Special Education Enhancement Fund (SEEF) Formula Grant
Frequently Asked Questions (FAQs) and Answers from Application Webinars

Q: What is the deadline for the SEEF Formula grant application?
A: The deadline has been extended from August 2, 2017 at 3 p.m. to August 31, 2017, at 3 p.m.

Q: Will you make a copy of the slide deck available?
A: Yes. OSSE has made the webinar on the SEEF formula page here: https://osse.dc.gov/page/special-education-enhancement-fund-seef-formula-grant.

Q: Will the audio portion be available?
A: No, audio is not available. However, this document, and the accompanying FAQ created for the SEEF competitive grant, capture all questions received during the webinar.

Q: The application says funding is from the Special Education Quality Improvement Amendment Act of 2014 (D.C. Official Code § 38-2613). These are local funds, not federal, correct?
A: Correct. These are local, not federal funds.

Q: The grant is designed to help LEAs comply with two primary activities: initial evaluation and eligibility determination timeliness and secondary transition. Must all applicants use some funding to improve timeliness of initial evaluations and eligibility determinations for students with disabilities? Can you dedicate all of the allotment to just one of these required areas, or must it be split?
A: Once the new local requirements become effective , which OSSE anticipates will be July 1, 2018, all LEAs receiving federal IDEA Part B funds and serving students with disabilities must meet the new requirements to reduce the timeline for initial evaluation and eligibility determination to 60 days from parental consent. All applicants must spend funds for this purpose. LEAs serving students who will be subject to the new secondary transition age of 14 (instead of 16) must spend a portion of the funds they receive to support compliance with the new secondary transition timeline. LEAs that do not enroll students age 14 or above effective July 1, 2018 do not need to use funds for secondary transition planning.

Q: Are adult education LEAs eligible?
A: LEAs that receive federal IDEA funds for serving students age 3-21 are eligible.

Q: If an LEA recently became its own special education (independent) LEA this year, does the LEA qualify?
A: Yes. Newly independent LEAs are eligible for their own SEEF Formula allocation.

Q: In the funding formula, does the individual school allocation include the $2,500 base allotment?
A: Allocations are made at the LEA level, and LEAs may decide how to allocate support to individual schools. The formula provides each eligible LEA with a base allotment of $2,500. Then 20 percent of the remaining funds are allocated based on each LEAs' share of the city's students with disabilities who will be age 13, 14, or 15 on July 1, 2018 (and thus the focus of the law's new requirement for transition

planning by age 14 rather than 16). The remaining 80 percent of funds will be allocated based on each LEA's share of the city's students with disabilities age 3-21 overall. Initial allocations have been posted on the grant webpage here:
https://osse.dc.gov/sites/default/files/dc/sites/osse/page_content/attachments/SEEF%20Formula%20Grant%20-%20FY%2018%20Allocations%20by%20LEA.pdf.

Q: What if an LEA's number of students with disabilities increases after the school year begins? Will this increase be accounted for in the allocation formula? Can the LEA use its projected numbers for students with individualized education programs (IEPs) for the 2017-18 school year, if it expects to be growing quite a bit and has made projections but doesn't yet have all student records yet?
A: The allocation formula uses data from the annual citywide enrollment audit in October, using the most recently available data from the 2016-17 school year. The SEEF formula only uses projected enrollment data for new LEAs that are scheduled to open in the 2017-18 school year. For the purpose of the application's required needs assessment, and for future data submissions to OSSE on progress in the 2017-18 school year, LEAs may use more current student data.

Q: Will the numbers of students used for the allocation formula include the count of students who are privately placed and still on record at the LEA but educated in the private placement? Or only students attending the LEA?
A: The allocation formula uses enrollment audit data, which includes the number of students with disabilities at the LEA of record, even if the student is placed in a nonpublic educational setting.

Q: Are nonpublic schools aware that they need to complete initial evaluations and eligibility determinations in a shorter time?
A: OSSE is providing targeted training and support to LEAs and nonpublic schools in the upcoming school year to ensure that all programs are prepared for these practice shifts.

Q: What is the time commitment for the requirement to engage with OSSE in a bi-annual data review process to review metrics related to evaluation timelines and middle school secondary transition? Will this be two times a year and will there be electronic metrics provided or an in-person exchange?
A: OSSE will pull performance data in the winter and in the spring, provide this data snapshot to LEAs, and schedule a targeted technical assistance review meeting. This meeting will be designed to help the LEA analyze trends, discuss positive trends, and identify root causes for areas of improvement. LEAs should expect to commit 2-3 hours to internally review data and practices to prepare for the reviews and then 90 minutes for the review meetings.

Q: Will these grants be ongoing? Annually? Will there be continued funding next year?
A: The funding provided is for fiscal year 2018, Oct. 1, 2017 through Sept. 30, 2018. Continuation funding is not guaranteed, but may be provided subject to availability of local funding. If there is additional funding next year, LEAs will submit an updated application and budget proposal next year.

Q. If some eligible LEAs do not complete an approvable application during the application period, how will their funding be reallocated? Should the LEA submit a budget now for a higher amount than its projected allocation?
A. If any eligible LEAs do not complete an approvable application during the application period, those LEAs' allocations will be reallocated to the remaining LEAs with approved applications using the formula. If LEAs are awarded a higher allocation, they will have the opportunity to submit an amended budget

proposal to include additional funds. In the meantime, LEAs may only submit a budget proposal that stays within their original projected allocation.

Q: May an LEA amend the reimbursement request times? (e.g.,, if the LEA checks the application box that we will submit reimbursement requests four times per year, may the LEA submit more frequently than that?)
A. Yes. If an LEA wishes to change the frequency of reimbursement requests, it may make an amendment in EGMS during the award phase.

Q: Although SEEF is funded via local funds, must the LEA adhere to federal guidelines, i.e. not purchasing snacks?
A: Grant funds must be used for the purposes of the grant, which are improving timelines for initial evaluation and eligibility determination, and secondary transition. Federal guidelines allow for food purchases in limited situations, but it may be difficult to justify this for the SEEF Formula grant.

Q: If an LEA's oldest student will only be 12 by the end of school year 2017-18, does the LEA need to complete the transition-related questions on the application?
A: No. Only LEAs serving students with disabilities who will be ages 14 or 15 by July 1, 2018 (and thus subject to the new DC law's requirements around the earlier special education transition age of 14) must answer the application questions related to secondary transition.

Q: If an LEA serves high school age, but currently does not have any students that would be 14 or 15 in July 2018, because the new grade 9 students are not yet in the student information system, must the LEA answer the application questions and would OSSE expect to see a needs analysis and planning description for this population?
A: Yes. If the incoming grade 9 students aren't yet in the system but the LEA plans to serve students who will be age 14 or 15 on July 1, 2018, the LEA will need to complete the transition-related parts of the application. As for the needs assessment and data on secondary transition planning, the LEA can use the latest available data on how early it is currently completing secondary transition plans for students with disabilities, even if the data doesn't include the same students who aren't yet in the system.

Q: Will LEAs be required to meet these goals (60-day initial evaluation timeline and transition plans for all 14- and 15-year-olds) by the end of the one-year grant? Or is the intent t to support LEAs as they make progress toward those goals with the assumption that the law will eventually go into effect?
A: All LEAs must meet the requirements for the new timelines set forth in the law when it becomes effective, which OSSE anticipates being July 1, 2018. The SEEF formula grant is designed to help LEAs comply.

Q: Is supporting documentation necessary? May an LEA upload attachments only if the LEA would like to?
A: To provide a more streamlined application, uploading supporting documentation in the EGMS application tab is not required for a complete application. However, LEAs that accept funding must provide data to OSSE during the 2017-18 school year on their timeliness of initial evaluation and eligibility determination and secondary transition.

Q: Are there any implications that LEAs should consider when choosing to receive reimbursement?
A: Costs must be for allowable expenses that meet the purposes of the grant and are outlined in the application's budget proposal. Please also see the Maintenance of Effort (MOE) question and response.

Q: Could an LEA use the SEEF Formula grant to conduct an initial evaluation for assistive technology for a student to help access communication and curriculum in the classroom?
A: It is not clear how this activity would help the LEA meet the new requirements for timely initial evaluation and eligibility determination within the LEA; rather, this appears to be an individualized assessment need that currently exists. However, the LEA may submit the activity for consideration as a component of its application.

Q: May funds be used for salaries?
A: SEEF Formula grants may be used for salaries of individuals who meet the purposes of the grant.

Q: Could an LEA use the SEEF funds to serve students who are in process of being identified as students with disabilities? An LEA is interested in using the funds for additional staff to move through its testing load, which is significant. Would this be appropriate?
A: Yes, if the LEA can explain how this would help meet the requirement around timelines for initial evaluation and eligibility determination.

Q: If an LEA pays for a position to do initial evaluations using SEEF formula grant funds, may an LEA also bill Medicaid ?
A: Medicaid allows reimbursement for specific locally-funded health services that are provided to students with disabilities (e.g., speech, occupational therapy, physical therapy, counseling, etc.). As such, the reimbursement is available for the service that is rendered. For more OSSE guidance to LEAs on Medicaid claiming, visit OSSE's website here: https://osse.dc.gov/publication/leamedicaidguidelines.

Q: How detailed must the Summary of Planned Expenditures application response be, within the 5,000 character limit?
A: There's no minimum amount of detail, but it should tie back to the Needs Assessment questions in the Needs Assessment and Project Description tab.

Q: If the LEA is applying to both the SEEF formula and competitive grants, should the LEA pick projects that complement each other or two different projects?
A: LEAs may pick any projects that are allowable. For the competitive grants, the LEA can explain how the projects would work together, and reviewers can evaluate the quality of the applicant's responses. For the formula grants, OSSE will award funds to all eligible LEAs that submit an approvable applications that propose to use funds for the grant purposes.

Q: Will LEAs receive access to the Enterprise Grants Management System (EGMS) after this webinar?
A: New EGMS users must request credentials for key roles at their LEA. Applicants can learn about credentials and get guidance on many other EGMS topics at http://grants.osse.dc.gov/info/training. For technical help with EGMS, contact the EGMS Call Center at (202) 719-6500 or osse.callcenter@dc.gov.

Q: I didn't see the RFA on the SEEF formula grant page. Is there an RFA PDF?
A: Technically the "Request for Applications" (RFA) is a legal document only required for competitive grants, and thus there is no RFA for the formula grant. The application itself is available for registered users within EGMS, at http://grants.osse.dc.gov.

Q. The application's needs assessment section asks applicants to identify the roles of individuals involved in the needs assessment process. May the LEA propose to fund different positions who provide special education services?
A: Yes. The applicant may propose to support different staff members than those who conduct the needs assessment.

Q: Are the SEEF grants subject to supplement-not-supplant requirements?
A: No.

Q: Is there a Maintenance of Effort (MOE) requirement for the SEEF grant?
A: SEEF funds are considered local special education expenditures that must be included in the LEA's Maintenance of Effort (MOE) calculations of annual expenditures on special education, under the Individuals with Disabilities Education Act (IDEA). Accepting these funds will increase the level of special education expenditures which the LEA will need to maintain in future years.

Q: Is this grant eligible for indirect costs?
A: Yes. Each fiscal year, applicants must receive approval for an indirect cost rate that will be used for all grants that allow indirect cost claiming. Sub-recipients that have an approved indirect cost rate may claim indirect costs on local grants, and the SEEF grant does not forbid indirect costs. Applicants could use the unrestricted rate if they currently have a rate approved for fiscal year 2018.

Once a grantee has an approved rate, that rate will be entered in EGMS and will appear as a special indirect cost line item, on all grants that allow indirect cost claiming. This is the only place that indirect costs can be budgeted and claimed. Grantees are not permitted to enter indirect costs in the "OTHER" tab of the budget. The following is required for each type of entity:

- **LEAs** must submit an indirect cost rate proposal to OSSE for review, by emailing the Office of Grants Management and Compliance at osse.grantscompliance@dc.gov, using the approved LEA Indirect Cost Rate Template found at https://osse.dc.gov/publication/indirect-cost-information-andtemplates. OSSE will issue a letter stating the approved rate and period for which that rate is applicable, once it is reviewed and approved.
- **Third party nonprofits** may either use the de minimis rates of 10 percent Unrestricted and 8 percent Restricted as long as they have never previously negotiated an indirect cost rate with the federal government, or provide a letter each fiscal year with a current approved rate from another Federal Agency.

Q: Is there a separate webinar for the SEEF competitive grant? When will the webinars for the competitive grant be available?
A: Yes. OSSE held separate webinars for the competitive grants, covering separate content. Applicants may learn more about the competitive grant, view webinar slides, and read Frequently Asked Questions here: https://osse.dc.gov/page/special-education-enhancement-fund-seef-competitive-grant.