**Checklist & Instructions for Completing FY19**

**IDEA (Fund Code 262) Grant Application**

**262 Grant Checklist**

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| --- | --- | --- |
| □ | 1. Review RFP | |
| □ | 1. Identify district entitlement amount | |
| □ | 1. Review Maintenance of Effort (MOE) | |
| □ | 1. Plan fund use | |
| □ | 1. Fill out [proportionate share form](http://www.doe.mass.edu/sped/proshare/) | |
| □ | 1. Cover sheet with original signature | |
| □ | 1. In [Ed Grants](https://edgrants.eoe.mass.edu/grantium/frontOffice.jsf) key in : | |
| □ | * 1. Register, create and name your project “FY19 262 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, Schedule A | |
| □ | | * 1. Information and Affirmation |
| □ | * 1. Submission Summary | |
| □ | 1. Submit Ed Grants application | |

**262 Grant Checklist Details:**

**1.** [**Review RFP**](http://www.doe.mass.edu/grants/2019/262/)

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 262 application.

**2. Identify** [**district entitlement amount**](http://www.doe.mass.edu/grants/2019/262/allocations.xlsx)

**3. 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.

**4. Plan fund use**

* + Fund Code 262 is focused federal IDEA Part B funding for the excess costs of special education – those costs for the education of a child, aged 3 through 5, with a disability that are in excess of the district’s average annual per pupil expenditure.
  + 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.

**5. 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. All districts must submit the required proportionate share forms with the IDEA Part B (Fund Code 262) 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.

**6. 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. 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 and date the coversheet form.

**7. 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 262 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. Register, create and name your project “***FY19 262 SPED [LEA Code - 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.

f. Upload the following attachments:

1. Proportionate share form
2. Cover sheet (signed/scanned)
3. If applicable, Schedule A.[[1]](#footnote-1)

g. Information and Affirmation

h. Submission Summary

1. **Submit Ed Grants application**

All 262 grant application submissions are to go through the EdGrants system. Your FY19 262 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 Wednesday, October 31, 2018.

For questions concerning the submission process, please contact your district’s liaison directly or via e-mail at [federalgrantprograms@doe.mass.edu](mailto:federalgrantprograms@doe.mass.edu).

1. 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. [↑](#footnote-ref-1)