related to the application.

- 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 requirement is defined in the statute that authorizes this program. The applicant must adhere to this requirement:

Federal regulations stipulate that each program must demonstrate that it meets the excess cost requirements of IDEA-B. The excess cost requirement prevents a local education agency (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.

In addition to the statutory requirements, TEA has established the following program requirements, also described in the application on Schedule CS7000—Provisions, Assurances, and Certifications.

To the greatest extent allowable by State and Federal laws, regulations, rules and policies, grants funded through this application should be designed and operated to assist school districts in improving student achievement.

Statewide leadership projects and institutions of higher education will adhere to the activities in the TEA-approved Negotiation Plans for school year 2016-2017. Progress toward meeting the performance measures set out in the State Performance Plan (SPP) and identified indicators in the Negotiation Plans must be reported in the Special Education Continuous Improvement Plan (SECIP) by each statewide leadership function/project on an annual basis.

The institutions of higher education will provide written activity/progress reports during the project and must provide a final evaluation report in the format requested by TEA within 30 calendar days after the end of the project.

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.

Allowable Activities and Use of Funds

See the [Administering a Grant](#) page for general guidance on allowable activities and use of funds.

Part B of the IDEA authorizes expenditures to help LEAs ensure that children with disabilities have access to a free, appropriate public education to meet their unique needs and prepare them for further education, employment, and independent living.

Refer to the approval letter from TEA for allowable activities and use of funds related to this grant.

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

Advisory Council

An advisory council may be funded under the grant program. An advisory council is only allowable if it is convened to address the purpose of the grant awarded through this application.

Hosting or Sponsoring of Conferences

Conferences may be hosted or sponsored under the grant program only by statewide leadership projects. Conferences must be managed to minimize costs to the grant award. The following types of conferences are allowable:

Statewide leadership projects may host conferences to provide state-level professional development for school personnel, parents, and other interested stakeholders on a variety of topics including, but not limited to, autism, assistive technology, behavior, parent coordination, secondary transition, evaluation, and inclusive practices.

Hosting or Sponsoring of Conferences will require a written justification form. To access the cost of Hosting or Sponsoring of Conferences Justification form, refer to the [Administering a Grant page](#).

Out-of-State Travel

Out-of-state travel costs are allowable only for statewide leadership projects. Out-of-state travel costs should be minimal. Travel costs are allowable as long as the expenses for transportation, lodging, subsistence, and related items are only incurred by employees on official business of the grantee and follow the grantee's regular business operations and written travel policy.

ESC contacts for the statewide leadership projects may attend out-of-state conferences and technical assistance meetings to represent and promote the objectives of the specific functions and projects, and thus improve outcomes for students with disabilities in our state.

Out-of-State Travel will require a written justification form. To access the Out-of-State Travel Justification form, refer to the [Administering a Grant page](#).

General Allowable Activities and Use of Funds

- IDEA-B authorizes expenditures to help LEAs ensure that children with disabilities, ages 3–21, have access to a free, appropriate public education to meet each child's unique needs and prepare him or her for further education, employment, and independent living.
- IDEA-B funds may be used to provide compensatory services. Compensatory services are those services an LEA is required to provide due to the LEA's failure to provide special education and/or related services.
- Any item that is used by general education students cannot be split-funded with IDEA-B funds. The fund source used for general education students must be used for the entire cost of the item. IDEA-B funds may only be used for items that are supplemental to those used by all students and/or address the unique needs of the child that results from the child's disability. IDEA-B funds must be used only to pay the excess cost of providing special education and related services to children with disabilities and must not be used to pay for all costs directly attributable to the education of a child with a disability.
- A community-based learning experience identified in the IEP of a child with a disability is not considered a field trip and is an allowable activity.

Incidental Benefit

For this federal grant, refer to incidental benefit language in 34 CFR §300.208 for additional uses of funds.

Unallowable Activities and Use of Funds

In general, refer to the Budgeting Cost Guidance Handbook on the [Administering a Grant](#) page for unallowable costs.

In addition, unallowable activities and use of funds for this grant may include but are not limited to the following:

- Debt service (lease-purchase)
- Administrative costs for LEAs or their fiscal agents
- Building purchase, construction, or alterations

TEA does not allow construction of new facilities or alteration of existing facilities with special education funds.

Site preparation costs for portable buildings or playground equipment, including ground leveling, installing or repairing foundations, plumbing, wiring, etc., are considered construction and are not allowable.

- IDEA-B funds must be used only to pay the excess cost of providing special education and related services to children with disabilities and must not be used to pay for all costs directly attributable to the education of a child with a disability.
- LEAs may not obligate or expend grant funds for multi-year software subscriptions or multi-year maintenance fees because these business arrangements provide a benefit for a period longer than the grant period. However, the cost of a perpetual license is allowable as long as the maintenance fee associated with the perpetual license is paid annually during the appropriate grant period.
- Purchase of vehicles or buses
- Field trips not identified in a child's individualized education plan (IEP) as a community-based learning experience (Note: a community-based learning experience identified in the IEP of a child with a disability is not considered a field trip and is an allowable activity.)
- Travel for students to conferences
- Cost of membership in any civic or community organization
- Travel costs for officials such as executive director, superintendent, or board members

Program Evaluation

By submitting this application, the applicant agrees to submit requested data in the format and time frame requested by TEA. TEA will collect and analyze relevant data from PEIMS if it is available.

Applicants must also schedule a peer review visit at least every three years to remain eligible to apply for this grant.

Performance Measures

There are no performance measures for this grant program.

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 is fulfilled through the 2016-2017 Special Education IDEA-B Consolidated Grant Application.

Maintenance of Effort

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

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

Application Elements

This section describes the requirements and attachments that must be addressed in and included with the application.

Required Attachments

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

- Fiscal-Related Documentation Required to Be on File
- Required Fiscal-Related Attachments
- Required Program-Related Attachments

This section describes the two types of attachments that may be required to be submitted with the application: fiscal-related attachments and program-related attachments.

Required Fiscal-Related Attachments

See the [General and Fiscal Guidelines](#), Required Fiscal-Related Attachments, for a general description of fiscal-related documents that can be required as attachments to the application.

For a list of the fiscal-related attachments required for this grant application, refer to the Program Information section of the main eGrants page for this grant. Required attachments are notated “Attachment” in the list of RFA documents provided in the Program Information section.

Required Program-Related Attachments

No program-related attachments are required for this grant program.

Adding Attachments

The instructions in the following sections describe how to attach files to an eGrants application.

General Instructions

The size of each attachment cannot exceed 10MB. If you have a larger file, use a different scanning setting or zip the file to make it take up less space.

The only supported browser is Internet Explorer. If you are using another browser, please change to Internet Explorer before attaching files.

Documents only need to be attached once. Do not attach duplicate documents with each amendment. Only attach more than once if the attachment is being revised.

Naming Attachments

Name the files you are going to attach with no spaces (for example, 501C3letter.doc or 5013C_letter.doc). Use a meaningful name that identifies the specific document.

Make sure that each attachment has a file extension (.pdf, .doc, .rtf, .xls, .bmp, .zip, .txt).

Note that attachments with very long names may not be able to be uploaded. If you have difficulty, try renaming the file and starting over.

Scanning Documents

If a document must be scanned to create an electronic copy, use the following hints to ensure that the document size is as small as possible:

- Use an OCR or DPI setting of 200 DPI.
- Try to avoid creating .jpg files. If possible, create PDF documents with the scanner.

Zipping Files

If your files are too large, add them to a zip file to save space ([download a free version of WinZip and find instructions on creating zip files](#)).

Attaching Files to an eGrants Application

1. Ensure that the security level for your internet browser is set to Medium (Tools > Internet Options, Security tab).
2. Ensure that the document is saved on your computer, using the naming instructions above.
3. On the Grant Menu page, select Attach File. The required attachments are listed and described at the top of the dialog box. If you are attaching a document that is not listed, check Other.
4. In the Add Attachments pane, select the title of the attachment from the list, or if you selected Other above, type in the title.
5. Select the Browse button. A standard Windows browser appears. Find the file.
6. Select Attach.
7. Select Refresh to see the name of the document in the Documents Submitted in This Version pane. If the attachment does not appear, you may have to rename your document with a shorter name and start over.
8. Repeat this process to attach all your documents.