**FY2017 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 .

**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 8, 2017.**

**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 by the ECE committee on a per fiscal year basis, 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 have fulfilled the following requirements:

1. LEA has contacted their ECE Specialist consultant to review the emergency situation and possible alternative solutions.
2. Submitted the October 1, 2016 special education census count, or is serving eligible students.
3. Have received approval of special education policies and procedures through Exceptional Student Services (ESS);
4. Have applied for FY2017 IDEA Preschool funds.
5. Have expended or committed all other local, state and federal funds;
6. Have no other resources available
7. Have a plan in place for the continuation of these services next year without the use of this funding.

**Carryover**

Carryover of funds is not permitted with IDEA Emergency funding.

**Capital Outlay**

The purchase of capital outlay is permitted provided that a breakdown with detailed justification is provided and approved by the review committee.

**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 personnel, or extended time for current SPED staff.
3. Specialized equipment and supplies based on individual student needs.
4. Additional IEP driven transportation costs.
5. Other IEP identified costs
6. Costs associated with the child find screening and evaluation process for preschool children ages 3 to 5 living on unorganized territories.

**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.

**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.**