## Massachusetts Department of Early Education and Care

## Grant Application

## Early Childhood Special Education Entitlement Grant

## FY2015 EEC Grant Fund Code 262

**Issue Date:** **July 25, 2014**

**Grant Application Suggested Due date: August 11, 2014 by 4:00PM.**

**Number of pages included in this Grant Application:** 6 plus appendices

**Content Expert:** Evelyn Nellum, Policy Analyst, Special Education  **Issuing Agency:**  EEC

**Funds Type:** 2015 Federal Entitlement Funds

**INSTRUCTIONS TO APPLICANTS**

**Electronic Submission Information**

* The FY2015 Fund Code 262 Grant Application must be completed and submitted via the FY15 Fund Code 262 Online Grant Application Portal.
* Send Electronic PDF Grant Application via email to EECSubmission@massmail.state.ma.us. Please include name of grant and name of your agency on the subject line of the email. Example: *FY2015 262 Grant Online Submission Confirmation-*School District Name.

**Mail in Submission Information:**

One (1) original and one (1), copy must be sent to:

**Label Envelope/Package:**

Department of Early Education and Care

**FY 2015 Early Childhood Special Education Entitlement Grant Fund Code 262**, LEA Name

Attention: **Elizabeth Bryant, Grants Administration**

51 Sleeper Street, 4th Floor

Boston, MA 02210

A rolling submission period has been established. To ensure a September 1, 2014 start date, the suggested due date is August 11, 2014 by 4:00PM.

EEC will accept grant applications as of July 25,2014.

Grant implementation will not begin until September 1, 2014.

**Purpose of this Grant**

The purpose of the **Early Childhood Special Education Entitlement (ECSE) Grant** is to provide funds to school districts and charter school districts to ensure that eligible 3, 4, and 5 year-old children will receive developmentally appropriate special education and related services designed to meet their individual needs.

**Priorities**

Priorities of the Individuals with Disabilities Education Act - 2004 (IDEA-2004) are to:

* ensure young children have available to them a free and appropriate public education that emphasizes special educational and related services designed to meet their unique needs and prepare them for future education;
* support young children with disabilities, ages 3- to 5-years old in inclusive and natural environments;
* ensure the rights of children with disabilities and their parents are protected;
* assist localities and educational service agencies to provide for the education of all children with disabilities; and
* assess and ensure the effectiveness of efforts to educate children with disabilities.

Funds available are intended to serve eligible students with special education services and activities deemed essential for students' success in school. Services and activities supported by this grant for children ages 3 through 5 must ensure compliance with state special education laws and regulations and IDEA-2004.

When considering fund use, each district should review results from its most recent Coordinated Program Review or Mid-Cycle Review, and review district performance in relation to the indicators specified in the Massachusetts State Performance Plan, specific to early childhood special education and family engagement ([www.doe.mass.edu/sped/spp/](http://www.doe.mass.edu/sped/spp/)).

**Eligibility**

Funds are awarded to public school districts and charter schools with approved program plans for special education based on a federal formula as required by Part B of Section 619 of the IDEA-2004.

A list of eligible Local Education Agencies (LEAs) and their entitlement amount is provided in Appendix B: FY15 Early Childhood Special Education Entitlement Amounts.

**Required Services**

Federal early childhood special education funds are provided to school districts and charter schools to assist them in providing appropriate special education services for eligible students and to address the priorities as outlined in Section 619, Part B of IDEA 2004.

**School Districts and Charter Schools are required to use these federal funds to**

1. Serve eligible children, ages 3 to 5 years old, with disabilities through the provision of special education and related services deemed essential for student success in pre- school;
2. Ensure programs are available for eligible children with disabilities, ages 3 to 5 years old, that are developmentally appropriate and specifically designed for 3 to 5 year olds; and
3. Provide special education services and supports in accordance with the Individuals with Disabilities Education Act - 2004 (IDEA-2004) and Massachusetts Special Education laws and regulations.

**Funding**

Subject to final federal appropriation, EEC anticipates that the FY2015 Early Childhood Special Education federal award will be **$7,297,608.00.** The proposed FY15 Early Childhood Special Education Entitlement amounts for (Fund Code 262) are included in Appendix B of this Grant Application (RFR).Entitlement amounts range from $490.00 to $ 484,467.00.

**Use of Funds**

Federal special education funds are given to school districts to assist them in providing appropriate special education services for eligible students and to address the priorities listed above. Districts are reminded of their responsibility to maintain state/local effort in special education. See [Special Education Advisory SPED 2008-1: IDEA-2004 and Requirements related to Maintenance of Effort](http://www.doe.mass.edu/sped/advisories/08_1.html) and [Technical Assistance Advisory SPED 2011-1: Annual Fiscal Calculations](http://www.doe.mass.edu/sped/advisories/11_1ta.html). Districts must calculate proportionate share obligations for parentally placed private school students and to designate federal funds to meet proportionate share obligations. See [Special Education Advisory SPED 2007-2](http://www.doe.mass.edu/sped/advisories/07_2.html). Please note that EEC and the Department of Elementary and Secondary Education (ESE) reserve the right to require that these funds be used to correct areas of identified noncompliance.

The Early Childhood Special Education Entitlement Grant allows LEAs and charter schools (districts) to provide programs for three, four, and five-year olds with disabilities and/or to contract with other public and private providers, such as Head Start, private preschools, and/or EEC licensed childcare providers to provide services, in accordance with a student’s IEP.

Grant funds **shall not** be used for:

* **capital expenditures** including, but not limited to, the purchase or renovation of facilities;
* to repay any debt;
* to supplant other funds; and/or
* **Lobbying Expenses –** Grant funds shall not be used to cover costs incurred by employees, lobbyists, or consultants to influence any local, state or Federal legislation or policy in either the Legislative or Executive.

EEC also reserves the right to reallocate funding in accordance with Section 619 of IDEA.

**Project Duration**

September 1, 2014 – August 31, 2015

EEC is establishing a "Master Service Agreement" (MSA) process to require school districts that are grant recipients to complete a Commonwealth Standard Contract Form and an accompanying signature verification document. Both documents will be on file with the Office of the State Comptroller (CTR) in order to be able to process grants or contracts to your organization.

The original standard contract form will be executed as a multi-year rate agreement with no maximum obligation covering all state and federal grants awarded by EEC. The initial rate agreement period will be for ten years.

EEC requires all grantees to complete the Commonwealth of Massachusetts - Standard Contract Form. This form is published and issued jointly by the Executive Office for Administration and Finance (ANF), CTR, and the Operational Services Division (OSD) for use by all Commonwealth Departments for New Grants/Contracts and Grant/Contract Amendments or Renewals. The policies, procedures, and legal references outlined therein have been incorporated by reference in the Office of the Comptroller regulations, 815 CMR 2.00: Grants and Subsidies.

LEAs will be required to submit an updated budget and contact information for each fiscal year for the duration of the contracting period.

**Required Forms to be Submitted**

EEC requests that all documents including the online grant application and grants administration forms may be submitted to EEC’s Central office beginning July 25, 2014. To ensure a September 1, 2014 start date, the suggested due date is August 11, 2014 by 4:00PM.

**Section A: Submission of Grant**

**To complete and submit the online portion of the grant application, please click the following link:** <http://www.eec.state.ma.us/GrantsOnlineFY2015/>

The online portion of the grant application includes the following information that must be submitted online, printed (PDF) **and** submitted as part of the grant application to be submitted **by mail** with one (1) original and one (1) copy.

* This on-line grant application includes each of the following required documents and forms as one PDF document**:**
* Checklist for Grant Application
* Fund Code 262 Cover Page (Part I)
* Schedule A (if applicable) (Part II)
* Budget Details and Narrative (Part III)
* Agency Contact Information (Part IV)

Applicants must also complete and mail one original packet of the following forms with their Grant Application response (**unless applicant already has these documents on file with the Commonwealth of MA**).

**MA Standard Administrative Forms**

* A signed Commonwealth Terms & Conditions form
* W-9 with DUNS #
* Contractor Authorized Signatory Listing
* Authorization for Electronic Funds Payment (EFT) Form
* Federal Funding and Accountability and Transparency Act (FFATA) Reporting Requirements

To:

Department of Early Education and Care

**FY 2015 Early Childhood Special Education Entitlement Grant, LEA NAME**

Attention: Elizabeth Bryant, Grants Administration

51 Sleeper Street, 4th Floor

Boston, MA 02210

**Please note**: Upon grant application approval, EEC will ***e-mail*** a Standard Contract Form (SCF) to the individual identified as the “Applicant Contact” in Part 1 of each response. This Form will need to be printed, signed **(in blue ink),** and returned to EEC prior to the Grant start date.

Directions on how to submit the signed form to EEC will be explained with the Standard Contract Form and the FY 2015 Multi-year Standard Contract Form Memo.

**Grant Applications that are submitted by LEAS and approved by EEC after September 1, 2014 can legally claim expenses to the grant only from the date of final Department approval.**

**School Districts are strongly encouraged to submit grant applications by the suggested due date to ensure effective financial planning and liquidation of these federal funds.**

**Timeline**

Grant Posting: **July 25, 2014**

**Grant Application Suggested Due date: August 11, 2014 by 4:00 p.m.**

Submit proposals to **EECSubmission@massmail.state.ma.us**

Grant Start Date: **September 1, 2014**

**Additional Information**

The following Appendices are for reference only; they do NOT need to be filled out by the Respondent or included in any response submitted.

* **Appendix A:** FY15 Online Grant Application Portal Instructions
* **Appendix B:** FY15 Early Childhood Special Education Entitlement Grant Amounts
* **Appendix C:** Grant Payment Terms, Grant Expenditures, Termination, Recoupment of Funds, and Relevant Law
* **Appendix D:** ESE Indirect Cost Calculation Worksheet
* **Appendix E:** FY15 Multi-year SCF Memo

*It is the responsibility of the applicant to keep up to date on changes to this Grant Application by checking the EEC Website.*