**Checklist & Instructions for Completing FY18**

 **SPED 240 Grant Application**

**240 Grant Checklist**

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| --- | --- |
| □ | 1. Review RFP
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| □ | 1. Identify district entitlement amount
 |
| □ | 1. Make sure you have an updated Special Education Program Plan Statement (SEPPS) on file at ESE
 |
| □ | 1. Review special education determination
 |
| □ | * 1. Districts with NTA, NI, or NSI must participate in M3 - review FAQ
 |
| □ | 1. Review Maintenance of Effort (MOE)
 |
| □ | 1. Plan fund use
 |
| □ | 1. Fill out [proportionate share form](http://www.doe.mass.edu/sped/proshare/)
 |
| □ | 1. Fill out M3 SmartForm, if appropriate
 |
| □ | 1. Fill out CEIS form, if appropriate
 |
| □ | 1. Cover sheet with original signature
 |
| □ | 1. In [Ed Grants](https://edgrants.eoe.mass.edu/grantium/frontOffice.jsf) key in :
 |
| □ | * 1. Create and name your project “FY18 240 SPED District Name”
 |
| □ | * 1. Application Information
 |
| □ | * 1. Applicant Contacts
 |
| □ | * 1. Schedule A , if appropriate
 |
| □ | * 1. Budget Entry
 |
| □ | * 1. Project Expenditures
 |
| □ | * 1. Attachments List: upload the following attachments:
 |
| □ | * + - 1. Proportionate share form
 |
| □ | * + - 1. Cover sheet (signed/scanned)
 |
| □ | * + - 1. If applicable, M3 SmartForm
 |
| □ | * + - 1. If applicable, CEIS form
 |
| □ | * + - 1. If applicable, Schedule A
 |
| □ | * 1. Information and Affirmation
 |
| □ | * 1. Submission Summary
 |
| □ | 1. Submit Ed Grants application
 |

**240 Grant Checklist Details:**

**1. Review RFP**

Review eligibility, terms and conditions for grant fund use, and applicability of additional directed fund use requirements for your district. Assemble required materials necessary for completion of the Fund Code 240 application.

**2. Identify** [**district entitlement amount**](http://www.doe.mass.edu/grants/2018/240/Allocations.xlsx)

**3. Make sure you have an updated Special Education Program Plan Statement (SEPPS) on file at ESE**

Every Local Educational Agency (LEA) must maintain the documentation named in each element of the Special Education Program Plan Statement (SEPPS) to demonstrate compliance with IDEA-2004 at the local level. Massachusetts has aligned the submission of the SEPPS to the cohort model associated with the data collection activities for the State Performance Plan indicators. For more information about Program Plan Statements, see <http://www.doe.mass.edu/sped/advisories/programplan/>.

**4. Review special education determination**

a. Districts with [2015 or 2016 special education determination levels](http://www.mass.gov/edu/government/departments-and-boards/ese/programs/accountability/reports/school-and-district-reports.html)of *Needs Technical Assistance (NTA), Needs Intervention (NI), or Needs Substantial Intervention (NSI)* are required to participate in Making Money Matter (M3). The SmartForm described in step 8 of this checklist contains forms that an identified M3 school district must submit to the ESE when applying for the Fund Code 240 grant opportunity. Review the M3 FAQ and requirements.

**5. Review Maintenance of Effort (MOE)**

To be eligible for federal financial assistance for special education, each year a school district is required to spend at least the same total or per capita amount either in local funds or through a combination of state and local funds as the school district spent for special education purposes in the prior year, unless an allowable exception allows spending to be reduced in the second year or the district is able to reduce its expenditures because of increased federal funds. This is known as Maintenance of Effort. Districts must maintain records documenting its spending annually.

Requirements related to Maintenance of Effort are documented in Administrative Advisory SPED 2016-2.

**6. Plan fund use**

* + Fund Code 240 is focused federal IDEA Part B funding for the excess costs of special education – those costs for the education of a student aged 3 through 21 with a disability that are in excess of the district’s average annual per pupil expenditure.
	+ Review district compliance and performance data and student outcomes to set priorities and focused used of special education funds: [RDA](http://www.doe.mass.edu/sped/osep/resultsdrivenaccountability.html), CPR or mid-cycle review, and [SPP/APR](http://www.doe.mass.edu/sped/spp/maspp.html).
	+ Evaluate the applicability of proportionate share obligations if the district has a private school located in its geographic boundary or home schooled student(s) residing in the district’s geographic boundary. If so, plan for identification of funds to meet [Proportionate Share](http://www.doe.mass.edu/sped/proshare/) obligations.
	+ Plan for whether additional directed fund use applies special circumstances relative to M3 (see #8 for more information).
	+ If applicable, plan for Coordinated Early Intervening Services, previously known as Coordinated Instructional Support Services, or Comprehensive Coordinated Early Intervening Services (see #9 for more information).

**7. Fill out proportionate share form**

ESE requires districts to designate federal funds to meet proportionate share obligations and document expenditures for services for parentally placed private school students and home schooled students who are eligible for special education. Beginning in FY18, all districts must submit the required proportionate forms with the FY18 IDEA Part B (Fund Code 240) grant application. See [the ESE web page for more information about Proportionate Share Services for Students with Disabilities Enrolled by Their Parents in Private Schools.](http://www.doe.mass.edu/sped/proshare/) See “Directions for filling out the Proportionate Share Calculation Form” for assistance filling out the proportionate share calculation form.

**8. Fill out Making Money Matter (M3) SmartForm, if appropriate**

Districts with [FY15 or FY16 special education determination](http://www.mass.gov/edu/government/departments-and-boards/ese/programs/accountability/reports/school-and-district-reports.html)levels of Needs Technical Assistance (NTA), Needs Intervention (NI), or Needs Substantial Intervention (NSI) must complete this form. The forms are on two separate worksheets within the SmartForm, and requirements are differentiated by M3 identification year. Participating districts must review the SmartForm [Instructions](http://www.doe.mass.edu/grants/2018/240/M3-Planning.docx) and fill out the [SmartForm](http://www.doe.mass.edu/grants/2018/240/M3-SmartForm.xlsm).

**9. Fill out CEIS form, if appropriate**

The Individuals with Disabilities Education Act (IDEA) permits, and sometimes requires, local educational agencies (LEAs) to use Part B funds for coordinated early intervening services (CEIS). IDEA regulations at [34 CFR § 300.226](https://dpi.wi.gov/sped/educators/fiscal/coordinated-early-intervening-services-fed-regs) permit an LEA to use up to 15% of Part B funds (Fund Code 240) to develop and implement CEIS. Coordinated early intervening services are for students who have not been identified as students with disabilities under IDEA but who are determined to need additional academic and behavioral supports to succeed in general education.

IDEA regulations at 34 CFR § 300.646(b)(2) require an LEA to reserve 15% of Part B funds for CEIS when it has been determined to be a district with significant disproportionality. Such LEAs must provide comprehensive CEIS (CCEIS) particularly, but not exclusively, to students in those groups that were significantly over identified.

Each district that uses funds to support CEIS must report annually report to the ESE the number of students served by coordinated early intervening services, and the number of students served by coordinated early intervening services who subsequently receive special education and related services during the preceding two-year period. ESE will contact participating districts to collect annual reporting data.

**10. Cover sheet with original signature**

The Cover Sheet form must completed. A signed copy must be scanned and submitted through EdGrants as a required attachment and no longer needs to be emailed to ESE.

In the first box (labeled **A. Applicant**), click on the down arrow to view the pull down menu for ORGANIZATION NAME. Scroll down to find your district’s name and select it - address information automatically appears. Then enter the name, and email address of the contact person completing the grant. Enter the district’s Entitlement Amount in both the white boxes. You should request your total entitlement. Sign the coversheet form.

**11. Ed Grants**

You will need to ask your district "Directory Administrator" for authorization to use the EdGrants system to assign the “EdGrants” security role to the person or persons in your district who will be responsible for submitting materials related to SPED 240 Grant. [EdGrants: User Security Controls](http://www.doe.mass.edu/news/news.aspx?id=21775)

[Key in](https://edgrants.eoe.mass.edu/grantium/frontOffice.jsf):

a. Create and name your project “FY18 240 [*LEA # District Name*]”

b. Application Information

c. Applicant Contacts

d. Schedule A, if appropriate

e**.** Budget Entry

The budget is required to be filled out in EdGrants. There is no longer a requirement to fill out an additional Excel budget workbook.

Upload the following attachments:

1. Proportionate share form
2. Cover sheet (signed/scanned)
3. If applicable, M3 SmartForm
4. If applicable, CEIS form
5. If applicable, Schedule A - A Schedule A is to be completed if the applicant operates and administers a grant project using funds assigned to more than one agency. The Schedule A form is to be completed and submitted through EdGrants as a required attachment if applicable and no longer needs to be mailed to ESE.

f. Information and Affirmation

g. Submission Summary

1. **Submit Ed Grants application**

All 240 grant application submissions are to go through the EdGrants system. Your FY18 240 Grant submission package will be considered complete when all of the required components are completed in EdGrants and all required forms are attached in EdGrants by or before the due date of Thursday, November 30, 2017.

For questions concerning the submission process, please contact Helen Skulski at (781) 338-3379 or via e-mail at hskulski@doe.mass.edu.