

Application for Grant Funds under Part B of the Individuals with Disabilities Education Act (IDEA-B)

Federal Fiscal Year 2014, School Year 2014-2015

*Closing Achievement Gaps for Students with Disabilities through Effective
Teaching, Learning and Systems Improvement*

Kentucky Dept of Education
Division of Learning Services
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EDUCATIONAL COOPERATIVE:
Northern KY Cooperative for Ed Services

**EXECUTIVE DIRECTOR FOR
COOPERATIVE:**
Curtis Hall

**REGIONAL DIRECTOR OF SPECIAL
EDUCATION:**
Linda Alford

**TELEPHONE NUMBER OF
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859-442-8600

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Member Districts**Member Districts**

Beechwood Independent Schools	Walton-Verona Independent Schools
Bellevue Independent Schools	Williamstown Independent Schools
Boone County Schools	
Bracken County Schools	
Campbell County Schools	
Covington Independent Schools	
Dayton Independent Schools	
Erlanger-Elsmere Independent Schools	
Ft. Thomas Independent Schools	
Kenton County Schools	
Ludlow Independent Schools	
Newport Independent Schools	
Pendleton County Schools	
Silver Grove Independent Schools	
Southgate Independent Schools	

**APPLICATION
For Grant Funds under Part B of the
Individuals with Disabilities Education
Act (IDEA-B)**

Introduction

The purpose of the Individuals with Disabilities Education Act (IDEA) is to ensure that all children with disabilities have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living. (IDEA Regulations at §34 CFR 300.1(a).

The Kentucky Department of Education (KDE) is responsible for exercising its general supervision responsibilities to ensure that the requirements of the IDEA are implemented. Toward that goal, KDE chooses to fund regional educational cooperatives to provide technical assistance and support to their member districts as directed and approved by the KDE, to improve educational results and functional outcomes for students with disabilities and to aide districts with IDEA compliance under federal and state law.

Instructions for Submitting Application

The Application for Grant Funds under Part B of the Individuals with Disabilities Education Act (Application) is submitted annually and must be provided to KDE electronically by June 20, 2014, followed by a hard copy of the signature pages sent to KDE by US mail. If there is an Educational Cooperative requirement to provide this application for public comment, it may be provided to the public during the month of July. Changes made as a result of public comment must be submitted by July 30, 2014.

Compliance with general and specific program assurances is the responsibility of the governing board of the Cooperative. The *Assurance Certification* is required to be signed by the Cooperative's board chair and Executive Director as the fiscal agent administrator, which authorizes the fiscal agent to accept funds and conduct programs that support the Kentucky Board of Education (KBE) and KDE priorities. The *Assurance* is also signed by the Regional Director of Special Education.

This *Assurance Certification* statement assures all legal requirements are met in accordance with federal and state laws and regulations which define specific program activities and expenditure of funds described in this Application. A copy of the minutes authorizing the submission of the Application must be maintained on file in the office of the Executive Director of the Cooperative.

ASSURANCES

Expected Outcomes

To ensure that students with disabilities reach proficiency and graduate from high school ready for college and careers, the Co-op will develop a **Regional Systemic Improvement Plan (RSIP)** in order to accelerate learning and close achievement gaps for students with disabilities.

Criteria to Receive Funds

IDEA project grant funds awarded to the Cooperative must be used for the following purposes:

- Implementing KDE's strategic priorities with first priority being a focus on closing the achievement gap for students with disabilities while supporting teachers as they implement PGES;
- Providing technical assistance as directed by KDE and in support of KDE's general supervision responsibilities under IDEA;
- Providing professional learning experiences and technical assistance, aligned with the KDE priorities;

- Working collaboratively with regional directors of special education and staff of the other Cooperatives; and,
- Administering the grant to provide special education technical assistance and support.

General Functions of Cooperatives

The Cooperative shall provide professional learning experiences and technical assistance based on KBE goals and KDE strategic priorities by:

1. Applying implementation science principles to plan, implement and sustain practices that include training and follow-up technical assistance and support;
2. Assisting member districts in understanding and applying evidence-based practices;
3. Assisting member districts in meeting the State and federal regulatory requirements for special education programs;
4. Cooperating and collaborating with other groups (e.g., Kentucky Special Parent Involvement Network, Parent Resource Centers) and agencies (e.g., Office of Vocational Rehabilitation, Cabinet for Health and Family Services) to facilitate improved outcomes for students with disabilities and their families;
5. Disseminating information to member districts from KDE and other agencies, including modeling of KDE-provided technology systems;
6. Building local member district capacity to achieve KDE outcomes; and
7. Participating in ongoing professional learning experiences to build Cooperative staff capacity to facilitate improved educational results and functional outcomes for students with disabilities and their families.

Program Assurances

The Cooperative shall:

1. Administer the grant in accordance with all applicable statutes, regulations, policies and procedures, and the Co-op's approved application.
2. Submit quarterly program reports to KDE on expenditures.
3. Submit quarterly progress reports on the development and implementation of the RSIP.
4. Provide technical assistance to support member districts and schools in developing capacity to meet the expected outcomes for KBE and KDE priorities.
5. Submit Phase 1 of the Regional Systemic Improvement Plan (RSIP) to KDE by March 1, 2015.
6. Participate in all relevant initiatives of the State Personnel Development Grant, as directed by KDE.
7. Cooperate in carrying out any evaluation of the Co-op conducted by or for the KDE or the U.S. Education Department (USED).
8. Cooperate with the assigned KDE evaluator to develop a logic model or theory of action to guide the implementation of the RSIP.

9. Provide reports requested by the USED, maintain records, furnish information and afford access to the records as the KDE or the USED may find necessary to carry out their responsibilities.

Eligibility Criteria to Apply

Educational Cooperatives must:

- Operate as a nonprofit agency which may operate under an inter-local agreement;
- Establish a governing board of directors comprised of member districts' superintendents, designated as a decision-making body;
- Establish an advisory board comprised of member districts' directors of special education;
- Ensure that a regional director for special education has appropriate certification in the field of special education;
- Hold and disburse the IDEA Part B project grant funds in accordance with state and federal law related to the IDEA; with said Federal laws governing the use of these funds found in the 2004 IDEA Reauthorization at 20 USC § 1400, *et seq.*, and its implementing regulations (34 CFR Part 300); in the Education Department General Administrative Regulations (EDGAR) at 34 CFR, Parts 74-86; with relevant state law at 707 KAR Chapter 1 *et seq.*, and;
- Adopt policies and procedures related to organizational structure and function, operation, administration and supervision, use of funds, reporting, and annual program evaluation.

Legal Assurances

The Cooperative shall:

1. Comply with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act, prohibiting discrimination on the basis of race, color, national origin, gender, disability, or age.
2. Provide equitable access to and equitable participation in the project by addressing the special needs of students, teachers, and other project beneficiaries in order to overcome barriers to equitable participation, including barriers based on gender, race, color, national origin, disability, or age.
3. Comply with the *Single Audit Act*.
4. Control funds received from the *Individuals with Disabilities Education Act Part B (IDEA-B)* and hold title to property acquired with the funds. Administer the funds and property as required by IDEA-B and for the purpose for which they are granted and retain control in the event of contractual arrangements made with other parties.
5. Use fiscal control and fund accounting procedures that ensure proper disbursement of and accounting for IDEA-B funds paid to the Cooperative.
6. Assure that an indirect cost of no more than 8.0% may be charged as funds are expended (and not as a lump sum when funds are received) on day-to-day administrative, non-direct needs of the cooperative and other activities at the discretion of the fiscal agent.
7. Treat indirect funds as local funds to pay non-direct costs associated with the program, such as accumulated leave balances of employees who are retiring or otherwise leaving employment with the Cooperative, and assure a written agreement is in place with the fiscal agent that ensures the fiscal agent will be responsible for paying departing employees all accumulated leave balances and severance pay without charging the Cooperative's budget. This applies equally to Cooperatives that serve as their own fiscal agent and Cooperatives that have secured an outside fiscal agent.

8. Ensure that no federal appropriated funds have been paid, or are paid by or on behalf of the Cooperative to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with making any federal grant, for entering into any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
9. Complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions if any funds other than federal appropriated funds have been paid or are paid to any person for influencing or attempting to influence an officer or employee of any agency in connection with the federal grant. The director shall be responsible for filing the form. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure;
10. Require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.
11. Require that federal funds received will not be used to acquire equipment (including computer software) when such acquisition results in a direct financial benefit to an organization representing the interests of the Cooperative or its employees or any affiliate of such organization.
12. Maintain procedures to minimize the time elapsing between the transfer of federal grant funds and their disbursement.
13. Comply with the *Kentucky Open Records Act*.
14. Comply with the certifications regarding *Lobbying, Debarment, Suspension, and other Responsibility matters and Drug-Free Workplace* requirements.
15. Comply with the *Americans with Disabilities Act (ADA)*.
16. Comply with the *Family Educational Rights and Privacy Act (FERPA)*.
17. Expend IDEA-B funds for services and goods exclusively for the benefit of children who meet the definition and eligibility criteria for a "Child with a disability," as found in Kentucky Administrative Regulation, 707 KAR Chapter 1.
18. Comply with OMB A-122 Cost Principles for Non-profit Organization

Assurance Certification

I certify that, to the best of my knowledge, the information contained in this Application is correct and complete and that the agency named in this application has authorized me, as its representative, to obligate this agency to conduct any ensuing program or activity in accordance with all applicable Federal and State laws, regulations and specific program assurances.

It is understood that this application constitutes an offer, and if accepted by the KDE or negotiated to acceptance, will form a binding agreement. I further acknowledge this application is developed for a one-year period and approval is for one year, contingent upon the budgetary allocation of Part B funds from IDEA.

Chair, Governing Board of Directors

Signature

Date:

Executive Director, Educational Cooperative

Signature

Date:

Regional Director of Special Education

Signature

Date:

5/14/14 