



**Grow Your Own Program  
Paraprofessional Tuition Assistance  
Grant Name: 2014 IDEA – Paraprofessional Tuition Assistance  
Funding Source: Individuals with Disabilities Education Improvement Act (IDEA)  
Competitive Grant**

**Grant Planner  
Public Education Agency (PEA)**

**Introduction**

The PEA Grant Planner is a useful tool for helping the district’s grant writer to complete the PEA Supplement. This document should be saved in Microsoft Word format on a laptop or personal computer to facilitate copying and pasting text into the Grants Management Enterprise (GME) electronic application template. The Candidate Grant Planner should also be forwarded to the designated local project coordinator in electronic form since the candidate will probably not have common logon access to the GME.

ADE/ESS strongly recommends that you carefully review the Request for Proposals (RFP), the PEA Grant Planner, and the Rubric before you start to plan and develop the PEA Supplement. The Grant Planner is cross-referenced with the RFP, which has complete instructions and other important grant information that is not repeated here. The Rubric outlines content that the evaluation team looks for when scoring the grant. All of this information will be helpful to you for submitting a high scoring grant.

**ATTENTION:** Inaccurate, inconsistent, or missing information will result in a one-quarter point deduction per incident in the PEA Supplement’s score.

**Grant Submission Deadline**

Tuesday, April 30, 2013, 5:00 p.m.

**Drafting Narrative Responses**

The Grant Planner’s text boxes will expand to accommodate the text that is typed into them; however, we recommend that you limit text to about 500 words for each of the three required narratives. You may exceed this amount without penalty, but DO NOT exceed 7,500 characters including spaces. The GME in which this text will be pasted will not allow you to save text that exceeds 7,500 characters. Also, the loss of data or corruption of the electronic application may occur.

To avoid scoring penalties, conduct a character count and a spell check on the narratives prior to copying and pasting text into the GME. To conduct a spell check, select the text; click on the “Review” tab; click on “ABC ✓Spelling & Grammar.” To count the number of characters, select the text; click on the “Review” tab; click on “Word Count.”

**NOTE:** The PEA Supplement and Candidate Supplement have a possible value of 50 points each (100 points total). Each Supplement must receive a minimum score of 35 points to receive a recommendation for funding by the evaluation team.

If you have any questions about the grant opportunity, including the use of the PEA Grant Planner and other grant-related documents used in the development of the grant, please feel free to contact Celia Kujawski at 602-432-3213 or [Celia.Kujawski@azed.gov](mailto:Celia.Kujawski@azed.gov).

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**Budget**

Refer to the RFP, Funding Information, Budget Guidelines and Restrictions, pages 4–7, to review allowable expenses and other relevant funding information.

Use the blank worksheet below to plan the budget for the first year only. Follow the budget format demonstrated in the BUDGET EXAMPLE in the RFP on pages 5–7. Remember, a classroom aide’s expenses should be placed in Support

Services. The expenses of a paraprofessional who does not provide instructional services should be placed in Support Services–Admin.

Each text cell will expand with the text that is typed into it.

Budget Worksheet			
Function Code	Object Code	Amount	Description
Support Services 2100, 2200, 2600, 2700			Text Cell
Salaries	6100		
Employee Benefits	6200		
Purchased Professional Services	6300		
Purchased Property Services	6400		
Other Purchased Services	6500		
Supplies	6600		
Other Expenses	6800		
Support Services - Admin 2300, 2400, 2500, 2900			Text Cell
Salaries	6100		
Employee Benefits	6200		
Purchased Professional Services	6300		
Purchased Property Services	6400		
Other Purchased Services	6500		
Supplies	6600		
Other Expenses	6800		
Subtotal			

If approved restricted indirect cost rates are available, the GME will automatically calculate the correct amount; but the applicant must manually type that amount in the appropriate cell within the GME budget template. If they are not available, the GME will not allow you to enter indirect cost estimates in the appropriate indirect cost cell; and ESS does not allow you to place estimated indirect cost any place else. If indirect cost rates become available after the grant is submitted, you may add this cost to the grant through an amendment.

**Payment Schedule**

Refer to the RFP, Payment Schedule, page 7, to review instructions for completing this section.

Payment Schedule Worksheet	
Month	PTAG
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	
July (13)	
August (14)	

September (15)	
RSP	
Total	

**FFATA Reporting Requirements**

Federal Funding Accountability and Transparency Act (FFATA) Reporting Requirements instructions for completing this section are found in the RFP, page 7.

“I confirm” is the only choice for items 1 and 2. Each text cell will expand with the text that is typed into it.

FFATA – Reporting Requirements Worksheet	
1	Please check to confirm that your entity has met the annual Central Contract Registry (CCR) at <a href="https://www.bpn.gov/ccr/default.aspx">https://www.bpn.gov/ccr/default.aspx</a> and has a registered Data Universal Data System (DUNS) number.  You can search for DUNS numbers at: <a href="http://fedgov.dnb.com/webform/CCRSearch.do?val=1">http://fedgov.dnb.com/webform/CCRSearch.do?val=1</a>
	I confirm <input type="checkbox"/>
2	Please check to confirm that you submitted Section E of FY 2012 General Statement of Assurance.
	I confirm <input type="checkbox"/>
Primary Place of Performance (POP) Information	
	Text Cell
3	POP City
4	POP State
5	POP Zip Code
6	Please provide a short description of your project in one to two paragraphs. (Narrative)

**PEA SUPPLEMENT**

**Project and Finance Contacts**

Refer to the RFP, page 8, for more information about this section.

Fill in all cells, even if one person fills more than one position.

Project & Finance Contacts Worksheet			
	Name	Phone	Email
Special education director			
Project coordinator			
Finance office contact			

**Public Notice Assurance**

Refer to the RFP, page 8, for more information about this section.

Left click on the check boxes of your choice to indicate all notification methods that will be used.

Public Notice Assurance Worksheet	
1	Check all notification methods that the applicant will use to fulfill the Public Notice Assurance requirement during this program year. If “Other” is checked, please specify that method. <ul style="list-style-type: none"> <li><input type="checkbox"/> Newspaper Advertisement</li> <li><input type="checkbox"/> Board Meetings</li> <li><input type="checkbox"/> School Site Bulletin Boards</li> <li><input type="checkbox"/> Library</li> </ul>

	<input type="checkbox"/> Website <input type="checkbox"/> Other <input style="width: 80px;" type="text"/>
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**Financial Hardship**

Refer to the RFP, page 8, for more information about this section.

Left click on the radio button of your choice to indicate whether a financial hardship is allowed.

Financial Hardship Worksheet		
1	Check "Yes" if a financial hardship is allowed for the candidate. Check "No" if a financial hardship is not allowed.	<div style="display: flex; justify-content: space-around;"> <span>Yes</span> <span>No</span> </div> <div style="display: flex; justify-content: space-around;"> <input type="radio"/> <input type="radio"/> </div>

**Tuition Website(s)**

Refer to the RFP, page 8 and 9, for more information about this section.

The text cell will expand with the text that is typed into it.

Tuition Website(s) Worksheet		Text Cell
1	Community college and/or university tuition & fees website(s)	

**Needs Assessment [30 possible points]**

Refer to the RFP, page 9, to review the criteria that will guide the drafting of the narratives.

Each text cell will expand with the text that is typed into it.

Needs Assessment Worksheet		Text Cell
1	Needs assessment (Narrative) [15 possible points]	
2	Candidate selection (Narrative) [15 possible points]	
3	Supervisor/mentor	

**PEA Support [20 possible points]**

Refer to the RFP, pages 9 and 10, for guidance in developing this section. Use the blank worksheet in this section to identify private, local, state, or other federal funding support contributions for the first year only. Follow the format demonstrated in the PEA SUPPORT EXAMPLE found in the RFP.

Each text cell will expand with the text that is typed into it.

PEA Support Worksheet		
	Description [Text Cell]	Amount
Salaries		
Employee Benefits		
Purchased Professional Services		
Purchased Property Services		
Other Purchased Services		
Supplies		
Other Expenses		
Total		

**PEA Survey**

See the RFP PEA Survey, pages 10 and 11, to review detailed information, including the entire questions, required to complete this section.

The following Likert Scale is used:

- 4 = Highly satisfied
- 3 = Satisfied
- 2 = Somewhat satisfied
- 1 = Not satisfied

N/A = Regarding the RFP, Grant Planner, or Rubric, “N/A” means that you did not use it. Regarding assistance/support provided by ADE/ESS staff, “N/A” means that you did not have direct contact via personal conversation or email with ADE/ESS staff for this grant.

Left click on your radio button choices in the table below. The Comments text cell will expand with the text that is typed into it. Please provide comments that will allow us to make targeted adjustments to the system and process. If you checked “Somewhat satisfied” or “Not satisfied” for any item, please identify the problem so that we can address it in future grants.

PEA Survey Worksheet						
		4 = Highly satisfied	3 = Satisfied	2 = Somewhat satisfied	1 = Not satisfied	N/A
1	Rate the RFP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Rate the Grant Planner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Rate the Rubric	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Rate appropriateness of information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5	Rate the ease of copying/pasting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Rate the helpfulness of assistance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Comments					