**FY2018 IDEA PRESCHOOL EMERGENCY GRANT APPLICATION**

General Information and Online Application instructions

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**Financial/ Budget Questions or Concerns:**

Please contact Juliana Panqueva, Early Childhood Education Finance Specialist at e-mail [Juliana.panqueva@azed.gov](mailto:Juliana.panqueva@azed.gov)

**Preschool Program Questions or Concerns:**

Please contact ECE/Early Childhood Director, at 602-364-1530, or e-mail ece@azed.gov.

**Deadline Date**

The online application will be available until **May 11, 2018.**

**General Information and Allocation**

IDEA Emergency funds are limited in both amount and scope. These funds will be granted only upon demonstration that the Public Education Agency (PEA/LEA) is in fiscal difficulty due to situations involving students who are eligible for special education services but whose enrollment was not anticipated during the normal budget planning process. The most common situation is the unexpected enrollment of a child with disabilities requiring service over and above those provided by the Public Education Agency. Other circumstances will be considered on a case by case basis.

This funding is for a single school year only and cannot be continued beyond the fiscal year for which funding is requested. All unexpended funds must be returned to the Arizona Department of Education.

The Emergency grant applications will be reviewed by the Early Childhood Special Ed Director and the Early Childhood Fiscal Specialist for financial and programmatic content.

Students enrolling after an initial approved application may be added by the revision/amendment process.

**Application Restrictions**

Grants will be funded on a case-by-case basis and will be reviewed upon receipt by the ECE committee each fiscal year, depending on the continued availability of funds.

A LEA may not submit more than one Emergency application during the same fiscal year. However revisions/amendments may be submitted. Contact the ECE Unit – 602-364-1530 for additional guidance.

**Eligibility Requirements:**

In order to be eligible to apply for these funds, the Applicant Agency, or LEA participating in grant activities, must fulfilled the following requirements:

1. Contacted their ECE Specialist consultant to review the emergency situation and possible alternative solutions.
2. Submitted the October 1, 2017 special education census count, or is serving eligible students.
3. Received approval of special education policies and procedures through Exceptional Student Services (ESS);
4. Applied for FY2018 IDEA Preschool funds.
5. Expended or committed all other local, state and federal funds;
6. Demonstrated that no other resources available.
7. Completed a written plan for the continuation of these services for the following year without the use of this funding.

**Carryover**

Carryover of funds is not permitted with IDEA Emergency funding.

**Equipment**

The purchase of equipment is permitted if detailed justification is provided that demonstrates its necessity to provide a Free Appropriate Public Education (FAPE) to a student with a disability.

**Priorities in the Use of Funds**

Funds from this grant must be used to support unexpected costs in direct relation to a situation that was not accounted for in the current year budget. This will most likely be as a direct result of a student enrolling after the preparation and submittal of the LEA annual budget and IDEA Entitlement Grant application.

**Examples of allowable expenditures:**

1. Costs for additional services purchased, contracted, and/or tuition.
2. Costs associated with the student’s IEP, such as salary and benefits for additional IEP identified paraprofessional personnel, or extended time for current special education certified staff.
3. Specialized equipment and supplies based on individual student needs identified within the IEP that increases access to educational environment.
4. Additional IEP driven transportation costs.
5. Other IEP identified costs such as health aides, nursing services, health education and training for disability specific practices.

**Prohibited Expenditures:**

Funds from this grant may not be used for the following expenditures:

1. Staff training and travel, conferences, or workshops.
2. Administrative services salaries or benefits.
3. Facilities rental.
4. Food and beverage.
5. Activities / situations funded in prior year.
6. Costs associated with the child find screening and evaluation process for preschool children ages 3 to 5 living on unorganized territories (see Unorganized Territory Grant).

**Application Evaluation**

The application you submit will undergo an extensive review process, which includes:

1. A thorough application review by the ECE Review Committee to determine if your request meets the established criteria to receive supplemental funds and, if so, the amount of funds you will receive.
2. Applications received that do not fulfill the requirements will be returned to the LEA for revision or may be subject to a reduction in the amount of funding requested.
3. Applicant Agencies whose proposed expenses are not approved for funding will receive an official disapproval notice (within 60 days of the final committee review) through the Grants Management System. Applicant Agencies whose proposed expenses are being considered for funding will receive preliminary or conditional project approval via e-mail to the project coordinator within 60 days of committee review. Final, official approval will arrive via the Grants Management System. To learn your approval status check the Grants Management System’s History Log.

**Note: Grant awards will not be made to LEAs that are out of compliance with state or federal requirements.**