The information on this document is designed to support [FY25 FC0318 METCO Supplemental Special Education Grant](https://www.doe.mass.edu/grants/2025/0318/) applicants. As stated in the RFP, “To keep the competitive process fair and equitable, programmatic questions cannot be answered directly to potential applicants via email or phone. As such, questions regarding this competitive application must be emailed to Sylvia.Lam@mass.gov by 5:00 p.m. on Tuesday, December 10, 2024 so that the responses may be posted to the METCO webpage by no later than Monday, December 16.” The questions received by this date and time (in bold), accompanied by their corresponding responses, are below. As a friendly reminder, please be sure to upload a completed copy of the cost calculator document to the "Center for Strategic Initiatives" folder in the ESE Security Portal *and* submit the application in GEM$ by no later than **5:00 p.m. on Friday, January 17, 2025**.

1. **How much can our district expect to receive from this grant if we apply? What is the funding formula?**
	1. Answer: There is no specific formula that determines how much funding a METCO district may or may not be awarded. Final award amounts depend on the sum of submitted student claims and available grant funds. Since total student claims have typically exceeded available grant funding, we have always prorated the total cost of student claims that exceed the foundation budget per pupil amount but fall below the circuit breaker limit, based off the amount of funding available after transportation costs have been accounted for. For SY23-24, these boundaries are $15,427.35-$51,721.
2. **Are we allowed to include transportation costs in this cost calculator?**
	1. Answer: As long as transportation is included as an accommodation on the student’s IEP, transportation may be claimed under “Specialized Materials/Equipment” (row 51).
3. **What is the time frame of the claimed student services?**
	1. Answer: Services must have taken place between 8/21/2023 through 8/30/2024. Please see the comments in cells E16 and F16 in the “Claim” tab for additional context.
4. **Despite having macros enabled and a file name that excludes spaces & punctuation, the cost calculator is not saving my student claims.**
	1. Answer: Below are step-by-step instructions to submit student claims in the cost calculator. If this is not the case, please consult your district’s Director of Special Education Services or the individual at your school who typically submits the circuit breaker cost calculator and/or reach out to your DESE circuit breaker liaison (which can be found [here).](https://www.doe.mass.edu/finance/circuitbreaker/liaison.html)
		1. On the “Claim” tab, click the “Add a New Student” button (row 8) to enter the 10-digit Student SASID in the pop-up
		2. Enter the student’s information (row 7)
		3. Select your LEA from the drop-down menu (row 4—you will need to scroll to the top of the list)
		4. Fill in the placement information (row 16 & cell G14)
		5. Fill in the claim information for each student’s applicable accommodation (columns I & J for the regular school year and columns L & M for the extended school year)
		6. If applicable, fill in transportation information under the “Specialized Materials/Equipment” (row 51)
		7. Click “Save & Update” (cell F8)