

**Special Education Consolidated  
Grant Application:  
Updates for 2017-2018**



**Grant Negotiation Team**

**May 2017**

# **Application Forms**

## **General Information**

GS2100 – Applicant Information

GS2300 – Negotiation Comments & Confirmation

GS2900 – Purpose of Amendment

## **Program Description**

PS3400 – Equitable Access & Participation

PS3502 – Private Nonprofit Schools Participation

Application schedules that remain the same are in black text.

# Application Forms (continued):

## Program Budget

BS6006 – Program Budget Summary & Support

BS6016 – Fiscal Compliance Requirements

## Provisions Assurances & Certifications

CS7000 – Provisions, Assurances & Certifications

Red text indicates sections with changes.

Application schedules that remain the same are in black text.

# GS2100 Applicant Information and General Reminders

## GS2100 Applicant Information - Keep up-to-date:

- Authorized Official
- Primary Contact
- Secondary Contact

## General Reminders:

- **SAVE** schedules as you work
- Be sure to “**Certify and Submit**” when finished
- To initiate an amendment click on the “New Amendment” button

# General Reminders (continued):

Grantees can delete a draft application or amendment before it is submitted to TEA

- Grantee Officials have access to a “Delete Draft Version” button on the screen near where the “Certify and Submit” button is located
- Only available for use on the first version of the original or amendment
- The application resets to the last awarded amendment or to new status if the application was an original application

# GS2900 – Purpose of Amendment

Refer to the “When To Amend” document to determine if an amendment is necessary:

<http://tea.texas.gov/grants/>

Amendment Justification should include:

- Brief description of the change
- Reason for the change

Examples:

- Reduce amount for extra-duty pay—Staff was able to complete training during regular working hours.
- Increase Itemized 6300 Supplies and Materials — Additional manipulatives needed for small-group instruction.
- Redistribute budget—Received carryover and final amount.

# BS6006 – Program Budget Summary and Support

# Part 7 6400 Itemized Other Operating Costs

The following lines no longer require a justification form to be attached to the application:

Line 1 6411 Out-of-State Travel for Employees

Line 3 6412/6494 Educational Field Trip(s)

Line 8 CEIS Travel Costs for professional development

Travel must be allowable per program guidelines.

**Must use TEA justification forms and keep on file locally.**



# Part 7 6400 Itemized Other Operating Costs continued...

Line 5 6419 Non-Employee Costs for Conferences.  
Requires authorization in writing.

TEA is providing approval for:

- Equitable services to private non profit
- Parental involvement activities.

If the Non-Employee Costs for Conferences are for either of the two above, print out the PNP Equitable Services Approval Form or the Parent Involvement Approval Form and keep the form locally.

# Part 7 6400 Itemized Other Operating Costs continued...

For all other 6419 Non-Employee Costs for Conferences:

Please complete the Request for Approval of Participant Support Costs (2017-2018 school year)

- The form must be signed by the authorized official
- Email the signed form to [grants@tea.texas.gov](mailto:grants@tea.texas.gov)

# Part 7 6400 Itemized Other Operating Costs continued...

Link for Request for Prior Approval, Disclosure and Justification Forms:

[http://tea.texas.gov/Finance\\_and\\_Grants/Grants/Administering\\_a\\_Grant/Request\\_for\\_Prior\\_Approval,\\_Disclosure,\\_and\\_Justification\\_Forms/](http://tea.texas.gov/Finance_and_Grants/Grants/Administering_a_Grant/Request_for_Prior_Approval,_Disclosure,_and_Justification_Forms/)

# **BS6016 Fiscal Compliance Requirements Reminders:**

- Maintain backup documentation that justifies the dollar amounts you reported in the application
- The LEA must carefully review their application and submit an amendment on or before the amendment deadline to ensure the actual CEIS and MOE Voluntary Reduction is accurately reported
- If an LEA reserves CEIS funds, but later decides not to use the funds, the LEA should submit an amendment to zero out the CEIS funds. Likewise, amounts for MOE Reduction should be amended for any change.

# eGrants Navigational Tips

- Make sure security setting is at medium (Medium High will not work)
- Go to tools, Internet options, security tab to check
- To use Internet Explorer 10 or Internet Explorer 11, you must be in “compatibility mode” – otherwise it will not work.
- Only Internet Explorer is compatible with eGrants (not Chrome, FireFox, Microsoft Edge, etc.)

# **Important Dates for 2017-2018**

**June 5** (on or about) –application released

**July 1** – submit on or before July 1 for a July 1 grant start date

**After July 1** – date of submission becomes the effective grant start date

**August 25** – deadline to submit original application

**June 15** – deadline to submit amendments

**Don't wait until the last day/hour/minute!**

# Questions?

## **For program questions:**

**Special Populations Division,  
IDEA Support**

Phone: 512-463-9414

Email: [sped@tea.texas.gov](mailto:sped@tea.texas.gov)

## **For fiscal or application questions:**

**Grants Administration Division**

Phone: 512-463-8525

Email: [grants@tea.texas.gov](mailto:grants@tea.texas.gov)

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