April 12, 2013

MEMORANDUM:

TO: City and County Superintendents of Education

FROM: Thomas R. Bice
State Superintendent of Education

RE: Application for Inclusive Preschool Classroom Grant

Attached is the application packet for the Inclusive Preschool Classroom Grant. These funds are provided by the Alabama State Department of Education (ALSDE) through an interagency agreement to implement inclusive programs for preschool students with disabilities for local education agencies (LEAs) not obtaining at least 25 percent in Category A on Indicator 6 (Least Restrictive Environment) of the State Performance Plan Indicators.

Approximately four grants in the amount of $60,000 each will be awarded for the period October 1, 2013-September 30, 2014. An additional $5,000 will be awarded for material and supplies.

If your LEA is interested in applying for these funds, please complete and return the attached proposal packet in the format requested by May 9, 2013. Only systems not obtaining 25 percent on Indicator 6 may apply for the grant.

The proposal must be in the Special Education Services Section of the ALSDE by 5 p.m. on May 9, 2013. Faxed submissions will not be accepted.

If you need assistance, please contact Mrs. Lisa Highfield in Special Education Services by telephone at (334) 242-8114 or by e-mail at lhighfield@alsde.edu.

TRB/LH/GMT

cc: City and County Special Education Coordinators

Attachment

FY13-2054
ALABAMA STATE DEPARTMENT OF EDUCATION

Request for Application of Funds
Funds for Inclusive Preschool Classroom

NOTE: Faxed or e-mailed applications will not be accepted

Mailing Address: Lisa Highfield
Alabama State Department of Education
Special Education Services
P. O. Box 302101
Montgomery, AL 36130-2101

Physical Address: Gordon Persons Building, Room 3305
50 North Ripley Street
Montgomery, AL 36104

DEADLINE: Proposal must be received no later than 5 p.m. on May 9, 2013

- An original signature is required on the proposal
- Clearly mark on the outside of the envelope Inclusive Preschool Classroom

PROPOSAL PUBLIC OPENING:
May 10, 2013
8 a.m.
Whetstone Conference Room
3305 Gordon Persons Building
50 North Ripley Street
Montgomery, Alabama 36104
Alabama State Department of Education
Inclusive Preschool Classroom Grant
Fiscal Year 2014

Request for Application of Funds
Funding for Inclusive Preschool Classrooms
Fiscal Year: 2013-2014

Objectives: To establish an inclusive preschool program in four local education agencies (LEAs) that will positively impact preschool least restrictive environment (LRE) data for Indicator 6.

To create environments to sustain positive LRE data and outcomes for preschoolers with disabilities by establishing a preschool program with typically developing peers.

Program Description: The Alabama State Department of Education (ALSDE), Special Education Services, will award funds to implement an inclusive preschool classroom. Funds will be designated for personnel and materials usage to develop a preschool classroom for preschool students with disabilities and typically developing peers. Approximately four grants will be awarded for $65,000 each on a competitive application basis to LEAs in each of the four monitoring regions for Fiscal Year 2014. Grant funds cannot be used for indirect costs, travel, or food items.

Criteria for Eligibility of Funds: LEAs not obtaining at least 25 percent in Category A, under Indicator 6 (Least Restrictive Environment) of the State Performance Plan Indicators, will be eligible to apply. LEAs receiving this packet are eligible to apply based on the State Performance Plan/Annual Performance Report (SPP/APR) data.

Assurances: The Statement of Assurances must be signed by the LEA superintendent and included with the application packet.

Selection Criteria: Please submit a narrative that addresses the established categories in the order listed. The narrative will be read and scored by a panel of special education services employees, equally representing the four monitoring teams, based on applications received from LEAs meeting grant criteria.
# Narrative Description

<table>
<thead>
<tr>
<th>CATEGORIES</th>
<th>DESCRIPTION</th>
<th>POSSIBLE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objectives of the Program</td>
<td>Include objectives for all aspects of the program that will lead to the highest quality inclusive preschool program.</td>
<td>10</td>
</tr>
<tr>
<td>Program Operations</td>
<td>List the hours the program will operate, the days per week, and days per year. Up to 10 points will be awarded if the preschool program operates full days, five days per week.</td>
<td>10</td>
</tr>
<tr>
<td>Space</td>
<td>Describe where the program will be located and how the space will be utilized. The program must be in a building that is owned or operated by the school system.</td>
<td>10</td>
</tr>
<tr>
<td>Enrollment/Personnel</td>
<td>Describe procedures for enrollment of typical peers and anticipated staff/child ratio.</td>
<td>10</td>
</tr>
<tr>
<td>Evaluation</td>
<td>Describe how the program’s effectiveness will be determined in terms of student progress and what specific instruments will be used to assess program effectiveness. Please consider the Early Learning Progress Profile when developing an evaluation plan.</td>
<td>10</td>
</tr>
</tbody>
</table>

Total Points: 50

All proposals (one original and three copies) must be received by 5 p.m. on May 9, 2013, in the ALSDE, Special Education Services Section. Include cover sheet and signed Statement of Assurances with each proposal.

Please submit one original proposal and three copies, each stapled in the upper left corner, to:

Lisa Highfield  
Alabama State Department of Education  
Special Education Services  
3305 Gordon Persons Building  
Post Office, 302101  
Montgomery, Alabama 36130-2101
ALABAMA STATE DEPARTMENT OF EDUCATION
SPECIAL EDUCATION SERVICES
FY 2014 APPLICATION COVER PAGE
INCLUSIVE PRESCHOOL CLASSROOM

LEA Name ________________________________

LEA Address ________________________________________________

LEA/School Contact ___________________________________________

Address (if different from LEA) __________________________________

LEA/School Contact Telephone ________________________________

LEA/School Contact Fax ________________________________________

LEA/School Contact E-Mail Address (Required) __________________

LEA Superintendent _______________________________________

Signature ____________________________________________
Superintendent of Education

Signature ____________________________________________
Chief School Financial Officer

Site(s) for Proposed Inclusive Preschool Program

No person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, gender, race, religion, national origin, color, age or genetics. Ref: Sec. 1983, Civil Rights Act, 42 U.S.C.; Title VI and VII, Civil Rights Act of 1964; Rehabilitation Act of 1973, Sec. 504; Age Discrimination in Employment Act; The Americans with Disabilities Act of 1990 and The Americans with Disabilities Act Amendments Act of 2008; Equal Pay Act of 1963; Title IX of the Education Amendment of 1972; Title II of the Genetic Information Nondiscrimination Act of 2008: Title IX Coordinator, P.O. Box 302101, Montgomery, Alabama 36130-2101 or call (334) 242-8165.
INCLUSIVE PRESCHOOL CLASSROOM GRANT
STATEMENT OF ASSURANCES

____________________________________________, as applicant, hereby assures the Alabama State Department of Education (ALSDE), Division of Teaching and Learning, Special Education Services, that it will:

1. Establish a fully inclusive preschool classroom up to five-days-a-week for children ages three through five.
2. Provide measure of effectiveness of the program mid-year and end of year.
3. Publish a parent handbook for families participating in the inclusive preschool program.
4. Establish school procedures or policies for the inclusive preschool program.
5. Serve as a model school site for other school systems in Alabama by encouraging visitation and responding to letters of inquiry.
6. Provide at least two parent seminars for the parents of the children enrolled in the inclusive preschool program.
7. Use full school facilities as needed, including classrooms, computer labs, libraries, etc., to conduct a quality inclusive preschool program.
8. Ensure that the inclusive preschool program is operated in a school or school-owned/-operated facility.
9. Expend funds only for allowable categories that include salaries, benefits, materials and supplies, printing, advertising, and other approved categories. Indirect costs, travel, and food items are not allowable expenditures.
10. Maintain source documentation, at the LEA level, of expenditures such as copies of invoices, travel claims, time sheets, etc., with check numbers and dates paid for each.
11. Provide fiscal control and fund accounting procedures as may be necessary to ensure proper disbursement of and accounting for federal funds.
12. Comply fully with Alabama Act #2000-775 relative to criminal history and background checks.

The applicant further assures the ALSDE that the following compliances will be met:

- Individuals with Disabilities Education Act- PL 108-446
- Protection of Human Subjects - HEW policy
- Sex Discrimination, Title IX, Education Act, 1972
- Civil Rights- PL 88-352
- Freedom of Information - PL 93-502
- Privacy Act of 1974- PL 93-579

_________________________________________  ___________________________  ________________
Signature of LEA Superintendent                                Typed Name                                Date