Exceptional Student Services
Grow Your Own Program
Orientation & Mobility Certificate
GME Grant Application Name: 2012 IDEA O&M Certificate YEAR 2
Continued Funding Request
For students starting the 2nd year of training on July 1 2011

SECTION I
GRANT OVERVIEW

Purpose
The purpose of this grant is to continue assistance to identified students that are in good standing with the university as they continue to work toward completing requirements for the ASD Certificate offered by Arizona State University (ASU) or Northern Arizona University (NAU).

The Arizona Department of Education, Exceptional Student Services, Comprehensive System of Personnel Development (ADE/ESS/CSPD) will provide tuition assistance and funding to reimburse travel expenses to the university program advisor to supervise field experience as long as:
- Federal IDEA funds are available to support this program
- The PEA maintains its commitment as outlined in the approved grant application
- The student remains eligible to receive the tuition assistance

Funding Source
Individuals with Disabilities Education Act (IDEA) discretionary funds

Project Period
Year 1: January 1 2011 – June 30 2011
Year 2: July 1 2011 – June 30 2012
Year 3: July 1 2012 – June 30 2013

This project is funded on an annual fiscal year basis, usually from July 1 – June 30. Since this grant started mid-fiscal year, the first year is short. Students that require continued assistance to complete certificate requirements after the end of the first fiscal year will be funded through an annual renewal application process for each consecutive year.

Courses that start and are paid for within a fiscal year may not commence prior to July 1, although they may be completed after June 30.

Grant Deadline: 2nd Year
TBD

All grant applications must be submitted online through the Grants Management Enterprise (GME). Online submission is not site or port restricted, however, it is common logon restricted. One may submit
an online application from any computer that has Internet access as long as that person has GME common logon permission. To verify common logon permission status, contact the ADE Support Center, 602-542-7378, enterprise@azed.gov.

Completion Report: 1st Year
The PEA and student(s) must submit a joint annual programmatic report through the GME after each project year. The completion report supplement and instructions are posted in the GME on June 30; submission deadline is September 28. Students will be required to forward official transcripts of courses taken during the year by the completion report deadline. Failure to provide the official transcripts will delay completion report approval and the release of tuition funds for the following year.

Contacts for Assistance
Grant issues:
Celia Kujawski, 602-432-3213, Celia.Kujawski@azed.gov
Ingrid Rope, 602-542-4064, Ingrid.Rope@azed.gov (for Chart of Accounts/USFR questions)

Common logon:
ADE Support Center, 602-542-7378, enterprise@azed.gov

GME online technical difficulties:
Grants Management Office, 602-542-3695, grants@azed.gov

SECTION II
PEA SUPPLEMENTAL INFORMATION

Information provided in this section will allow the Arizona Department of Education, Exceptional Student Services, Comprehensive System of Personnel Development and Funding Unit (ADE/ESS/CSPD), to fulfill monitoring and accountability responsibilities.

Public Notice Assurance
The applicant must document public (constituent) notification of an awarded grant. This will include ways in which the general public, especially those who have an interest in the provision of special education and related services to students with ASD, including parents, can be kept informed of the progress of a student receiving tuition assistance.

1. Check all the modes of notification that the applicant will make use of to fulfill the Public Notice Assurance requirement.
   - Newspaper advertisement
   - Board meetings
   - School site bulletin boards
   - Library
   - Website
   - Other (specify) ___________________

Project & Finance Contacts
Contact information provided on this page will help establish and maintain communication links with the designated fiscal agent. The individuals identified here as well as the student will be notified of grant approval, renewal application and completion report instructions and timelines, and other grant-related issues.
The reimbursement contact is the one who the university practicum supervisor should get in touch with for appropriate reimbursement documentation and guidance for submitting travel reimbursement that are in accordance with the state and district’s travel reimbursement policy and procedures.

- Project coordinator: Name, telephone number, and email address
- Finance office contact: Name, telephone number, and email address
- Reimbursement contact: Name, telephone number, and email address

**Estimate FY2011 Spending**
Information provided on this page will confirm fiscal year-end obligations to education agencies participating in capacity building grants and help the ESS Funding Unit to calculate possible unused federal funds that may be reallocated to other important priorities. It is used for planning purposes only and does not impact continued funding for this grant.

Provide in the appropriate column:
- FY2011 approved grant amount
- Estimated amount of funding that will be spent by 06/30/2011

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**SECTION III**

**STUDENT SUPPLEMENTAL INFORMATION**

Information provided in this section will identify the students who will continue working toward reaching their certificate goals.

**Personal Information**
Provide the following student information:
1. Name (last, first, middle)
2. Home mailing address, city, state, zip code
3. Daytime phone
4. Email
5. Name of attending university
6. Anticipated completion date

**SY2012 Course Plan**
Identify the courses that the student plans to enroll in during the grant year (July 1, 2011 – June 30, 2012). Courses may not commence prior to July 1, although they may be completed after June 30.

NOTE: The grant will not be approved until after July 1; and funds will not be released until the first day of the month following web approval. Summer semester classes may need to be paid by other funding. Other funding sources may be reimbursed when grant funds are released.

The Course Plan will include:
- Name of college/university
- Semester (identified as Fall 2011, Spring 2012, or Summer 2012)
- Course number
- Course name
- Number of credits

**Course Plan for Orientation and Mobility Specialist Program**
**School Years 2011 – 2013**
The following is the O&M Specialist Program course plan for the 2010 – 2013. The academic courses start after January 1 and are offered through distance learning with one face-to-face weekend meeting during each semester.

<table>
<thead>
<tr>
<th>1st Year Grant</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2011</td>
<td>SERP 526 Principles and Assessments of Orientation and Mobility</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>[Distance learning course with one weekend face-to-face]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course addresses the basic tenets supporting specialized training in O &amp; M. It includes principles of motor and sensory development in individuals with visual impairments, assessment principles and strategies specific to O &amp; M. Participation in supervised blindfold and low vision simulator experiences in indoor and outdoor settings is included.</td>
<td></td>
</tr>
<tr>
<td>Spring 2011</td>
<td>SERP 575 Observation and Participation</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>This course requires students to observe practicing Orientation and Mobility instructors, to write reflective observations of the lessons, and to describe and discuss lessons during class meetings.</td>
<td></td>
</tr>
<tr>
<td>Summer 2011</td>
<td>SERP 527 Advanced Practices in Orientation and Mobility</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>[Distance learning course with one weekend face-to-face]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course is a continuation of instructional strategies and practices in Orientation and Mobility. Participation in supervised blindfold and low vision simulator experiences in complex settings is included.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Year Grant</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2011</td>
<td>SERP 595G Colloquium in Orientation and Mobility</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>[Distance learning course with one weekend face-to-face]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course prepares students to implement the role of the Orientation and Mobility Specialist, to understand and apply relevant research, and to master complex teaching strategies to address the needs of subpopulations that include people with additional disabilities.</td>
<td></td>
</tr>
<tr>
<td>Spring 2012</td>
<td>SERP 594 Practicum</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Eight observations of VI teachers working with students in Orientation and Mobility.</td>
<td></td>
</tr>
<tr>
<td>Summer 2012</td>
<td>SERP 519 Orientation and Mobility for Young Children with Visual Impairments</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>[Distance learning course with one weekend face-to-face]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course will prepare students to work with children ages 0-5, whose educational needs include concept development, sensory-motor development, use of appropriate techniques for travel, and adaptations of learning environments.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Year Grant</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall, 2012</td>
<td>SERP 594 Practicum</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>[150 contact hours]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Under the guidance of a Certified Orientation &amp; Mobility Specialist¹ (COMS), students will carry out selected instructional responsibilities of an Orientation and Mobility Specialist and complete assignments as indicated in the student handbook. 100 contact hours must be completed.</td>
<td></td>
</tr>
<tr>
<td>Fall 2012 &amp; Spring 2013</td>
<td>SERP 593 Internship</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>[250 hours in the instructional setting are required]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Under the supervision of a COMS, students will take responsibility for a typical caseload of students and will complete all duties expected of a full-time O &amp; M Specialist.</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CREDITS**  24

University advisors: Dr. Jane Erin, jerin@u.arizona.edu; Dr. Kathy Zwald, kzwald@u.arizona.edu

¹ Nationally certified by the ACVREP
Program and registration information may be accessed through the university’s web site: http://www.uacoe.arizona.edu/vi/OandM/Certificationapp.htm.
SECTION IV
FUNDING INFORMATION

**Excess Cost Requirement**
The excess cost requirement means that the PEA must spend a specified 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 school district or charter school as a whole.

**Excess Costs/Non-supplanting**
The PEA uses funds provided under Part B of the Act only for costs that exceed the amount computed under 34 CFR 300.184 and 185 and that are not directly attributable to the education of children with disabilities.

Each applicant must assure the State Education Agency (SEA) that the PEA 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.

To meet the non-supplanting requirement, the total amount or average per capita amount of the state and local school funds budgeted by the PEA 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 and qualified, lower salaried personnel; or
- The termination of the obligation to provide a program of special education to a particular child with a disability who is in an exceptionally costly program.

Please note, however, 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 must make sure that the expenditures meet or exceed previous year’s expenditures, excluding Fund 011.

**Budget Guidelines & Restrictions**
Grant funding will be disbursed to the PEA finance office as the designated fiscal agent. The PEA will reimburse tuition to the student or, if the student documents a financial hardship, pay tuition costs directly to the university.

All other costs, including admissions/registration fees, and course textbooks and materials, shall be paid by another funding source. Fees associated with certification or licensure may not be paid by grant funds and are the responsibility of the student.

**Carryover**
Carryover of funds from year to year is **NOT** allowed. If there are excess 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 that 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**
The 2008 Chart of Accounts and Expense Classifications, Uniform System of Financial Records, has been revised effective July 1, 2007. Line item placement of allowable expenditures for IDEA capacity building grants, including this grant, follows.

- Tuition assistance for classroom teachers (identified as INSTRUCTION) should be placed under Support Services 2100, 2200, 2600, 2700.
- Tuition assistance for support professionals such as physical therapists, etc. (identified as NON-INSTRUCTION) should be placed under Support Services - Admin 2300, 2400, 2500, 2900.

For clarification on these budget placements, contact Ingrid Rope, 602-542-4064, Ingrid.Rope@azed.gov

NOTE: Consult with your finance director or tax attorney to determine federal and state taxes owed by the student for tuition benefits received through this grant.

The following lists items that may be funded by this grant:

1. Personal Services, Employee Benefits 6200
   Use this line for reimbursement made to a student for tuition

2. Purchased Professional and Technical Services 6300
   Use this line for payment made directly to the university for tuition
   Available to students with a demonstrated financial hardship

3. Approved Restricted Indirect Cost
   Indirect cost at the applicant’s approved indirect cost rate and approved county indirect cost (if applicable) are allowed with this grant funding. If approved rates are available, the GME system will automatically calculate the indirect cost amount (the applicant must manually place this amount in the appropriate cell). If the approved rates are not available, the system will not allow you to enter indirect cost estimates. An approved grant may be amended later to include indirect costs at the approved rate(s). No other administrative costs are allowed.

Tuition and Related Costs
Resident Graduate Outreach Courses
Fall 2011
Tuition & Fees
http://www.bursar.arizona.edu/students/fees/index.asp

<table>
<thead>
<tr>
<th>Units</th>
<th>Tuition</th>
<th>Mandatory Fees</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit</td>
<td>707.00</td>
<td>86.68</td>
<td>793.68</td>
</tr>
<tr>
<td>2 units</td>
<td>1,414.00</td>
<td>143.68</td>
<td>1,557.68</td>
</tr>
<tr>
<td>3 units</td>
<td>2,121.00</td>
<td>200.68</td>
<td>2,321.68</td>
</tr>
<tr>
<td>4 units</td>
<td>2,828.00</td>
<td>257.68</td>
<td>3,085.68</td>
</tr>
<tr>
<td>5 units</td>
<td>3,535.00</td>
<td>314.68</td>
<td>3,849.68</td>
</tr>
<tr>
<td>6 units</td>
<td>4,242.00</td>
<td>371.68</td>
<td>4,613.68</td>
</tr>
<tr>
<td>7+ units</td>
<td>4,952.00</td>
<td>467.68</td>
<td>5,419.68</td>
</tr>
</tbody>
</table>

Funding Disbursement Guidelines
The designated fiscal agent must establish policy and procedures for the disbursement of grant funds that align with the following guidelines.
1. Tuition shall be reimbursed upon presentation of proof of successful completion of coursework (e.g., a copy of university generated course grade(s)). Successful completion of a course is a 3.0 GPA; or documentation that a student will be on a semester probationary period due to a student’s failure to meet the 3.0 GPA requirement.

2. If a student has a financial hardship, he/she must describe the hardship (see SECTION III STUDENT SUPPLEMENT). If acceptable by the PEA, payment of tuition directly to the university will be allowed. The designated fiscal agent, however, must describe policy and procedures to recoup funds if a student fails to remain in good standing with program requirements.

**Budget Format**
The grant budget must follow the specific budget format that is demonstrated in the example below.

<table>
<thead>
<tr>
<th>Annual Grant Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2013 (Year 3): Jul 1 2012 – Jun 30 2013 (Fall 2012 and Spring 2013 semesters)</td>
</tr>
</tbody>
</table>

**Example of 2nd Year Grant Budget Format**
Funding must be placed in Employee Benefits 6200 if the student is being reimbursed. For payment directly to the university, place funding in Purchased Professional Services 6300.

If the student is a teacher, funding goes in Support Services. If the student currently holds an administrative or non-instructional position, use Support Services – Admin.

The GME will automatically calculate indirect cost at the approved restricted indirect cost rate, however, the applicant must manually type this amount in the appropriate cell in order for it to be added to the grant amount.

Please avoid using dollar signs ($) in the descriptions. Except for the names and the red type, the funding for each student should look exactly like the example below.

Contact the university advisors to confirm the course schedule and tuition amount.

<table>
<thead>
<tr>
<th>Function Code</th>
<th>Object Code</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support Services</td>
<td>2100, 2200, 2600, 2700</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>6200</td>
<td></td>
<td>[Tuition for a teacher who will be reimbursed must be placed in Employee Benefits 6200]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mary</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall 2011: SERP 595G (3 credits) = 2322</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring 2012: SERP 594 (1 credit) = 794</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer 2012: SERP 519 (3 credits) = 2322</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total = 5438</td>
<td></td>
</tr>
<tr>
<td>Purchased</td>
<td>6300</td>
<td></td>
<td>[Tuition for a teacher with a financial hardship must be placed]</td>
</tr>
</tbody>
</table>
Professional Services

in Purchased Professional Services 6300]

Jane
Fall 2011: SERP 595G (3 credits) = 2,322
Spring 2012: SERP 594 (1 credit) = 794
Summer 2012: SERP 519 (3 credits) = 2,322
Total = 5438

Support Services - Admin 2300, 2400, 2500, 2900

Employee Benefits 6200
[Tuition a non-instructional staff person who will be reimbursed must be placed in Employee Benefits 6200]

Mary
Fall 2011: SERP 595G (3 credits) = 2,322
Spring 2012: SERP 594 (1 credit) = 794
Summer 2012: SERP 519 (3 credits) = 2,322
Total = 5438

Purchased Professional Services 6300
[Tuition a non-instructional staff person with a financial hardship must be placed in Purchased Professional Services 6300]

Jane
Fall 2011: SERP 595G (3 credits) = 2,322
Spring 2012: SERP 594 (1 credit) = 794
Summer 2012: SERP 519 (3 credits) = 2,322
Total = 5438

Payment Schedule Instructions

The payment schedule complies with the monthly Cash Management Reporting System. In the GME Application:

1. Enter one payment amount to cover the initial expenses in the cell corresponding to the first month of the project.
2. Put the balance of the requested grant amount in the RSP section. The monthly Cash Management Reports will determine future payments.
3. Failure to submit Cash Management Reports by the 18th of each month will interrupt cash flow for this project.
4. The ADE internal review process must be completed prior to web approval. A grant will not receive “official” web approval as soon as possible after all funding and programmatic requirements are fulfilled. Release of the initial cash disbursement will occur on the first day of the month following web approval, so it is important to resolve any budget and supplemental application issues as soon as possible. Keep in mind that, if a grant is approved in January, initial funding will not be released until February. If the designated fiscal agent is paying the tuition directly to university for a student with an approved financial hardship, the PEA will need to make payment using another funding source to be reimbursed at a later time with grant funds.

Satisfaction Survey

ADE/ESS is interested in your perceptions of the grant application process. Please complete this online survey to the best of your ability. Your honest input will help us to improve our services to you.
Using the Likert Scale below, choose which best fits your feeling for each question.

4 = Highly satisfied  
3 = Satisfied  
2 = Somewhat satisfied  
1 = Not satisfied  
N/A (available to #4 only)

1. The RFP download were useful and easy to use.  
2. Information required for the application was appropriate.  
3. The GME online application was easy to navigate.  
4. I received courteous and helpful assistance for my questions from ESS staff.  
5. Comments: Please provide comments that will allow us to make targeted adjustments to the system and process.