

REQUEST FOR APPLICATION

---

# Application Guidelines

Abbreviated Program Guidelines

## 2018-2019 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, Section 619

Application Closing Date—5:00 p.m., Central Time  
August 25, 2018

TEXAS EDUCATION AGENCY

---

**Special Education Division  
1701 North Congress Avenue  
Austin, Texas 78701**

© Copyright 2018 by the Texas Education Agency. All Rights Reserved.

# Contents

<b>Subgrantee Clarification</b> .....	<b>4</b>
<b>Contacts for Clarifying Information</b> .....	<b>4</b>
Program Contact.....	4
Funding Contact.....	5
<b>US Department of Education and/or State Appropriations</b> .....	<b>5</b>
<b>Grant Timeline</b> .....	<b>5</b>
<b>Attachments</b> .....	<b>5</b>
<b>Program Elements</b> .....	<b>6</b>
Program Purpose, Goals, and Objectives.....	6
Shared Services Arrangement.....	6
Cost Share or Matching Requirement .....	6
Supplement, Not Supplant.....	6
Indirect Costs.....	6
Limitation of Administrative Funds .....	6
Pre-Award Costs .....	7
Statutory Requirements .....	7
TEA Program Requirements.....	7
Allowable Activities and Use of Funds.....	7
Hosting or Sponsoring of Conferences.....	7
Out-of-State Travel .....	7
General Allowable Activities and Use of Funds .....	8
Unallowable Activities and Use of Funds .....	8
Performance Measures.....	8
Federal Grant Requirements.....	9
Equitable Access and Participation .....	9
Private Nonprofit School Participation.....	9
Maintenance of Effort .....	9

# Subgrantee Clarification

TEA, as the pass-through entity<sup>1</sup>, is the grantee<sup>2</sup> from the US Department of Education (USDE) and TEA awards subgrants to non-federal entities<sup>3</sup> 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 subgrantees<sup>4</sup>. 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.

## Contacts for Clarifying Information

### Program Contact

Terrie Breeden, 619 Coordinator, Special Populations Division

[Terri.Breeden@tea.texas.gov](mailto:Terri.Breeden@tea.texas.gov)

Phone: (512) 463-9414

Fax: (512) 463-9560

Amy Kilpatrick, Manager, Special Populations Division

[Amy.Kilpatrick@tea.texas.gov](mailto:Amy.Kilpatrick@tea.texas.gov)

Phone: (512) 463-9414

Fax: (512) 463-9560

---

<sup>1</sup> 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)

<sup>2</sup> 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)

<sup>3</sup> 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)

<sup>4</sup> 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.

## Funding Contact

Christina Grady, Grant Manager, Grants Administration Division  
[Christina.Grady@tea.texas.gov](mailto:Christina.Grady@tea.texas.gov)  
 Phone: (512) 463-9666  
 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)	\$4,644,468
Percentage to be financed with federal funds	100%
Amount of federal funds	\$4,644,468
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.

## Attachments

Attach this program guidelines document to the Standard Application System (SAS). These program guidelines are incorporated by reference into the approved SAS and the Notice of Grant Award (NOGA).

Any additional attachments required to be submitted with this grant application are listed in Schedule #2—Required Attachments and Provisions and Assurances of the SAS.

# Program Elements

## Program Purpose, Goals, and Objectives

Funds are provided to the 20 educational service centers (ESCs) for the purpose of providing technical assistance and support to local school districts and charter schools regarding the provision of a free appropriate public education to children with disabilities, 3-5 years of age. These funds shall be used to the extent appropriate and allowable, to coordinate professional development, technical assistance, and support activities with the state's Early Learning Initiative within each region.

## 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

For supplement, not supplant guidance, see the Supplement, Not Supplant Handbook on the Grants Administration Division's [Administering a Grant](#) page.

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

## Indirect Costs

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

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

## 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 not permitted for this grant.

## 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 ESC must comply with all provisions and assurances in the 2017-2018 ESC IDEA-B Preschool application.

## TEA Program Requirements

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 via the Special Education Continuous Improvement Plan (SECIP). 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 1<sup>st</sup> or the first working day in July.

The ESC fulfills this requirement if it submits the SECIP by the deadline.

## Allowable Activities and Use of Funds

See 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:

### Hosting or Sponsoring of Conferences

Conferences may be hosted or sponsored under the grant program. Conferences must be managed to minimize costs to the grant award. The following types of conference are allowable:

- Conferences designed to share research-based intervention practices designed to improve results of students with disabilities ages 3-5.

Hosting or Sponsoring of Conferences will require a written justification form to be maintained locally and made available to TEA upon request. 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. 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.

Out-of-State Travel will require a written justification form to be maintained locally and made available to TEA upon request. To access the Out of State Travel Justification form, refer to the [Administering a Grant](#) page.

## General Allowable Activities and Use of Funds

- 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.
- 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

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)
- 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.
- 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
- Advisory councils
- Cost of membership in any civic or community organization
- Travel costs for officials such as executive director, superintendent, or board members

## 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 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.