New Directors Monthly Update: May 2019

2019-2020 Special Education Grant Application

Each year, TEA provides IDEA-B funds to LEAs (local educational agencies, which includes ISDs and Open-Enrollment Charter Schools) via the Special Education Consolidated Grant Application process.

TEA auto-populates the IDEA-B entitlement amount into the grant application. LEAs then complete the grant application by budgeting the total entitlement into spending categories, such as Payroll, Contracted Services, Supplies and Materials, Other Operating Costs, and Capital Outlay.

LEAs are required to submit the application to TEA by the deadline established by TEA.

Who Submits the Special Education Consolidated Grant Application?

It depends on whether you are a member of a special education shared services arrangement (SSA).

- If you are not a member of a special education SSA, your LEA submits the application to TEA.

- If you are a member of a special education SSA, your Fiscal Agent submits the application on your behalf. The application is pre-populated with the total IDEA-B funds allocated for the SSA, which is the sum of each member’s calculated allocation.

Access to eGrants:

The staff member assigned to complete the Special Education Consolidated Grant application must have access to TEAL (Texas Education Agency Login) and the eGrants application.

Information concerning TEAL access and eGrants access is located on TEA’s webpage:

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

Please note: There are various roles for assigned privileges. Many LEAs separate the roles and give the role of “Grantee Official” (to be able to certify and submit the application) to the Superintendent or designee, while giving the role of “Grantee Manager” (to be able to initiate, complete, save, and edit the application) to the special education director.

Process Changes for the 2019-2020 Grant

In the past, the Special Education Consolidated Grant application was a separate application in eGrants. ESSA and Perkins were also separate applications.
Effective with the 2019-2020 grant, while these three grants are still separate applications, TEA has consolidated certain portions of these separate applications into one schedule (SC5003 Formula Grant Consolidated Schedule) that is applicable to all three grants. This consolidation is an initiative from the Commissioner to streamline the grant application process.

After the SC5003 schedule is completed by the designated person at the LEA, then the Special Education, ESSA, and Perkins individual grants will be accessible in eGrants (subject to the opening date of June 3, 2019).

You will not be able to access the Special Education Consolidated Grant application until the SC5003 has been submitted by someone at your organization.

The Special Education, ESSA, and Perkins grants themselves are independent of each other.

Once the SC5003 has been completed and the projected opening date of June 3 has occurred, you may begin working on the Special Education Consolidated Grant application. Others in your organization can work on the ESSA application and others in your organization can work on the Perkins application. The three individual grants may be completed and certified and submitted to TEA independently of each other.

SC5003 Formula Grant Consolidated Schedule:

All LEAs and ESCs must submit the SC5003.

Even if you are a member of a special education SSA and will not be submitting the Special Education Consolidated Grant application, your LEA must submit the SC5003 because it pertains to all federal education grants your organization receives (ESSA and Perkins as well as IDEA-B). So, even though a member of a special education SSA will not be submitting a Special Education grant application, your organization will probably be submitting an application for ESSA and/or Perkins.

The SC5003 opened May 1, 2019, with a due date of 9/3/19. Please keep in mind that although the due date is 9/3/19, you will not be able to access the Special Education Consolidated Grant application until the SC5003 has been submitted.

The SC5003 is located under the heading of “Special Collections” in eGrants.

The SC5003 contains three parts (Equitable Access, Provisions and Assurances and Certifications, and Certification and Incorporation).
**SC5003 Part 1: Equitable Access and Participation**

Previously, each separate grant had its own Equitable Access schedule. Now, the SC5003 contains the Equitable Access section applicable to all three grants in one schedule.

In this section of the SC5003, there are two choices: (1) no barriers exist to equitable access to the beneficiaries of the grants, or (2) barriers do exist.

The purpose of this section is to comply with a federal requirement (Section 427 of GEPA) that stipulates that applicants for federal education funds must ensure that grantees identify barriers that might prevent students, teachers, or others from access to participation in the federally-funded program and to take steps to overcome these barriers.

TEA recommends that if the LEA is applying for IDEA-B funds, at least one barrier for students be listed.

Examples of barriers to the special education program include:

- Visual Impairments
- Hearing Impairments
- Learning Disabilities
- Other Disabilities or Constraints

In the drop down list for “Group”, select “Students” and then in the description, manually type in one of these barriers (or another barrier you have identified).

List only one barrier for each line. If you wish to list additional barriers, select the “Add Line” button.

<table>
<thead>
<tr>
<th>Barriers</th>
<th>Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select One</td>
<td></td>
</tr>
</tbody>
</table>

**SC5003 Part 2: Guidelines, Provisions and Assurances, and Certifications**

Previously, each separate grant had its own Guidelines, Provisions and Assurances, and Certifications schedule. Now, the SC5003 contains these assurances and certifications applicable to all three grants in one schedule.

In this section of the SC5003, the LEA should select the various buttons to view the General and Fiscal Guidelines, General Provisions and Assurances, Debarment and Suspension applicable to all three grants.
The LEA should also select the buttons to view the Program Guidelines and Program Specific Provisions and Assurances applicable to each grant for which they will be submitting applications.

The LEA then checks the box in section “C” to certify that their organization accepts and is in compliance with all the above-mentioned applicable guidelines and requirements.

**Part 2: Guidelines, Provisions and Assurances, and Certifications**

<table>
<thead>
<tr>
<th>Section</th>
<th>General Guidelines, Provisions and Assurances</th>
<th>Lobbying Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Yes ☐ No ☐</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Select the appropriate program(s) for the Lobbying Certification.</td>
<td></td>
</tr>
</tbody>
</table>

The Lobbying Certification should be attached to the selected grant application during original submission.

Instructions for completing and attaching the Disclosure of Lobbying Activities form:
- Print and sign the form.
- Scan the signed form and save it to your desktop.
- Click the Attach Files on the Table of Contents page of each applicable eGrant application to attach your signed form.

**SC5003 Part 3: Certification and Incorporation**

This section of the SC5003 is the final step to certify and submit the schedule to TEA.

The person at your organization who has the eGrants role to certify and submit (Grantee Official) must complete this final step.

**Special Education Consolidated Grant Application**

After the SC5003 has been submitted, the Special Education Consolidated Grant application will be accessible in eGrants (subject to the opening date of June 3, 2019).
The grant application will be accessible under the “Grants” heading in eGrants.

When you select the “Grants” heading, a window of various choices will appear:

- Grants in Process
- Apply for Eligible Grants
- Draft Grants
- Grants in Negotiation
- Submitted Grants
- Awarded Grants

When initially selecting the 2019-2020 application for the first time this year, select “Apply for Eligible Grants” to locate the “2019-2020 Special Education Consolidated Grant Application.”

Once you have opened and performed some data entry, and saved, you will be able to locate the application in “Grants in Process” or “Draft Grants.”

Once the application has been completed, certified and submitted to TEA, you will be able to locate it in “Submitted Grants”.

If after submission, TEA requires revisions before they approve the application, the application will move from “Submitted Grants” to “Grants in Negotiation.”

Once TEA approves your application and issues a NOGA (Notice of Grant Award), you will be able to locate it in “Awarded Grants.”

**Four schedules** will be included in the Special Education Consolidated Grant Application:

1. GS2100 Applicant Information (where you notate two contacts)
2. PS3502 Private Nonprofit Schools Participation
3. BS6006 Program Budget Summary and Support
4. BS6016 Fiscal Compliance Requirements

You must complete all four schedules prior to certifying and submitting to TEA.

**Deadline to Submit the 2019-2020 Special Education Consolidated Grant Application**

The deadline to submit the application is September 3, 2019.

However, if you would like the funds to be effective July 1, 2019, you must submit the application on or before July 1. If you submit the application after July 1, the funds will be effective the date of submission.
Training Available

- **TEA Consolidated Application Training at ESC-20 (Applicable to ESSA, Perkins, and IDEA-B)**
  Presenter: TEA staff

  05/17/2019 9:00 a.m. – 3:30 p.m.

  **To Attend in Person: Session #54027**
  Please note: The session (#54027) is **not** displayed on the Connect20 calendar of events.
  Please register by using this direct link:
  https://txr20.escworks.net/catalog/session.aspx?session_id=54027

  There is a $25 fee that is used to cover lunch and extraneous printing fees.
  Please register so ESC-20 will have an accurate number for ordering the meal.

  **To Attend via ZOOM:**
  Register in advance for this ZOOM session:
  https://esc-20.zoom.us/meeting/register/0266a3f4dc6708aa7c24e00bf0acd2b8

  After registering, you will receive a confirmation email containing information about joining the meeting.
  There is no fee for attending via ZOOM.
  Please note: ESC-20 may not have staff on hand to assist with technical difficulties when connecting remotely.
  For questions regarding this TEA training, contact Alex Dominguez (210) 370-5410; Email: alex.dominguez@esc20.net

- **ESC-20 workshop for Special Education Consolidated Grant application:**

  **Presenter: Denise Dusek**

  The date for this workshop will depend on the date TEA opens the 2019-2020 Special Education Consolidated Grant Application.

  TEA is projecting an open date of June 3, 2019. If so, the ESC-20 workshop will probably be held June 6, 2019.

  An announcement of the workshop date will be sent to the special education directors once we confirm that the application has been released by TEA.