NEW SPECIAL EDUCATION DIRECTOR
eGRANTS/BUDGETING TRAINING

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APRIL 11, 2017

LEARNING OBJECTIVES

- Understand the budgeting process for IDEA-B funds
- Learn how to navigate the eGrants System

Topics Include:

- eGrants System
- Timelines
- Allowables/Non-Allowables/Specific Approval Items
- Budget Codes
- Budgeting Considerations
TEASE/TEAL ACCESS

- Confidential and sensitive data must be protected
- TEA has two security gateways for web applications:
  - TEASE (Texas Education Agency Security Environment)
  - TEAL (Texas Education Agency Login)

1) Request Access
2) Request is automatically routed to your organization head
3) Once approved by Supt/Executive Director, the request is automatically routed to TEA
4) Once TEA approves, you will receive a user name and password

http://tea.texas.gov/About_TEA/Other_Services/Secure_Applications/TEA__Secure_Applications_Information/

Apply for the following web applications:
- eGrants
- GFFC
- Nonpublic/HCF
- ISAM
- RFT
- SPEARS
- SPP7, SPP11and12, SPP13, SPP14
eGrants Application - Purpose

- **Purpose of Application:**
  - TEA notification to LEA of entitlement amount
  - LEA accepts funds
  - LEA budgets funds
  - LEA receives specific approval from TEA for certain expenditure types

- **Shared Services Arrangements (SSAs)**
  - If you are a member of a Special Education SSA and/or RDSPD SSA (Regional Day School Programs for the Deaf), your Fiscal Agent:
    - Submits the eGrants application on your behalf
    - Receives the entitlements on your behalf

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eGrants Application

- **Special Education Consolidated Grant Application includes several fund sources:**
  - IDEA-B Formula (students with disabilities ages 3-21)
  - IDEA-B Preschool (students with disabilities ages 3-5)
  - RDSPD (Regional Day School Programs for the Deaf) Fiscal Agents also receive the following funds:
    - State Deaf (hearing impaired children who have a serious hearing loss and need specialized educational services, ages birth – 21)
    - IDEA-B Discretionary Deaf (deaf and hard of hearing children, ages 3-21)
    - IDEA-C (ECI) Early Childhood Intervention (Deaf) (deaf and hard of hearing children ages 0 – 2)
**eGrants Application**

- **Initial application for the grant year**
  When starting an application for the very first time of the grant year, locate the grant in the drop down box when you first log into the eGrants system.

  ![Dropdown List](image)

- If the grant application is in the drop down list, highlight the grant and then select the “Initiate” button.

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**eGrants Application**

- **Application Already Initiated**

  Once an application has been initiated, locate it in eGrants under the applicable heading, according to the status:

  Draft, Requiring Negotiation, Submitted, Awarded.
eGrants Application

- **Status of Applications:**
  - **Draft Applications:** You initiated an application or amendment, but haven’t submitted it to TEA
  - **Submitted Applications:** Your application or amendment has been submitted to TEA
  - **Application Requiring Negotiation:** Your application or amendment was submitted to TEA, but TEA returned it “in negotiation” to question entries or request corrections
  - **Awarded Applications:** TEA has reviewed and approved your application and issued a NOGA (Notice of Grant Award)
eGrants Application Timelines

- **2016-2017 Special Education Consolidated Grant Application**
  - Application opened: June 3, 2016
    - 2016-2017 Initial Entitlement (Planning Amount)
  - Application Due Date was: August 26, 2016
  - Effective date for use of funds depends on date application submitted to TEA
    - Submitted On or Before “Grant Start Date”, funds effective grant start date
    - Submitted After “Grant Start Date”, funds effective date of submission
eGrants Application Timelines

- 2016-2017 Special Education Consolidated Grant Application

- 2016-2017 Final Entitlement (Maximum Amount) and Carryover Amount (unused funds from 2015-2016):
  - Released: December 2016-January 2017
  - TEA adds the additional funds to your application and budgets to the largest class object code for you (Usually Payroll)

- Last Amendment Due Date: June 16, 2017

- Grant Start Date:
  - IDEA-B Formula: July 01, 2016
  - IDEA-B Preschool: July 01, 2016

- State Deaf*: September 01, 2016
- IDEA-B Discretionary Deaf*: July 01, 2016
- IDEA-C ECI (Deaf)*: September 01, 2016

*Applicable to RDSPD Fiscal Agents
eGrants Application Timelines

- **2016-2017 Special Education Consolidated Grant Application**
  - Grant End Date (Last Date to Spend Funds):
    - IDEA-B Formula: September 30, 2017
    - IDEA-B Preschool: September 30, 2017
    - State Deaf*: August 31, 2017
    - IDEA-B Discretionary Deaf*: August 31, 2017
    - IDEA-C ECI (Deaf)*: August 31, 2017
  
  *Applicable to RDSPD Fiscal Agents

- **Final Expenditure Report (to draw down funds) Deadline:**
  - IDEA-B Formula: October 30, 2017
  - IDEA-B Preschool: October 30, 2017
  - State Deaf*: October 02, 2017
  - IDEA-B Discretionary Deaf*: October 02, 2017
  - IDEA-C ECI (Deaf)*: October 02, 2017

*Applicable to RDSPD Fiscal Agents*
eGrants Application Timelines

- 2016-2017 Special Education Consolidated Grant Application
  - Revised Final Expenditure Report (to draw down funds) Deadline:
    - IDEA-B Formula: November 29, 2017
    - IDEA-B Preschool: November 29, 2017
    - State Deaf*: October 30, 2017
    - IDEA-B Discretionary Deaf*: October 30, 2017
    - IDEA-C ECI (Deaf)*: October 30, 2017

*Applicable to RDSPD Fiscal Agents

Where do you find these deadlines?
- TEA webpage:
  - www.tea.texas.gov>Finance&Grants>Grants>Applying for a Grant>TEA Grant Opportunities
  - Use drop down menu to search for a particular grant
  - http://tea4avoswald.tea.state.tx.us/GrantOpportunities/forms/GrantProgramSearch.aspx
### Funding Information

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*IDEA-D Deaf Blind and SSVI applicable only to TSBVI*

### Critical Events

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<th>Event</th>
<th>Reporting Period</th>
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eGrants Application Schedules

- General Information
  - GS2100 Applicant Information
  - GS2300 Negotiation Comments and Confirmation
  - GS2900 Purpose of Amendment
- Program Description
  - PS3400 Equitable Access and Participation
  - PS3502 Private Nonprofit Schools Participation
- Program Budget
  - BS6006 Program Budget Summary and Support
  - BS6016 Fiscal Compliance Requirements
- Provisions Assurances and Certifications
  - CS7000 Provisions, Assurances and Certifications
eGrants Application Schedules

- **Diamond icon = Blank schedule**

  Diamond icon = Blank Schedule (No data entry performed yet)

- **Green Check Mark =** Data entered in the schedule; Schedule completed

  Green Check Mark = Data has been entered in the Schedule; Schedule completed
eGrants Application Schedules

- Yellow Caution icon =
- Errors in schedule
- Action needed

Navigation: When you leave a specific schedule, do NOT use the back arrow button in your browser.

Instead, select the “Table of Contents” button located in two places in the schedule (can use either Table of Contents button):

Upper left of the Schedule

Bottom Center of the Schedule
eGrants Application Schedules

- Each schedule provides instructions for the specific schedule (see link at upper right corner of each schedule):

GS2100
APPLICANT INFORMATION
eGrants Application Schedules – GS2100

- **GS2100 Applicant Information**
  - This schedule must be completed first when initiating an application
  - All other schedules will not open until this GS2100 schedule is completed
  - Requires two LEA contacts
    - TEA will notify these contacts if they have questions regarding information the LEA entered in the application
    - Keep contacts updated
GS2300
NEGOTIATION COMMENTS AND CONFIRMATION

- GS2300 Negotiation Comments and Confirmation
  - Used when TEA is questioning information entered into the application
  - TEA initiates GS2300 with Negotiation Note regarding concerns/questions
  - LEA responds
    - Makes revisions to applicable schedule under question
    - Enters comments into GS2300
TEA will enter a message to the LEA in this section, asking for clarification or giving instructions for revisions required for a specific schedule.

The LEA will respond to TEA in this section and will also make necessary corrections, if applicable, to the schedule in question.

**PS3400 EQUITABLE ACCESS**
eGrants Application Schedules – PS3400

- PS3400 Equitable Access and Participation
  - Identify barriers to the grant program and strategies to overcome the barriers
  - Must select at least one strategy for each of three columns: Students, Teachers, Others

Excerpt from schedule

PS3502
PRIVATE NONPROFIT SCHOOLS PARTICIPATION
eGrants Application Schedules – PS3502

PS3502 Private Nonprofit Schools Participation

Definition of Private School:
1) Nonprofit entity
2) Provides elementary or secondary education that incorporates an adopted curriculum designed to meet basic educational goals, including scope and sequence of courses
3) Conducts formal reviews and documents student progress

Home School to Be Considered Private School:
✓ Must meet #2 and #3 above
✓ Not required to be a nonprofit entity

N/A to Charter Schools
N/A to ISDs that have no private schools or home schools located within their jurisdiction

If one of these boxes is checked, the schedule will collapse and no additional data entry will be required
eGrants Application Schedules – PS3502

- PS3502 Private Nonprofit Schools Participation
  - If you are an ISD and private schools/home schools are located in your jurisdiction, the schedule must be completed, even if no private schools/home schools choose to participate
  - Notate methods used for timely and meaningful consultation
    - Certified Letters, Documented Phone Calls, Meetings, Email, Fax, Other
  - Notate Child Find Process, Consultation Process
    - All boxes in this section must be checked
  - Notate methods of implementation of Child Find:
    - Active Recruiting, Media Advertising, Meetings with Private Schools, Distribution of Program Information, Scheduled Public Meetings to Explain Benefits, Other

Part 3: Consultation During the Development and Design Phase of Special Education and Related Services for Parentally Placed Private School Children with Disabilities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Certified Letters</th>
<th>Documented Phone Calls</th>
<th>Email</th>
<th>Fax</th>
<th>Other</th>
</tr>
</thead>
</table>

The Child Find Process, Including Both of the Following:
- The Child Find Process will identify children who are suspected of having a disability and who are not enrolled in a public school.
- The Child Find Process will include a review of all available records, including medical records, school records, and other relevant data.

The Consultation Process Among the LEA, Private School Officials, and Parents/ Guardians of Parentally Placed Private School Children with Disabilities During All Phases of the Development and Design of the Program (34 CFR 300.134(c); 34 CFR 300.134(j)) (1)
Notate data of students with disabilities from the prior school year

For the 2016-2017 eGrants Application:
- Children (PPPSCWD*) ages 3-21 Evaluated 7/1/15 - 6/30/16
- Children Determined to be Children with Disabilities on Last Friday in October 2015
  - Public School Students with Disabilities, ages 3-21
  - PPPSCWD*, ages 3-21
  - Public School Students with Disabilities, ages 3-5
  - PPPSCWD*, ages 3-5
- Children (PPPSCWD*) Served in 2015-2016

*PPPSCWD = Parentally-Placed Private School Children With Disabilities

The application automatically populates the schedule with the entitlement amount (row a).

The application automatically calculates the Proportionate Share Amount (row f).
When Final Entitlements are released, the entitlement in row (a) will be updated with revised entitlement amount. This will result in a re-calculation of the proportionate share amount in row (f). Review the revised amount when the Final Entitlements are released.

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eGrants Application Schedules – PS3502

- PS3502 Private Nonprofit Schools Participation
- Services section

- No PPPSCWD* has an individual right to receive some or all of the special education and related services that the child would receive if enrolled in a public school
- Include narrative of how your LEA determines which PPPSCWD* receives services (the process used to make the determination), since you are not required to serve every PPPSCWD*
  - Examples:
    - “We serve all children who accept our offer of equitable services”
    - “We rank and serve based on hierarchy of need”
  - Do not include a statement that indicates you arbitrarily determine speech therapy is the only service you will provide because that shows lack of meaningful consultation

*PPPSCWD = Parentally-Placed Private School Children With Disabilities
eGrants Application Schedules – PS3502

- PS3502 Private Nonprofit Schools Participation
- Services section
  - Notate the Designated Places/Sites where the PPPSCWD* will receive services
    - Public School, Private Nonprofit School, Neutral Site
  - Notate Designated Times the PPPSCWD* will receive services
  - Notate Types of Services the PPPSCWD* will receive:
    - Specially Designed Instruction, Related Services, Materials/Equipment

For all the above, complete the section even if you are serving zero students; Indicate what you would do if you were serving students

*PPPSCWD = Parentally-Placed Private School Children With Disabilities*
eGrants Application Schedules – PS3502

- PS3502 Private Nonprofit Schools Participation

- Services section

  - Include narrative of the differences and reasons for the differences between the services public school students with disabilities and PPPSCWDs* receive

  - Example of reason for differences:

    - “Limitation of funds, students in private schools are not entitled to the full continuum of services that are available in the public school”

*PPPSCWD = Parentally-Placed Private School Children With Disabilities
eGrants Application Schedules – PS3502

- **PS3502 Private Nonprofit Schools Participation**
- **Documentation of the Consultation Process section**

Choose one of three options:

- Consultation occurred AND the representatives of private schools/homes schools provided written affirmation that timely and meaningful consultation occurred
- Consultation occurred, but the representatives of private schools/homes schools did **not** provide written affirmation that timely and meaningful consultation occurred
  - Attach documentation that describes the attempts made by the LEA to obtain written affirmation, including when and how the consultation occurred
- Consultation did not occur because representatives of private schools/home schools did not accept the offer/invitation for consultation
Assurances section

- Every box must be checked
- Read each assurance to ensure you are in compliance with the regulations

Note: Sign-in sheets are not sufficient for written affirmation; The private school representative must be able to indicate whether they believed the consultation was timely and meaningful.
eGrants Application Schedules – PS3502

- PS3502 Private Nonprofit Schools Participation

- Information regarding requirements of Private Nonprofit Schools are located in the Program Guidelines associated with the eGrants application

- Also, see USDE guidance “Q and A: Questions and Answers on Serving Children with Disabilities Placed by Their Parents at Private Schools (April 2011)”, located at:

  http://idea-b.ed.gov/explore/view/p/root,dynamic,QaCorner,1,.html

BS6006
PROGRAM BUDGET SUMMARY AND SUPPORT
eGrants Application Schedules – BS6006

- BS6006 Budget Summary
  - TEA populates your entitlement in “Part 1: Available Funding” section

<table>
<thead>
<tr>
<th>Part 1: Available Funding</th>
<th>IDEA B Formula</th>
<th>IDEA B Preschool</th>
<th>IDEA D Deaf Blind</th>
<th>SSVI</th>
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<td>Select Not Participating if LEA will not apply for funds</td>
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<tr>
<td>Carryover</td>
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</tr>
</tbody>
</table>

- At the beginning of the grant period, initial entitlements are populated in the “Planning Amount” row
- In December/January, the Planning Amount is removed, and maximum entitlement is populated in the “Final Amount” row
- The difference between Planning Amount and Final Amount is the additional amount you receive at maximum entitlement time

- Also, in December/January, the amount of unused funds from the previous grant year is populated in the “Carryover” row
- The total amount of Final Amount and Carryover is populated in “Total Available Funds” row
- In the 2016-2017 application, Carryover will be unused funds from 2015-2016
In the remaining portion of the schedule, you will enter the amount you plan to budget in the following class object codes:

- 6100 Payroll
- 6200 Professional and Contracted Services
- 6300 Supplies and Materials
- 6400 Other Operating Costs
- 6500 Debt Service
- 6600 Capital Outlay

The other class object categories (6200, 6300, 6400, 6500, 6600) are disabled in this section (no data entry can be performed in this section).
eGrants Application Schedules – BS6006

- BS6006 Budget Summary
  - 6100 Payroll – Part 3 – 6100 Itemized Payroll Costs
    - Enter the number of positions (quantity of positions) for which you are budgeting funds in “Part 3: 6100 – Itemized Payroll Costs”
    - A part-time position is considered 1 position
      - For example, one full-time and one part-time aide = 2 aide positions

```
#  Position Title                  IDEA-B Formula  IDEA-B Preschool  IDEA-B Deaf Blind  SSVI  State Deaf  IDEA-B Discretionary Deaf  IDEA-C Early Childhood Deaf
1. Auditory Impaired/DHH (Deaf or Hard of Hearing) Teacher   
2. ARD (Admission, Review, and Exceptional) Special Education Teachers   
3. Art Therapist  
4. Audiologist  
5. Behavior Specialist
```

Sample portion of this section

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eGrants Application Schedules – BS6006

- BS6006 Budget Summary
  - 6100 Payroll – Part 3 – 6100 Itemized Payroll Costs
    - All the positions listed in this section are allowable, unless the cell is disabled
    - Example: “Secretarial/Clerical Staff” is not allowable with IDEA-B Formula or IDEA-B Preschool funds, so the cells are blocked from data entry

```
22. SLP (Speech & Language Pathologist)/Special Therapist   
23. Secretarial/Clerical Staff   
24. Social Worker
```
eGrants Application Schedules – BS6006

- **BS6006 Budget Summary**
  - **6100 Payroll – Part 3 – 6100 Itemized Payroll Costs**
    - If a position isn’t listed, you may add a position
    - However, TEA may or may not approve the position

- **6100 Payroll – Part 4 – 6100 Substitute, Extra-Duty, Benefits**
  - **Extra-Duty Pay:** Check the box to request extra-duty pay - pay that is for beyond normal work hours - for professional personnel or for support personnel.
  - **Substitutes:** Check the box to request substitutes not included in the positions listed in Part 3 of the schedule.
    - Substitute pay is not to exceed the amount determined by local district policy. Pay for substitute teachers is allowable only for public school and open enrollment school teachers. Substitute pay for private nonprofit school teachers is not allowable under any circumstances.
    - Allowable examples include the following:
      - Replacing grant-funded teachers in the classroom who are absent
      - Allowing teachers to participate in grant-funded professional development activities
      - Allowing teachers to participate in grant-funded planning activities
eGrants Application Schedules – BS6006:

- BS6006 Budget Summary
  - 6200 Contracted Services – Part 5 6200 Itemized Professional and Contracted Services
    - Some costs require specific approval and are pre-populated

All services that are pre-populated are allowable.

Enter the dollar amount being budgeted for the type of contracted service in the list.

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Line 5 Direct Services/Related Services:
- You must specify the types of services, such as OT, PT, ST, etc.
- The number of characters is limited, so you will need to abbreviate
- If you don’t list a service, you cannot use the funds for the service
- TEA may or may not approve the services you list
eGrants Application Schedules – BS6006

- BS6006 Budget Summary

- 6200 Contracted Services – Part 5 6200 Itemized Professional and Contracted Services
  - If a service isn’t pre-populated on the list, you may add it to the schedule
  - TEA may or may not approve the service you add

- Some costs do not require specific approval
- The total amount for these costs are entered in the “Remaining 6200 – Professional and Contracted Services That Do Not Require Specific Approval” row

- Recommendation: Itemize these costs in local records so you know the individual costs that make up the total amount
eGrants Application Schedules – BS6006

BS6006 Budget Summary

- 6200 Contracted Services – Part 5

The following costs do not require specific approval:
- Residential Set-Aside
- Education Service Center Services
- Contracted Maintenance and Repair of Equipment
- Nonpublic Day School Tuition
- Payments made to a Special Education SSA or RDSPD SSA by NON-MEMBERS of the SSA
- See Program Guidelines for complete list

Recommendation: Itemize these costs in local records so you know the individual costs that make up the total amount

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eGrants Application Schedules – BS6006

6300 Itemized Supplies and Materials

Supplies and materials are items that cost less than the capitalization threshold (capitalization threshold is $5,000 unless your LEA establishes a lower threshold).

Computing devices and equipment fall into the “Supplies and Materials” schedule if the per unit cost is less than the capitalization threshold.

Routine supplies, materials, software, equipment, furniture, etc. are not allowable with IDEA-B funds.

IDEA-B funds can only be expended to meet the unique educational needs of an eligible child to enable that child to receive specially designed instruction towards IEP objectives
eGrants Application Schedules – BS6006

BS6006 Budget Summary

- 6300 Itemized Supplies and Materials
  - The only type of supplies/materials requiring specific approval are supplies and materials for CEIS (Coordinated Early Intervening Services)
  - The total amount of all other supplies and materials are entered in the “Remaining 6300 – Supplies and Materials That Do Not Require Specific Approval” section

Recommendation: Itemize these costs in local records so you know the individual costs that make up the total amount

Part 6: Itemized 6300 Supplies and Materials

<table>
<thead>
<tr>
<th>Costs Requiring Specific Approval</th>
<th>IDEA B Formula</th>
<th>IDEA B Preschool</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEIS Supplies and Materials</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remaining 6300 - Supplies and Materials That Do Not Require Specific Approval

- 6400 Itemized Other Operating Costs
  - Some costs require specific approval and are pre-populated
  - Expenditures pre-populated on the schedule are allowable, unless the cell is disabled

Must also attach Justification Form for:
- Out-of-State Travel (Line 1) and Educational Field Trips (Line 3)

Special Olympics and Community-Based Instruction are not considered Field Trips and therefore do not require the Justification Form and are not included in the costs in Line 3
eGrants Application Schedules – BS6006

**BS6006 Budget Summary**

- 6400 Itemized Other Operating Costs

  - Some costs do not require specific approval
  - The total amount for these costs are entered in the “Remaining 6400 – Professional and Contracted Services That Do Not Require Specific Approval

<table>
<thead>
<tr>
<th>Remaining 6400 - Other Operating Costs That Do Not Require Specific Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Total</td>
</tr>
</tbody>
</table>

- **Recommendation:** Itemize these costs in local records so you know the individual costs that make up the total amount.

---

**eGrants Application Schedules – BS6006**

**BS6006 Budget Summary**

- 6400 Itemized Other Operating Costs

  The following costs do not require specific approval:
  - Costs for activities to implement Community Based Instruction (CBI) or IEP
  - Costs for participation in Special Olympics, if included in the IEP (costs of uniforms or equipment for Special Olympics are not allowable)
  - Membership dues in the LEA’s name, applicable to the program (business, technical, professional organizations)
  - In-state travel expenses for project staff, applicable to the program
  - Conference registration fees, applicable to the program
  - Payments to Fiscal Agent of RDSPD SSA by member of the RDSPD SSA
  - See Program Guidelines for complete list

- **Recommendation:** Itemize these costs in local records so you know the individual costs that make up the total amount.

---
BS6006 Budget Summary

- **6500 Debt Service**
  - Schedule must be completed with details of the debt
  - Refer to Program Guidelines for additional information

---

- **6600 Itemized Capital Outlay**
  - All capital outlay items require specific approval
eGrants Application Schedules – BS6006

- BS6006 Budget Summary
  - The grand total from each of the 6200, 6300, 6400, 6500, 6600 itemized sections will auto-populate into that class object category in “Part 2: Budgeted Costs”
  - The only entry populated by the LEA in this section was 6100 Payroll

<table>
<thead>
<tr>
<th>Class/Object Code and Description</th>
<th>ISA-8 Requested</th>
<th>ISA-8 Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>6200</td>
<td>13,763,193</td>
<td>12,912,573</td>
</tr>
<tr>
<td>6300</td>
<td>13,433,930</td>
<td>13,098,705</td>
</tr>
<tr>
<td>6400</td>
<td>20,830</td>
<td>30,780</td>
</tr>
<tr>
<td>6500</td>
<td>20,830</td>
<td>30,780</td>
</tr>
<tr>
<td>6600</td>
<td>20,830</td>
<td>30,780</td>
</tr>
<tr>
<td>6930</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>9900</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>9910</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

ALLOWABLES / NON-ALLOWABLES
ALLOWABLES / NON-ALLOWABLES

- Funds must be used to supplement state, local, and other Federal funds, and not supplant those funds.

- 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.

- IDEA-B funds can only be expended to meet the unique educational needs of an eligible child to enable that child to receive specially designed instructions towards IEP objectives.

- Routine supplies, materials, software, equipment, furniture, etc. are not allowable.

ALLOWABLES / NON-ALLOWABLES

- Any item that is used by general education students cannot be funded with IDEA-B funds.

- Any item that is used by general education students cannot be split-funded with IDEA-B funds.

- Instead, the fund source used for general education students must be used for the entire cost of the item, even for students with disabilities.

Example:
The LEA provides calculators for all students.
IDEA-B funds cannot be used for the cost of the calculators (even though 10% of the student population are students with disabilities, 10% of the cost of the calculators must not be paid from IDEA-B funds).

However, if an adaptive calculator is needed, based on the unique needs of the student with disabilities, that adapted calculator may be purchased with IDEA-B funds.
ALLOWABLES / NON-ALLOWABLES

- Refer to the Program Guidelines for detailed information on allowable use of funds

<table>
<thead>
<tr>
<th>6100 Expenditure Items</th>
<th>IDEA-B Formula</th>
<th>IDEA-B Preschool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adapted Physical Education (APE) Teacher</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Administrator, General Education</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>AI (Auditory Impairment / DHH (Deaf or Hard of Hearing) Teacher)</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Aide, Auditory Impairment</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Aide, Bus</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

Each class object category has a chart indicating cost items that are allowable or not allowable.

Excerpt from Program Guidelines

ALLOWABLES / NON-ALLOWABLES

- EDGAR (Education Department General Administrative Requirements) requires LEAs to have written procedures on how they determine a cost is allowable with federal grant funds

- Refer to hand-out of sample template to use as a framework to customize with your local procedures
The Program Guidelines describe each class object category:

- 6100 Payroll
- 6200 Contracted Services
- 6300 Supplies and Materials
- 6400 Other Operating Costs
- 6500 Debt Service
- 6600 Capital Outlay
BUDGET CODES

- Additional information regarding budget codes, such as Class Object Category, Fund, Program Intent Code, Function Code, etc. is found in the FASRG (Financial Accountability System Resource Guide) “Module 1 Financial Accounting and Reporting (FAR Guide)”
  
  [Link](http://tea.texas.gov/Finance_and_Grants/Financial_Accountability/Financial_Accountability_System_Resource_Guide/)

- The FAR Guide provides descriptions of budget codes, along with charts of cost items that are or are not included in the specific code

- Use caution: These FAR Guide charts are applicable to expenditures in general and do not indicate whether a certain expenditure is allowable with a specific grant

  - The FAR Guide should be used to gain an understanding of the various budget codes
  - The Program Guidelines should be used to determine if an expenditure is allowable with the specific grant
BUDGETING CONSIDERATIONS
and
NEEDS ASSESSMENT CONSIDERATION

eGRANTS SCHEDULE:
BS6016 FISCAL COMPLIANCE
eGrants Schedule - BS6016

- BS6016 Fiscal Compliance Schedule
- This schedule pertains to the following:
  - Eligibility Standard for Maintenance of Effort (MOE)
  - MOE Voluntary Reduction
  - CEIS (Coordinated Early Intervening Services)

Line 1: Enter expenditures from State and/or Local funds expended on special education during the most recent prior year in which you were MOE compliant and have final expenditure data available.

When the 2016-2017 Special Education Consolidated Grant Application was submitted, 2015-2016 expenditures data were not available, so the expenditures entered in Line 1 were from 2013-2014 or 2014-2015, whichever year was the last compliant year.
eGrants Schedule - BS6016

- BS6016 Fiscal Compliance Schedule
- Eligibility Standard for Maintenance of Effort (MOE)
  - You can determine which prior year was the last compliant year by reviewing the “IDEA-B LEA MOE Compliance Review” report in GFFC in TEASE

Line 2: Enter the budget for special education expenditures from State and/or Local funds for the grant year of the application
- When the 2016-2017 Special Education Consolidated Grant Application was submitted, the LEA entered the budget for 2016-2017
- Remember, this is the budget for State/Local funds, NOT IDEA-B funds
- If the budget changes, do not submit an amendment
  - Just keep documentation at the local level
eGrants Schedule - BS6016

- BS6016 Fiscal Compliance Schedule
- Eligibility Standard for Maintenance of Effort (MOE)

The purpose of the Eligibility Standard for MOE is to assure TEA that you will be compliant with MOE during that grant year.

If your budgeted amount equals or exceeds the expenditures amount you entered in Line 1, you are assuring TEA you will be compliant with MOE and therefore are eligible to receive IDEA-B funds.

<table>
<thead>
<tr>
<th>LEA MOE for Eligibility</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of special education expenditures for the most recent prior year in which complete expenditure data are available and the LEA was in MOE compliance.</td>
<td>[ ]</td>
</tr>
<tr>
<td>[ ]</td>
<td></td>
</tr>
</tbody>
</table>

If the LEA's budget does not equal or exceed the amount awarded in the most recent prior year, which, complies...
eGrants Schedule - BS6016

- BS6016 Fiscal Compliance Schedule
- Eligibility Standard for Maintenance of Effort (MOE)

Line 3: If your budgeted amount is less than the expenditures amount entered in Line 1, you must justify the decrease by indicating why you are budgeting less
  - Select the box(es) that describe the exceptions and/or adjustment that you will be claiming
  - Indicate the dollar amount associated with the exceptions/adjustment you will be claiming

If your budget in Line 2 equals or exceeds the expenditures in Line 1, Line 3 will be disabled (no data entry can be performed).

The dollar amount entered in Line 3 (amount of exceptions/adjustment) to claim, summed with the Budget amount in Line 2, must equal or exceed the expenditures amount in Line 1.

If not, TEA will not award an IDEA-B grant to your LEA.
eGrants Schedule - BS6016

- BS6016 Fiscal Compliance Schedule
- Eligibility Standard for Maintenance of Effort (MOE)
  - Line 4: Indicate whether the expenditures and budget amounts entered in Lines 1 and 2 were based on a combination of state and local funds, or local funds only

Voluntary Reduction

In this section, choose one of three options:

1) I am not eligible for Voluntary Reduction
2) I am eligible for Voluntary Reduction, but shall not exercise the option
3) I am eligible for Voluntary Reduction and choose to exercise the option
   - If this option is chosen, you must also indicate the dollar amount of the Voluntary Reduction
eGrants Schedule - BS6016

- BS6016 Fiscal Compliance Schedule
- Criteria for Voluntary Reduction

Must meet all three criteria:

1) Increase in IDEA-B Formula Final Entitlement from the previous year
   (If 2016-2017 Application, the IDEA-B Formula Final Entitlement for 2016-2017 is higher than the entitlement in 2015-2016)

2) Determination Level of “Meets Requirements” in ISAM

3) Not identified with Significant Disproportionality based on race or ethnicity
eGrants Schedule - BS6016

- BS6016 Fiscal Compliance Schedule
- Voluntary Reduction is **Optional**
- If you qualify and choose to exercise the option, you can reduce your special education expenditures from state and/or local funds by up to half the amount of the increase in the IDEA-B Formula Final entitlement
- However, the “freed up” funds must be spent on Title 1 type activities, with supporting documentation

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When your IDEA-B Final entitlement is released, review your eligibility for Voluntary Reduction and the option chosen during the initial application
- Submit an amendment to change your option if necessary
eGrants Schedule - BS6016

- BS6016 Fiscal Compliance Schedule
- Eligibility Standard for Maintenance of Effort (MOE)
  - Information regarding Exceptions, Voluntary Reduction, Eligibility Standard, and Compliance Standard are located on TEA's IDEA-B MOE webpage at:
  

- Part 2: Coordinated Early Intervening Services (CEIS)
  - If you reserve a portion of your IDEA-B funds for CEIS purposes, you must indicate the dollar amount reserved for CEIS purposes in this section of the BS6016
eGrants Schedule - BS6016

- **BS6016 Fiscal Compliance Schedule**
- **Coordinated Early Intervening Services (CEIS)**
  
  - Up to 15% of IDEA-B Formula and/or Preschool funds may be used for coordinated early intervening services for students in Kindergarten through Grade 12 who are not currently identified as needing special education or related services but who need additional academic and behavioral support to succeed in a general education environment.
  
  - Additional information is available in the Program Guidelines.

---

eGrants Schedule - BS6016

- **BS6016 Fiscal Compliance Schedule**
- **Coordinated Early Intervening Services (CEIS)**

If your LEA reserves IDEA-B funds for CEIS purposes, you must:

- Complete the BS6016 CEIS section
- Budget CEIS costs in the BS6006 Budget Summary
- Track CEIS students for three years from the year CEIS services were provided
  - Report annually via the SC5100 Special Education Early Intervening Services Data Collection Form
  - SC5100 due end of November each applicable year.
eGrants Schedule - BS6016

- BS6016 Fiscal Compliance Schedule
- Coordinated Early Intervening Services (CEIS)
  - There is a correlation/limitation to the amounts an LEA can reserve for CEIS and to exercise the option of Voluntary Reduction for MOE, if the LEA desires to participate in both
  - Information regarding CEIS is located in the Program Guidelines and on TEA’s IDEA-B MOE webpage at:

CS7000
PROVISIONS, ASSURANCES, AND CERTIFICATIONS
In addition to checking each box, you are expected to open each document and read the document to ensure you understand the requirements and are in compliance.

Certifying and Submitting the Application
Certifying and Submitting the Application

- Once all applicable schedules have been completed and have green check marks, select the “Certify” button on the eGrants page

- Enter the Authorized Official’s name and contact information in the schedule that opens

- Save the schedule and then notify the Authorized Official your application is ready to be submitted

- Usually the Superintendent or Executive Director is the authorized official to certify and submit the application

- The Authorized Official then selects the “Certify and Submit” button located in the schedule
AMENDMENT TO THE eGRANTS APPLICATION
AMENDMENT TO THE eGRANTS APPLICATION

- If revisions need to be made to your budget, always make adjustments to your local records.
- You may or may not be required to make revisions to the eGrants application itself.
- Refer to “When to Amend” chart to determine if you are required to submit an amendment or only need to notate the revisions in your local records.

“When to Amend” chart is located on TEA’s webpage at:
http://tea.texas.gov/Finance_and_Grants/Administering_a_Grant.aspx

Amendment Submission Guidance

After TEA approves your grant application, you may need to change your approved program. In some cases, you must submit an amendment to the application, which TEA must approve. Refer to the following resource to determine what changes to the program must be documented and approved through the amendment process: When to Amend the Application (PDF), accompanied by a training presentation (PPT).
1. Add a class/object code not previously budgeted.  
   **NOTE:** A minimal amount must have been budgeted in a class/object code in the originally approved application or subsequently approved amendment for the 25% amendment variance (§2 below) to apply.  
   **YES**

2. Increase or decrease the amount of funds currently approved in a class/object code on the Program Budget Summary by more than 25% of the total budgeted amount. (This is a change for discretionary grants, which were previously limited to amendments of no more than 25% of the total approved within the class/object code.)  
   **YES**

3. Increase or decrease the amount of funds budgeted for a line item on any supporting budget schedule (i.e., within a class/object code) except Schedule 7—Payroll Costs (O100), as long as the description of the line item does not change and as long as the current amount approved in the class/object code is not changed by more than 25% of the total budgeted amount.  
   For increases to salaries approved on Schedule 7—Payroll Costs (O100), see items 4 and 5 of this table.  
   **NO**

4. Increase the salary amount of funds budgeted for a line item (i.e., a position type such as teacher, project director, or teacher’s aide) by 10% or less.  
   **NO**

5. Increase the salary amount of funds budgeted for a line item (i.e., a position type such as teacher, project director, or teacher’s aide) by more than 10%.  
   **NO**

6. Increase or decrease the amount of funds currently approved in a class/object code on the Program Budget Summary by 25% or less of the total budgeted amount, as long as the new line item is not being added. For the Special Education Consolidated Grant Application, an amendment is always required to change the amount budgeted for CEIS.  
   For increases to salaries approved on Schedule 7—Payroll Costs (O100), see items 4 and 5 of this table.  
   **NO**

7. Add a new line item on any of the supporting budget schedules.  
   **YES**

8. Increase or decrease the number of positions approved by 20% or less.  
   **NO**

9. Increase or decrease the number of positions approved by more than 20%.  
   **YES**

10. Add a type of position not initially approved.  
    **YES**

11. Add a new item of computer hardware/equipment (not capitalized).  
    **YES**

12. Increase the quantity of computer hardware/equipment (not capitalized) previously approved as long as a new item is not being added.  
    **NO**

13. Add a new item or increase the quantity of capital outlay items approved for articles costing $5,000 or more.  
    **YES**

14. Add a new item of capital outlay for articles costing less than $5,000.  
    **YES**

15. Increase the quantity of capital outlay items for articles costing less than $5,000 as long as a new item is not being added.  
    **NO**

16. Reduce funds allotted for training costs, where such costs are direct payments or reimbursements to trainees, primarily travel and lodging for trainees, workshop or conference registration fees, tuition, books, and related fees.  
    **YES (UNLESS ED-FLEX)**

17. Request additional funding, as applicable to the grant.  
    **YES**

18. Revise the scope (i.e., extent or range) or objectives of the grant (regardless of whether there is an associated budget revision requiring prior approval).  
    **YES**
AMENDMENT TO THE eGRANTS APPLICATION

If required to amend application:

- Select the “New Amendment” button on the eGrants page

AMENDMENT TO THE eGRANTS APPLICATION

Submitting an amendment:

- Open the GS2900 Purpose of Amendment schedule
AMENDMENT TO THE eGRANTS APPLICATION

Submitting an amendment:

- Complete the GS2900 Purpose of Amendment schedule

Table of Contents

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS2900</td>
<td>Purpose of Amendment</td>
</tr>
</tbody>
</table>

Check the box for the schedule you are amending

Enter a narrative of why you are submitting an amendment. Recommendation from the "When to Amend" chart.

AMENDMENT TO THE eGRANTS APPLICATION

Submitting an amendment:

- Place a check mark in the “Yes” box at the lower left of the GS2900 Purpose of Amendment schedule and save.

- Make necessary revisions to the applicable schedule(s) requiring the amendment

- Certify and Submit the amendment
AMENDMENT TO THE eGRANTS APPLICATION

- An amendment, after being approved by TEA, is considered effective on the date it was received by TEA.
- All amendments are subject to negotiation.
- An amendment must be approved by TEA before any activities occur, such as purchase orders issued, funds encumbered or expended, goods received, or services rendered that are affected by the amendment.
- If the LEA chooses to implement such changes prior to the amendment being approved by TEA, the LEA will be responsible for paying, from other fund sources, any costs not approved during negotiations.

INITIAL APPLICATION AND AMENDMENTS

- All versions of the application (initial application and amendments) and copies of each NOGA are located in:

Document Library in eGrants, on the right side of the page.
INITIAL APPLICATION AND AMENDMENTS

RESOURCES
RESOURCES

- Program Guidelines and other resources are located in eGrants, on the right side of the page:

[Image of eGrants interface]

- Program Guidelines and other resources are also located in the Grants Opportunities page: [Link to Grants Opportunities page]

Use the search feature to locate the specific grant:

**TEA Grant Opportunities**
This site is a central resource for and link to all State and Federal grant opportunities administered by TEA. Grant management, administrative guidance, and other resources

[Search Options table for TEA Grant Opportunities]

[Image of TEA Grant Opportunities interface]
RESOURCES

Application and Support Information
**Please note** - This is ONLY a viewing copy of the application. I
- General and Fiscal Guidelines
- Provisions and Assurances
- Lobbying Certification
- Debarment and Suspension
- Program Guidelines
- Program-Specific Provisions and Assurances
- Sample App
- Justification Forms
- Private Schools Consultation
- Planning Amounts by ESC
- Planning Amounts by LEA

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