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|  | **Exceptional Student Services**  **Professional Learning and Sustainability** |

**Training Program**

**Language Essentials for Teachers of Reading and Spelling (LETRS®) for Early Childhood Educators Training of Trainers (TOT) Institute**

**Grant Name: 2015 IDEA – LETRS EC TOT**

**Funding Source: Individuals with Disabilities Education Improvement Act (IDEA)**

**Pre-Approval Required**

**REQUEST FOR GRANTS (RFG)**

*Move On When Reading* challenges all educators to participate in a statewide collaborative effort to make this vision a reality: every Arizona child will learn to read proficiently by third grade and remain a proficient reader beyond the twelfth grade.

**Introduction**

The LETRS® for Early Childhood Educators TOT Institute is foundational professional development for early childhood educators helping pre-kindergarten and kindergarten children learn the early literacy and language skills shown in research to be critical for later success.

**Applicant Qualifications**

Arizona Department of Education, Exceptional Student Services, is sponsoring this training to build capacity within our state to provide qualified trainers of LETRS® for early childhood educators. Representatives with the responsibility for the provision of professional development to pre-kindergarten–3rd grade teachers and/or pre-kindergarten–3rd grade special education teachers from the following educational agencies are encouraged to apply:

* School districts
* Non-profit charter schools
* State agencies
* Counties and regional centers

The training is primarily for certified staff developers and school leaders with experience and background in teaching and assessing reading. Enrollment in the cohort is limited to 35 participants.

**Participant Requirements**

Each trainee will be required to accomplish the following:

* Attend all four days of the training and
* Pass the test required for LETRS® for Early Childhood Educators TOT certification.

#### Participants (in cooperation with district personnel) will:

* Use the LETRS® for Early Childhood Educators TOT materials to train teachers in their public education agencies;
* Agree to be available, if called upon, to provide regional training;
* Attend follow-up webinars to maintain certification; and
* Read and analyze current reading research for the purpose of providing up-to-date information to trainees.

**Grant Submission Deadline**

January 25, 2015

The grant application will be posted in the new Grants Management Enterprise (GME) through January 25, 2015, to give the applicant agencies as much time as possible to submit a funding application before the training starts. If the funding application is not approved in time for funding to be disbursed for the costs of the first training day, the LEA should be prepared to cover any travel expenses with a local, state, or other federal funding source. The other funding source may be reimbursed with the grant funding after web approval. Registration fees must be paid in full upon receipt of the invoice from ADE/ESS after the grant receives web approval.

**Annual Program Cycle**

January 1–June 30, 2015

**LETRS® for Early Childhood Educators TOT Institute** **Training Calendar and Venues**

The LETRS® Trainings instructs the participants in the use of the modules. The LETRS® TOT Institute shows the trainees how to train others in the use of the modules and completes the training with coaching strategies.

|  |  |  |
| --- | --- | --- |
| **Date/Time** | **Modules** | **Location** |
| January 26–29, 2015  Monday–Thursday  8:00 a.m.–4:00 p.m. daily | LETRS® for Early Childhood Educators and TOT | Arizona Department of Agriculture  1535 W Jefferson, Room 311  Phoenix, Arizona 85007 |

**Trainee Registration and Purchase Orders**

Trainees who are approved to participate in the LETRS® TOT Institute are automatically registered for participation.

A purchase order (PO) that covers the FY 2015 modules training and TOT Institute should include all of the components listed below. Since this training crosses two fiscal years, ADE/ESS will require the submission of a second PO in FY 2016 to cover the last LETRS® TOT Institute modules training and the coaches training.

Training/grant name: LETRS® for Early Childhood Educators TOT Institute

Trainee name(s): Jane Smith

Description: LETRS® for Early Childhood Educators TOT Institute registration fee = $600/attendee

POs may be mailed, faxed, or scanned and emailed to:

Abby Sanchez

Arizona Department of Education

Exceptional Student Services

1535 W Jefferson Street, Bin 24

Phoenix AZ 85007

Fax: 602-364-1115

Email: [Abby.Sanchez@azed.gov](mailto:Abby.Sanchez@azed.gov)

**Funding**

The grant will provide funding for the eligible trainee to participate in the training as long as:

* Federal IDEA funds are available to support this program; and
* The LEA and the participating trainee maintain their commitments (which are outlined in this document) and abide by the LEA Assurances that are found in the LEA Addendum and the online funding application.

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| **The Excess Cost Requirement**  The excess cost requirement means that the agency must spend a certain minimum amount for the education of its children with disabilities before Part B funds are used.  Children served with Part B funds must have **at least** the same average amount spent on them from sources other than Part B as do children in the LEA as a whole.  Each applicant must assure the state education agency (SEA) that the LEA uses funds provided under Part B of the Act to supplement and, to the extent practicable, increase the level of state and local funds expended for the education of children with disabilities, and in no case to supplant those state and local funds.  **Maintenance of Effort (MOE)**  To meet the MOE requirement, the total amount or average per capita amount of state and local school funds budgeted by the LEA for expenditures in the current fiscal year for the education of children with disabilities must be at least equal to the total amount or average per capita amount of state and local school funds actually expended for the education of children with disabilities in the most recent preceding fiscal year for which the information is available. Allowances may be made for:   * Decreases in enrollment of children with disabilities; * The termination of costly expenditures for long-term purchases such as the acquisition of equipment and  the construction of school facilities; * The replacement of personnel with qualified, lower-salaried personnel; * The termination of the obligation to provide a program of special education to a particular child with a disability that is in an exceptionally costly program; or * The assumption of cost by the high-cost fund operated by the SEA.   However, please note that budgeting a certain amount and expending that amount by the end of the year are two different issues. If none of the allowances apply, the applicant agency must make sure that the special education expenditures meet or exceed the previous year’s special education expenditures, excluding Fund 011, impact aid for students with disabilities. You must submit for Program 200 disability categories only (exclude gifted, bilingual, remedial, vocational, career education and fund 011 amounts). |

**Budget Guidelines and Restrictions**

Create the grant’s budget in the Grant Planner. The budget must be based on the allowable expenditures outlined below.

**Carryover**

Carryover of funds from year to year is not allowed. If there are excess disbursed funds at the end of the year, it is the common practice of the ESS Funding unit to reduce the following year’s grant amount by the excess amount rather than require the return of these funds.

**Capital Outlay**

The purchase of capital outlay or other equipment or furniture is not allowed with this grant’s funds.

**Funding Allowances**

1. **6100–Salaries and 6200–Employee Benefits**

* **Substitutes**

Substitute teacher costs and employer-related benefits at the district or charter school rates.

The substitute teacher is considered an employee of the LEA with employer-related costs, even if the salary and benefits are paid for by different funding sources. The grant will pay for substitute and employer-related costs for a teacher trainee when he or she is in travel status to attend training on scheduled school days.

1. **6300–Purchased Professional Services**

* **Substitutes**

Substitute teacher costs at the contracted rate or flat rate. There are no employer-related costs for these substitutes.

The substitute teacher is a contracted service provider or is paid a flat rate for the provision of substitute teacher services, receives an annual 1099, and is responsible for paying his or her taxes. The grant will pay for substitute costs at the contracted amount for a teacher trainee when he or she is in travel status to attend training on scheduled school days.

* LETRS® for Early Childhood Educators TOT Institute individual trainee registration fee = $600

The LEA will receive an invoice shortly after the training, which must be paid at the earliest convenience.

Registration fees include:

* LETRS® for Early Childhood Educators and TOT Institute and
* A certificate of completion of the LETRS® for Early Childhood Educators and TOT Institute confirming that the trainee is a certified LETRS® early childhood trainer.

1. **Other Purchased Services 6500**

Funding for travel costs for a trainee who must travel 51 miles or more from the district office or school to the training site is allowed.

* **Mileage Allowance**
* Use MapQuest to estimate the miles from the district office or school to the training site.
* Round-trip miles are calculated at $0.445 per mile in the budget.
* Funding for up to 10 miles round trip may be factored into the mileage costs to cover the miles between the lodging site to the training site on each training day.
* The grant will pay for mileage for one vehicle only, even if there are multiple participating trainees. Additional vehicle mileage must be paid for by other private, local, state, or federal funding sources.
* **Lodging Allowance**
* Double occupancy lodging is required for two same-gender trainees from the same agency.
* Lodging is allowed for the number of nights needed to accommodate a trainee’s needs.[[1]](#footnote-1) The grant will accommodate trainees who arrive the evening before the first training day to be refreshed when the session starts, but this early arrival is optional.
  + A trainee that is unable to return to the home district by 8:00 p.m. after the last training day may request additional lodging.
  + It is the responsibility of the LEA or trainee to arrange the trainee’s lodging at a hotel in the vicinity of the training site. See Downtown Area Phoenix Hotels below, which lists hotels in the area of the training that offer a state rate. Remember to request the state rate. The grant will not fund the difference between rooms at the state rate and regularly priced rooms.
* **Meal Allowance**

Meals are allowed at the state rate under the following conditions:

* Dinner for each evening that the trainee is in travel status. This includes:
* Each night’s stay-over, and
* When a trainee is unable to reach the home district by 8:00 p.m. after the close of the last training day. This includes a trainee who requests an additional night’s lodging and a trainee who prefers to travel back to his or her home district on the evening of the last training day instead of staying for an additional night.
* Breakfast at the state rate for a trainee who is in travel status for at least six hours between 12:01 a.m.–10:00 a.m. on training days and on extended-stay mornings.
* Lunch when the trainee is in travel status between 10:01 a.m.–4:00 p.m. on each training day.

note: Trainees will be on their own for all meals.

**Lodging and Meal Allowance Table**

The following table provides a breakdown of lodging allowances based on the number of nights a trainee needs to stay over and the allowed per-meal-amounts. Use this table to calculate the lodging and meal needs of the trainee.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Lodging Allowances** | | | | | | |
| 1 room + 15% tax | 1 room + 15% tax  4 nights | | 2 rooms + 15% tax  4 nights | 3 rooms + 15% tax  4 nights | | 4 rooms + 15% tax  4 nights |
| $163.00 | $652.00 | | $1,304.00 | $1,956.00 | | $2,608.00 |
| **Meal Allowances** | | | | | | |
| Dinner | | Lunch | | | Breakfast | |
| $27 | | $16 | | | $11 | |

**Downtown Phoenix Area Hotels**

The following is a list of hotels in the downtown Phoenix area. Remember to request the state rate when making the lodging accommodations.

|  |  |  |
| --- | --- | --- |
| Fairfield Inn & Suites by Marriott  2520 N Central Avenue  Phoenix AZ 85004  602-716-9900/1-800-228-2800  8 miles round trip | Hilton Garden Suites  4000 N Central Avenue  Phoenix AZ 85012  602-279-9811  9 miles round trip | Hotel San Carlos  202 N Central Avenue  Phoenix AZ 85004  1-866-253-4121  3 miles round trip |
| Holiday Inn Express Hotel  620 North 6th Street  Phoenix AZ 85004  602-452-2020/1-800-972-3574  5 miles round trip | Spring Hill Suites Downtown  802 E Van Buren Street  Phoenix AZ 85006  602-307-9929  4 miles round trip | Quality Inn & Suites Downtown  202 E McDowell Road  Phoenix AZ 85004  602-598-9100  5 miles round trip |
| Hyatt Regency Phoenix  122 N 2nd Street  Phoenix AZ 85004  602-252-1234  4 miles round trip | Wyndham-Phoenix Downtown  50 E Adams  Phoenix AZ 85004  602-333-0000/1-877-999-3223  3 miles round trip | Sheraton Phoenix Downtown  340 N 3rd Street  Phoenix AZ 85004  602-262-2500/1-866-716-8137  4 miles round trip |

1. **6910–Indirect Cost Recovery**

Indirect costs at the applicant’s approved restricted indirect cost rate and county-approved restricted indirect cost rate, if they are applicable, are allowed with this grant funding. If approved rates are available at the time of the grant submission, the grant will automatically calculate the indirect cost amount; but the applicant must manually type it in the appropriate cell within the budget. If indirect cost rates are not available, the grant will not allow you to enter indirect cost estimates. A web-approved grant may be amended later to include indirect costs at the approved rate(s). No other administrative costs are allowed.

**Budget Examples**

The ESS Funding unit has developed a standard format to describe the items that are allowed purchases in the Narrative Descriptions. Budget examples in this format are shown below. **A grant budget that does not follow the standard budget format will be rejected until compliance is met.** This will result in a grant approval delay. If you have any questions about this, feel free to contact Celia Kujawski at 602-542-4610 or Celia.Kujawski@azed.gov.

The *2012 Chart of Accounts and Expense Classifications, Uniform System of Financial Records*, has been revised effective July 1, 2007. The line item placement of allowed funding for IDEA capacity building grants, including this grant, follows:

* 2100, 2200, 2600, 2700 – Support Services (Students, Instr., Operation, Transport)

All funding that supports the training of teachers who work with students in the classroom must be placed in this yellow highlighted function code. This includes the purchase of substitute services, registration fees, and applicable travel costs.

* 2300, 2400, 2500, 2900 – Support Services (General, School, Central Services, Other)

All funding that supports the training of district or school administrative staff and other non-instructional staff, and teachers-on-assignment with administrative duties must be placed in this green highlighted function code. This includes registration fees, and applicable travel costs.

6100–Salaries

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Object Code** | **Function Code** | **Project**  **Time (FTE)** | **Quantity** | **Salary, Rental, or Unit Cost** | **Line Item Total** |
| 6100–  Salaries | 2100, 2200, 2600, 2700 – Support Services (Students, Instr., Operation, Transport) |  | 1 | $400.00 | $400.00 |
| **Narrative Description** | | | | | |
| 1 teacher substitute x $100/day x 4 days = $400 | | | | | |

6200–Employee Benefits

Round up to the nearest dollar amount, if necessary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Object Code** | **Function Code** | **Project**  **Time (FTE)** | **Quantity** | **Salary, Rental, or Unit Cost** | **Line Item Total** |
| 6200–Employee Benefits | 2100, 2200, 2600, 2700 – Support Services (Students, Instr., Operation, Transport) |  | 1 | $100.00 | $100.00 |
| **Narrative Description** | | | | | |
| 25% local benefits rate = $100 | | | | | |

6300–Purchased Professional Services

Use either “non-instructional” or “admin” when identifying expenses for a trainee who is not a classroom teacher.

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| --- | --- | --- | --- | --- | --- |
| **Object Code** | **Function Code** | **Project**  **Time (FTE)** | **Quantity** | **Salary, Rental, or Unit Cost** | **Line Item Total** |
| 6300–Purchased Professional Services | 2100, 2200, 2600, 2700 – Support Services (Students, Instr., Operation, Transport) |  | 1 | $600.00 | $600.00 |
|  | | | | | |
| 1 teacher LETRS® for Early Childhood Educators TOT Institute registration fee = $600 | | | | | |
| **Object Code** | **Function Code** | **Project**  **Time (FTE)** | **Quantity** | **Salary, Rental, or Unit Cost** | **Line Item Total** |
| 6300–Purchased Professional Services | 2300, 2400, 2500, 2900 – Support Services (General, School, Central Services, Other) |  | 1 | $600.00 | $600.00 |
| **Narrative Description** | | | | | |
| 1 non-instructional LETRS® for Early Childhood Educators TOT Institute registration fee = $600 | | | | | |

6500–Other Purchased Services

Use either “R/T” or “round trip” to describe the mileage. Round up to the nearest miles and mileage allowance.

The following two budget examples demonstrate the standard budget format when the LEA has only one participating trainee, either a classroom teacher or a non-instructional or admin staff member.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Object Code** | **Function Code** | **Project**  **Time (FTE)** | **Quantity** | **Salary, Rental, or Unit Cost** | **Line Item Total** |
| 6500–Other Purchased Services | 2100, 2200, 2600, 2700 – Support Services (Students, Instr., Operation, Transport) |  | 1 | $975.00 | $975.00 |
| **Narrative Description** | | | | | |
| Teacher Trainee  Mileage  200 R/T miles x $0.445 x 1 trip = $89  10 R/T miles x $0.445 x 4 hotel to training site trips = $17.80  Total mileage allowance = $107  Lodging, 1 room, 4 nights  Total lodging allowance = $652  Meals  1 trainee x 4 dinners x $27 = $108  1 trainee x 4 lunches x $16 = $64  1 trainee x 4 breakfasts = $11 = $44  Total meal allowance = $216  Total for this line = $975 | | | | | |
| **Object Code** | **Function Code** | **Project**  **Time (FTE)** | **Quantity** | **Salary, Rental, or Unit Cost** | **Line Item Total** |
| 6500–Other Purchased Services | 2300, 2400, 2500, 2900 – Support Services (General, School, Central Services, Other) |  | 1 | $4,242.00 | $4,242.00 |
| **Narrative Description** | | | | | |
| Non-instructional Trainee  Mileage  200 R/T miles x $0.445 x 1 trip = $89  10 R/T miles x $0.445 x 4 hotel to training site trips = $17.80  Total mileage allowance = $107  Lodging, 1 room, 4 nights  Total lodging allowance = $652  Meals  1 trainee x 4 dinners x $27 = $108  1 trainee x 4 lunches x $16 = $64  1 trainee x 4 breakfasts = $11 = $44  Total meal allowance = $216  Total for this line = $975 | | | | | |

The following two budget examples demonstrate the standard format when the LEA has two participating trainees who are a classroom teacher and a non-instructional or admin staff member. Note the differences in the mileage and lodging between the teacher trainee and the non-instructional trainee. Be sure to include “Teacher Trainee” or Non-instructional Trainee” at the top of the Narrative Description.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Object Code** | **Function Code** | **Project**  **Time (FTE)** | **Quantity** | | | **Salary, Rental, or Unit Cost** | **Line Item Total** | |
| 6500–Other Purchased Services | 2100, 2200, 2600, 2700 – Support Services (Students, Instr., Operation, Transport) |  | 1 | | | $595.50 | $595.50 | |
| **Narrative Description** | | | | | | | | |
| Teacher Trainee  Mileage  200 R/T miles x $0.445 x 1 trip = $89  10 R/T miles x $0.445 x 4 hotel to training site trips = $17.80  Total mileage allowance = $107 x 50% = 53.50  Lodging, 1 room, 4 nights  Total lodging allowance = $652 x 50% = $326  Meals  1 trainee x 4 dinners x $27 = $108  1 trainee x 4 lunches x $16 = $64  1 trainee x 4 breakfasts = $11 = $44  Total meal allowance = $216  Total for this line = $595.50 | | | | | | | | |
| **Object Code** | **Function Code** | **Project**  **Time (FTE)** | | **Quantity** | **Salary, Rental, or Unit Cost** | | | **Line Item Total** |
| 6500–Other Purchased Services | 2300, 2400, 2500, 2900 – Support Services (General, School, Central Services, Other) |  | | 1 | $595.50 | | | $595.50 |
| **Narrative Description** | | | | | | | | |
| Non-instructional Trainee  Total mileage allowance = $107 x 50% = 53.50  Total lodging allowance = $652 x 50% = $326  Meals  1 trainee x 4 dinners x $27 = $108  1 trainee x 4 lunches x $16 = $64  1 trainee x 4 breakfasts = $11 = $44  Total meal allowance = $216  Total for this line = $595.50 | | | | | | | | |

The following budget example demonstrates the standard budget format for a trainee who has made alternate lodging arrangements. This trainee needs additional mileage in place of a lodging allowance. Calculate the round trip mileage from the district office to the training site. Also calculate the round trip mileage from the training site to the alternative lodging site. Be sure to include “Teacher Trainee” or Non-instructional Trainee” at the top of the Narrative Description.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Object Code** | **Function Code** | **Project**  **Time (FTE)** | **Quantity** | **Salary, Rental, or Unit Cost** | **Line Item Total** |
| 6500–Other Purchased Services | 2100, 2200, 2600, 2700 – Support Services (Students, Instr., Operation, Transport) |  | 1 | $349.50 | $349.50 |
| **Narrative Description** | | | | | |
| Teacher Trainee  Mileage  200 R/T miles x $0.445 x 1 trip = $89  25 R/T miles x $0.445 x 4 training site to private residence trips = $44.50  Total mileage allowance = $133.50  Lodging allowance is not required.  Meals  1 trainee x 4 dinners x $27 = $108  1 trainee x 4 lunches x $16 = $64  1 trainee x 4 breakfasts = $11 = $44  Total meal allowance = $216  Total for this line = $349.50 | | | | | |
| **Object Code** | **Function Code** | **Project**  **Time (FTE)** | **Quantity** | **Salary, Rental, or Unit Cost** | **Line Item Total** |
| 6500–Other Purchased Services | 2300, 2400, 2500, 2900 – Support Services (General, School, Central Services, Other) |  | 1 | $349.50 | $349.50 |
| **Narrative Description** | | | | | |
| Non-instructional Trainee  Mileage  200 R/T miles x $0.445 x 1 trip = $89  25 R/T miles x $0.445 x 4 training site to private residence trips = $44.50  Total mileage allowance = $133.50  Lodging allowance is not required.  Meals  1 trainee x 4 dinners x $27 = $108  1 trainee x 4 lunches x $16 = $64  1 trainee x 4 breakfasts = $11 = $44  Total meal allowance = $216  Total for this line = $349.50 | | | | | |

6910–Indirect Cost Recovery

The GME system will automatically calculate any applicable approved restricted indirect cost amount and county-approved restricted indirect cost amount. However, you must type the combined amounts in the Salary, Rental, or Unit Cost column and the Line Item Total column. Also type the rate in the Narrative Description.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Object Code** | **Function Code** | **Project**  **Time (FTE)** | **Quantity** | **Salary, Rental, or Unit Cost** | **Line Item Total** |
| 6910–Indirect Cost Recovery | 0000–Other |  | 1 |  |  |
| **Narrative Description** | | | | | |
| 5% approved restricted indirect cost rate | | | | | |

**Year-End Report**

An annual financial completion report (C/R) is required for this funding source.

Annual C/R deadline: September 28

**Contacts for Assistance**

**Professional Learning and Sustainability**

Oran Tkatchov, Director, 602-364-2066, [Oran.Tkatchov@azed.gov](mailto:Oran.Tkatchov@azed.gov)

**Training and Training Outcomes**

Sandra Laine, LETRS® Training Coordinator, 602-542-3962, [Sandra.Laine@azed.gov](mailto:Sandra.Laine@azed.gov)

**Grant Issues**

Celia Kujawski, IDEA Capacity Building Grant Coordinator, 602-432-3213, [Celia.Kujawski@azed.gov](mailto:Celia.Kujawski@azed.gov)

**Purchase Orders**

Abby Sanchez, Program and Project Specialist, 602-364-3026, [Abby.Sanchez@azed.gov](mailto:Abby.Sanchez@azed.gov)

**Grants Management Technical Difficulties**

CPU Group, 602-542-3901, [CPUGroup@azed.gov](mailto:CPUGroup@azed.gov)

1. Additional mileage allowance instead of a lodging allowance is permissible for the participant who has lodging accommodations at a private residence. Contact the IDEA capacity building grant coordinator to discuss an appropriate description for this in the budget. [↑](#footnote-ref-1)