



SPECIAL EDUCATION COOPERATIVE APPLICATION

Kentucky Department of Education
 Division of Exceptional Children Services
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 Frankfort, Kentucky 40601
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Special Education Cooperative : **Caveland Educational Support Center**
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 Cooperative Address: **1790 Normal Drive, Bowling Green, KY 42101**
 Fiscal Agent: **Green River Regional Educational Cooperative**
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 Fiscal Agent Address: **1906 College Heights Blvd #21031, Bowling Green, KY 42101-1031**

Member Districts:

<u>Allen County</u>	<u>Barren County</u>	<u>Bowling Green Independent</u>
<u>Butler County</u>	<u>Caverna Independent</u>	<u>Cumberland County</u>
<u>Edmonson County</u>	<u>Glasgow Independent</u>	<u>Green County</u>
<u>Hart County</u>	<u>Logan County</u>	<u>Metcalfe County</u>
<u>Monroe County</u>	<u>Russellville Independent</u>	<u>Simpson County</u>
<u>Todd County</u>	<u>Warren County</u>	



Instructions for Submitting

The completion of the collaborative planning process at the regional level results in the development of the regional plan and the funding application for Special Education Cooperatives (Cooperatives) which is submitted to the Kentucky Department of Education (KDE), postmarked no later than June 20, 2008. Include in this application the data compilation and Cooperative activities that have resulted from the Cooperative Network data meetings during the past 12 months. For the 2008-2009 funding year, each Cooperative will review the data for the member districts and revise the activities as needed. The data and activities for each indicator will be submitted to KDE as they are reviewed.

Compliance to general and specific program assurances is the responsibility of the governing board of the Cooperatives. The Assurance Certification, is the signed statement that 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.

The Cooperative's board chair and fiscal agent administrator must sign the Assurance Certification, authorizing the fiscal agent to accept funds and conduct programs that support regional goals, operations, and the priority needs of the districts within the Cooperative area. A copy of the minutes authorizing the submission of the *Special Education Collaborative Plan and Funding Application* must be maintained on file in the office of the director of the cooperative.

Eligibility Criteria to Apply

Cooperatives must:

- Operate as a nonprofit agency which may operate under an inter-local agreement;
- Establish a governing board of directors made up of member districts' superintendents or designees, and designated as the decision-making body;
- Identify a fiscal agent to receive, hold and disburse the cooperatives' funds;
- Adopt policies and procedures related to organizational structure and function, operation, administration and supervision, use of funds, reporting, and annual program evaluation; and,
- Employ a full time director for the special education cooperative and that director participate in the state special education cooperative network meetings and initiatives.

Criteria to Receive Funds

Cooperatives use State Share Restricted Funds for the following:

- Administrative costs;
- Providing professional development and training based on the identified needs after analyzing the available data;
- Providing technical assistance to local school districts as an extension of KDE Division of Exceptional Children Services;
- Implementing statewide, regional and local initiatives;
- Networking and distribute information;
- Coordinating services and resources; and
- Providing services that are more feasible and cost effective if provided on a regional basis.



General Functions of Cooperatives

A Cooperative shall provide training and technical assistance in the statewide priorities established by KDE:

- Assist planning and implementation of professional development, with technical assistance follow-up;
- Conduct the compilation and analysis of the member districts data for Indicators provided by KDE on a routine basis;
- Participate in the Cooperative Network meetings;
- Review and revise if necessary Cooperative activities based on the most current data;
- Assist member districts with self-study, monitoring visits, and corrective action plans;
- Address needs of locally underserved populations;
- Identify regional needs and facilitate plans to address those needs;
- Cooperate and collaborate with other groups and agencies;
- Serve as a technical assistance extension of KDE and disseminate information and training to the Local Education Agencies from KDE and other agencies;
- Address regional needs which cannot be met through local resources alone;
- Build local and regional capacity through pooling of resources;
- Coordinate delivery of related and support services; and
- Support and expand research-based practices and initiatives.

Assurances for Special Education Cooperatives

1. The Cooperative will administer the project in accordance with all applicable statutes, regulations, policies and procedures, and the Cooperatives' *Collaborative Plan and Funding Application*.



2. Before the Cooperative's *Collaborative Plan and Funding Application* is submitted, the Cooperative affords a reasonable opportunity for public comment on the plan and has considered such comment.
3. The Cooperative will coordinate and collaborate with other agencies providing services including health and social services.
4. The Cooperative will cooperate in carrying out any evaluation of the Cooperative conducted by or for the KDE, or the U. S. Department of Education (USDE).
5. The Cooperative will:
 - provide timely program reports to the KDE on activities and expenditures, including reports requested by the USDE;
 - participate in the Cooperative Network meeting to compile and analyze data for the member districts on indicators aligned with the State Performance Plan;
 - review and revise if needed the Cooperative activities for each indicator within one month of the Cooperative Network meeting when an indicator is reviewed; and,
 - maintain records, provide information, and afford access to the records as the KDE or the USDE may find necessary to carry out their responsibilities.
6. The Cooperative assures that a comprehensive on-going needs assessment is conducted on a cyclical basis to complete the Collaborative Plan and Funding Application and the ongoing compilation, analysis and activity development based on the most current data to determine the services that the Cooperative will provide to its member districts.
7. The Cooperative will 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, sex, handicap, or age.
8. The Cooperative assures that it will 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 to gender, race, color, national origin, disability, and age.
9. The Cooperative will comply with the *Single Audit Act*.
10. The Cooperative has control of Individuals with Disabilities Education Act, Part B (IDEA-B) funds received and holds title to property acquired with the funds. The Cooperative will administer the funds and property as required by IDEA-B and for the purpose for which they are granted. The Cooperative retains control in the event of contractual arrangements made with other parties.

11. The Cooperative will use fiscal control and fund accounting procedures that ensure proper disbursement of and accounting for IDEA-B funds paid to the Cooperative.
12. The Cooperative assures 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.
13. The Cooperative assures that the indirect funds are treated 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. The Cooperative assures 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.
14. The Cooperative assures 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;
 - 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 complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. 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;
 - the director shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.
15. 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 the organization.
16. The Cooperative will maintain procedures to minimize the time elapsing between the transfer of federal grant funds and their disbursement.
17. Any plan, budget, evaluation, periodic program plan, or report relating to the cooperative is made readily available to the general public for the purpose of public inspection. The Cooperative will comply with the open records requirements.



- 18. The Cooperative will comply with the *Debarment, Suspension, and other Responsibility* regulation.
- 19. The Cooperative will comply with the *Americans with Disabilities Act* of 1990 (ADA).
- 20. The Cooperative will comply with the *Family Educational Rights and Privacy Act* of 1974 (FERPA).
- 21. The expenditures of IDEA-B funds for services and goods are made exclusively for the benefit of children who meet the definitions and eligibility criteria for programs for exceptional children as found in Kentucky Administrative Regulation 707 KAR Chapter 1.

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 contained in the ***Cooperative Policies and Procedures Manual and State and Federal Regulatory*** requirements. It is understood that this application constitutes an offer, and if accepted by the Kentucky Department of Education or negotiated to acceptance, will form a binding agreement. I further acknowledge this application is developed for a two year period, however, approval is for one year and contingent upon the budgetary allocation of Part B funds each of the two years from the Individuals with Disabilities Education Act (IDEA).

Caveland Educational Support Center
Special Education Cooperative

Fiscal Agent Administrator

Date

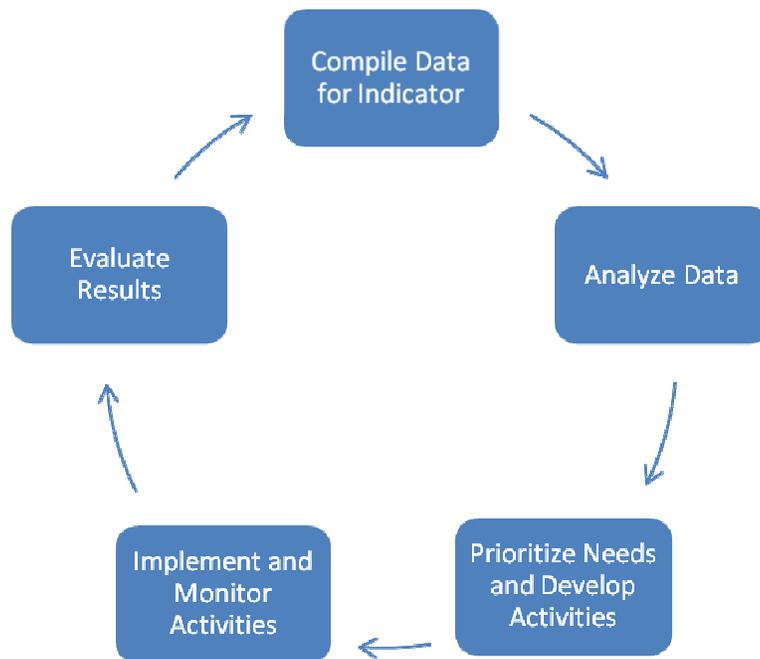
Chair
Governing Board of Directors

Date



Executive Summary

- I. **MISSION STATEMENT:** Kentucky's Special Education Cooperatives will enhance the education opportunities and outcomes of students by providing effective leadership and delivering specialized services in partnership with the Kentucky Department of Education, local school districts, institutes of higher education, and other service providers.
- II. **PROCESS OF DEVELOPING THE COLLABORATIVE PLAN FOR SPECIAL EDUCATION COOPERATIVES** (This process will be used for each indicator reviewed during the 12 month cycle.)



1. Analyze the regional data relevant to the indicator. When analyzing the regional data determine if data exists for a specific district that is not indicative of the regional data. Discuss any additional data that has been gathered.
2. What are the possible root causes for the regional or district performance ?
3. What regional needs have been identified and prioritized?
4. What specific district needs have been selected in the prioritization, if any?
5. Review, and revise if needed, activities that will be conducted to maintain or improve regional performance in the table below.

III. COMMUNICATION PLAN (Consisely complete the following questions)

- A. How will the cooperative's activities and other important information be shared with member districts and partners? Address how information will be disseminated regarding special education practices.

Monthly meetings of the Caveland Advisory Council is a major communication source. The meeting includes the Directors of Special Education from each of our member districts as well as several partners including: Director of the Regional Training Center, Representative from Western Kentucky University, Outreach Consultants for KSD and KSB, Retired DoSE and Hearing Officer, and sometimes KYCID Consultants and KYSPIN representative.

Information is also communicated electronically through email and posted on the cooperative website at www.caveland.org.

Superintendents of member districts receive a monthly written report of activities at the meeting of the Green River Regional Educational Cooperative. In addition, important issues are addressed orally at their meetings.

Content specific information is communicated through regional cadres that include: Autism, School Psychologists, Literacy, Transition, and Assistive Technology.

- B. How was public comment secured? Indicate the newspaper(s), TV station(s), radio station(s), and other means.

Public notice was placed in the Park City Daily News which is the newspaper with the largest circulation in the region. In addition, public comment was solicited through the cooperative website.

- C. What responses were made to any comments received?

- D. What time period was the application made available for public review and comments? The time period must be at least two weeks.

Beginning date *May 19, 2008* Ending date: *May 30, 2008*

- E. What date(s) were the participating districts notified of the availability of this application for review and comment? The date(s) must be prior to the public review period indicated above.

*Posted on website May 16, 2008
Publicized in newspaper on May 19, 2008*