

FFY 2009 LEA Phase II Fiscal Workbook



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Submission Instructions

Please complete and submit this workbook by October 16th, 2009.

In order to properly submit this workbook, the Office of the State Superintendent of Education requires the following:

- 1) LEAs will submit a Completed, Printed, Signed, and Scanned PDF version to osse.dse-partbfinance@dc.gov, saved as:
LEA.NAME-FY09.PII-FAHC-Month.Day.Year (of submission).pdf
(sample) OSSE.PCS-FFY09.PII-FAHC-09.25.09.pdf
- 2) LEAs will e-mail an Electronic copy (.xls) of the completed Workbook to osse.dse-partbfinance@dc.gov
LEA.NAME-FY09.PII-FAHC-Month.Day.Year (of submission).xls
(sample) OSSE.PCS-FFY09.PII-FAHC-09.25.09.pdf

Don't forget - please submit the fiscal portion and the programmatic portion together!

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IDEA, Part-B Section 611 and 619 Annual and ARRA Grant Funds

For questions and comments, please contact Charity Hallman (charity.hallman@dc.gov) or Ethan Lin (ethan.lin@dc.gov)

1. FFY 2009 IDEA Part B Preliminary Allocations Worksheet for LEAs

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Name of LEA: **1** [Select Your LEA](#)

Table 1. LEA Allocations

Key	Part B Grant	Preliminary Allocation
A	611 Annual	\$-
B	611 ARRA	\$-
C	619 Annual	\$-
D	619 ARRA	\$-
Total Preliminary Allocations		\$-

Table 2. LEA's CEIS Set-Aside

CEIS Calculation Formula	CEIS Status	CEIS Set-Aside	Deduct From Grant
Sum of (A+B+C+D) x 15%	2 Select your LEA's Status		
\$-	3	\$-	4 Select Your Grant

Table 3. DCPS Only - Equitable Services Set-Aside

Grant	Equitable Services Set-Aside	Deduct From Grant
Section 611	NOT DCPS	5 Select Your Grant
Section 619	NOT DCPS	6 Select Your Grant

Table 4. Results of LEA Set-Aside Decisions

Key	Part B Grant	Preliminary Allocation	CEIS Deduction	IDEA Equitable Services Deduction (DCPS Only)	Revised Allocation
A	611 Annual	\$-	n/a	n/a	\$-
B	611 ARRA	\$-	n/a	n/a	\$-
C	619 Annual	\$-		n/a	\$-
D	619 ARRA	\$-		n/a	\$-
Budgeted Preliminary Allocation		\$-			\$-

Table 5. Amounts for which LEAs should develop Separate Budgets

Key	Part-B Grant & Set-Asides	Budgeted Allocation
A	611 Annual	\$-
B	611 ARRA	\$-
C	619 Annual	\$-
D	619 ARRA	\$-
E	CEIS 611 Annual	n/a
F	CEIS 611 ARRA	n/a
G	Equitable Services 611 Annual	n/a
H	Equitable Services 611 ARRA	n/a
I	Equitable Services 619 Annual	n/a
J	Equitable Services 619 ARRA	n/a

LEA Instructions

Boxes with red text indicate drop-down menus

- Select your LEA's name here. Your FFY 2009 Allocation Data will autopopulate in Table 1
- Select your LEA's CEIS Status here.
- If your LEA has **voluntary** status, you may select the amount of your total grant award you choose to dedicate towards CEIS at your LEA, between 0% - 15%
 - If your LEA has been identified as having significant disproportionality, please select the word **required** from the drop-down menu and select only 15% from the drop-down menu labeled "4"
- Select the grant from which you would like to deduct your
- DCPS ONLY!** Select the grant from which you would like to deduct your Section 611 IDEA Equitable Services set-aside. **DCPS ONLY!**
- DCPS ONLY!** Select the grant from which you would like to deduct your Section 619 IDEA Equitable Services set-aside. **DCPS ONLY!**

2. ARRA Reimbursement and Reporting Workbook Schedule for Submission of ARRA Reimbursement Requests to OSSE

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In order to meet the quarterly reporting requirements associated with the American Recovery and Reinvestment Act, as well as to assist the OSSE in maintaining a regular schedule of drawdowns of federal funds, every local educational agency that was allocated ARRA funds from any source, including IDEA, Part B, must complete and submit the OSSE's "ARRA Reimbursement and Reporting Workbook" on a quarterly basis according to specific deadlines. This workbook incorporates required reporting elements with the OSSE's typical reimbursement workbook to minimize the need for supplemental submissions by LEAs to fulfill their reporting responsibilities. Meeting these requirements is a condition of receiving federal funds, as indicated in Phase I of the IDEA, Part B Application.

Please note that, unlike the case for your annual IDEA, Part B grants LEAs have much less flexibility regarding the schedule for submitting reimbursement requests for ARRA funds. LEAs are encouraged to complete and submit the ARRA Reimbursement and Reporting Workbook monthly, but must, at a minimum, submit the workbook quarterly according to the schedule below. LEAs must submit quarterly reports even if no funds have been obligated during the reporting period.

LEA Name: **Select Your LEA**

LEAs must complete and submit ARRA Reimbursement and Reporting Workbooks to monthly.reimbursement@dc.gov on the following dates.

Please check each box to confirm your understanding of the submission requirements.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | October 1, 2009: Because applications have not yet been submitted and approved, OSSE will complete all reporting on LEAs' behalf. |
| <input type="checkbox"/> | January 1, 2010: Include all ARRA IDEA, Part B obligations made between October 1, 2009 and December 31, 2009 (required). |
| <input type="checkbox"/> | April 1, 2010: Include all ARRA IDEA, Part B obligations made between January 1, 2010 and March 31, 2010 (required). |
| <input type="checkbox"/> | July 1, 2010: Include all ARRA IDEA, Part B obligations made between April 1, 2010 and June 30, 2010 (required). |
| <input type="checkbox"/> | October 1, 2010: Include all ARRA IDEA, Part B obligations made between July 1, 2010 and September 30, 2010 (required). |
| <input type="checkbox"/> | January 1, 2011: Include all ARRA IDEA, Part B obligations made between October 1, 2010 and December 31, 2010 (required). |
| <input type="checkbox"/> | April 1, 2011: Include all ARRA IDEA, Part B obligations made between January 1, 2011 and March 31, 2011 (required). |
| <input type="checkbox"/> | July 1, 2011: Include all ARRA IDEA, Part B obligations made between April 1, 2011 and June 30, 2011 (required). |
| <input type="checkbox"/> | October 1, 2011: Include all ARRA IDEA, Part B obligations made between July 1, 2011 and September 30, 2011 (required). |
| <input type="checkbox"/> | (Highly Encouraged) The LEA will submit the ARRA Reimbursement and Reporting Workbook monthly (including on the dates specified above) in order to receive more frequent reimbursement, to make it easier to meet the ARRA's quarterly reporting requirements, and generally to administer these funds in accordance with best practices. |
| <input type="checkbox"/> | The LEA assures that it will participate in all mandatory technical assistance sessions regarding ARRA reporting requirements and the ARRA Reimbursement and Reporting Workbook. |

3. LEA Fiscal Assurances - FFY 2009 IDEA Part B Phase II Application

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LEA Name: **Select Your LEA**

Maintenance of Effort (MOE) Assurance

My LEA assures it has budgeted, for the education of children with disabilities, at least the same total or per capita amount from its UPSFF allocation as the LEA spent for that purpose from its UPSFF allocation last year consistent with 34 CFR § 300.203. The LEA further assures it will provide the OSSE with information about its UPSFF budget and expenditures upon request.

Please Initial

Excess Cost Assurance

My LEA assures it will use IDEA, Part B funds only to pay the excess costs of providing special education and related services to children with disabilities consistent with 34 CFR § 300.202. The LEA further assures it will provide the OSSE with information about its average annual per-student expenditures upon request.

Local Education Agency (LEA) Assurance

I, the undersigned authorized official of the

(Name of the LEA or State agency (Applicant)), certify that said Applicant can make the assurances stated above.

Local Education Agency (LEA) Information

Applicant Name (Legal Name of LEA):	
Telephone Number:	
Mailing Address:	
Grant Point of Contact:	
Point of Contact Telephone Number:	
Point of Contact - E-mail Address:	

Name and Title (Chancellor, Board Member, or Designee), and Date:	
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Signature and Title (Chancellor, Board Member, or Designee), and Date:	
--	--

4. Programmatic Spending Plan for Preliminary IDEA, Part B - Annual Part B Funds

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Percentages should sum up to the total of 100 percent

LEA Name: **Select Your LEA**

A. Optional Set-Asides			
Proposed Activity	Estimated Percentage of total Annual Part B Allocation		
	611 Annual	619 Annual	
<input type="checkbox"/> Administrative funds - if the LEA chooses to use IDEA, Part B funds for administrative purposes, the LEA assures that administrative expenses will not exceed a necessary and reasonable amount. (In general, the OSSE will closely examine administrative costs in excess of 10%)			
<input type="checkbox"/> Coordinated Early Intervening Services (May not exceed 15%) - See page X in the instructions manual for details			
<input type="checkbox"/> DEA Equitable Services (DCPS only) - See Tab 13 to determine the proportionate share required			
	Optional Set-Asides Sub-total		
	0.00%	0.00%	
B. Direct Instruction			
Directions: Please check the appropriate boxes to select the activities the LEA will carry out. Please note that not all have to be selected, and that additional activities can be indicated in the row marked "other."	Briefly Describe Proposed Activity	Estimated Percentage of total Annual Part B Allocation	
		611 Annual	619 Annual
<input type="checkbox"/> Employment of special education teachers, and special education instructional assistants who work with students with IEPs			
<input type="checkbox"/> Stipends for general education teachers and special education instructional assistants involved in special education related activities for students with IEPs			
<input type="checkbox"/> Purchase services that are directly associated with the teaching of students with IEPs			
<input type="checkbox"/> Purchase of educational supplies, materials, curriculum, and software directly involved with implementing IEPs for students with IEPs			
<input type="checkbox"/> Training costs for general and special education teachers and special education instructional assistants when related to improving instruction for students with IEPs			
<input type="checkbox"/> Costs related to extended school year service for students with IEPs			
<input type="checkbox"/> Purchase of educational equipment used in direct instruction of students with IEPs, under \$5,000.00			
<input type="checkbox"/> Other - Please describe:			
	Direct Instruction Sub-total		
	0.00%	0.00%	

4. Programmatic Spending Plan - Annual Part B Funds

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Percentages should sum up to the total of 100 percent

LEA Name: **Select Your LEA**

C. Instructional Support

Directions: Please check the appropriate boxes to select the activities the LEA will carry out. Please note that not all have to be selected, and that additional activities can be indicated in the row marked "other."	Briefly Describe Proposed Activity	Estimated Percentage of total Annual Part B Allocation	
		611 Annual	619 Annual
<input type="checkbox"/> Child Find Activities			
<input type="checkbox"/> Employment of related service providers who work with students with IEPs			
<input type="checkbox"/> Employment of other professional staff who directly support students with IEPs			
<input type="checkbox"/> Employment of support staff who directly work on special education related duties for students with IEPs			
<input type="checkbox"/> Contracting for additional related service personnel to directly support students with IEPs			
<input type="checkbox"/> Contracting for consultants to improve and support special education services for students with IEPs			
<input type="checkbox"/> Stipends for students with IEPs in work-study, Employability and Career Skill Development programs or classes			
<input type="checkbox"/> Stipends for non-employees who indirectly support students with IEPs			
<input type="checkbox"/> Other purchased services related to special education activities for students with IEPs			

4. Programmatic Spending Plan - Annual Part B Funds

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Percentages should sum up to the total of 100 percent

LEA Name: **Select Your LEA**

<input type="checkbox"/>	Purchase of educational supplies, materials, software, technology and curriculum supporting services and devices for students with IEPs			
<input type="checkbox"/>	Training costs for related service providers and other professional and support staff when training is related to improving opportunities and support for students with IEPs in general education classrooms			
<input type="checkbox"/>	Transportation costs for students with IEPs when related to the implementation of IEP goals			
<input type="checkbox"/>	Travel costs for parents of students with IEPs when travel is related to special education related activities			
<input type="checkbox"/>	Purchase of educational equipment used in supporting services and classroom curriculum for students with IEPs, <u>under</u> \$5,000.00			
<input type="checkbox"/>	Other - Please describe:			
		Instructional Support Sub-total	0.00%	0.00%

D. Uses that Need Prior Approval

Directions: Please check the appropriate boxes to select activities the LEA will carry out. Please note that not all activities have to be selected. However, if you selected one of the activities listed below, your LEA will need to obtain prior approval from the OSSE.	Briefly Describe Proposed Activity	Estimated Percentage of total Annual Part B Allocation		
		611 Annual	619 Annual	
<input type="checkbox"/> Purchase of educational equipment used in direct instruction of students with IEPs, <u>over</u> \$5,000.00	See Appendix A for details and complete Form X in your application.			
<input type="checkbox"/> Purchase of educational equipment used in supporting services and classroom curriculum for students with IEPs, <u>over</u> \$5,000.00	See Appendix A for details and complete Form X in your application.			
<input type="checkbox"/> Construction or alteration of facilities that would improve the LEA's delivery of special education services	See Appendix A for details and complete Form X in your application.			
		Uses that Need Prior Approval Sub-total	0.00%	0.00%
		Annual Totals - should sum to 100 percent	0.00%	0.00%

Above Cell Must Equal 100% - Please Fix! **Above Cell Must Equal 100% - Please Fix!**

5. Programmatic Spending Plan for Preliminary IDEA, Part B - ARRA Part B Funds

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Percentages should sum up to the total of 100 percent

LEA Name: **Select Your LEA**

A. Optional Set-Asides

Proposed Activity	Estimated Percentage of total ARRA IDEA, Part B Allocation	
	611 ARRA	619 ARRA
<input type="checkbox"/> Administrative funds - if the LEA chooses to use IDEA, Part B funds for administrative purposes, the LEA assures that administrative expenses will not exceed a necessary and reasonable amount. (In general, the OSSE will closely examine administrative costs in excess of 10%)		
<input type="checkbox"/> Coordinated Early Intervening Services (May not exceed 15%) - See page X in the instructions manual for details		
<input type="checkbox"/> IDEA Equitable Services (DCPS only) - See Tab 13 to determine the proportionate share required		
Optional Set-Asides Sub-total		0.00%

B. Direct Instruction

Directions: Please check the appropriate boxes to select the activities the LEA will carry out. Please note that not all have to be selected, and that additional activities can be indicated in the row marked "other."	Briefly Describe Proposed Activity	Estimated Percentage of total ARRA IDEA, Part B Allocation	
		611 ARRA	619 ARRA
<input type="checkbox"/> Employment of special education teachers, and special education instructional assistants who work with students with IEPs			
<input type="checkbox"/> stipends for general education teachers and special education instructional assistants involved in special education related activities for students with IEPs			
<input type="checkbox"/> Purchase services that are directly associated with the teaching of students with IEPs			
<input type="checkbox"/> Purchase of educational supplies, materials, curriculum, and software directly involved with implementing IEPs for students with IEPs			
<input type="checkbox"/> Training costs for general and special education teachers and special education instructional assistants when related to improving instruction for students with IEPs			
<input type="checkbox"/> Costs related to extended school year service for students with IEPs			
<input type="checkbox"/> Purchase of educational equipment used in direct instruction of students with IEPs, under \$5,000.00			
<input type="checkbox"/> Other - Please describe:			
Direct Instruction Sub-total		0.00%	0.00%

5. Programmatic Spending Plan - ARRA Part B Funds

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Percentages should sum up to the total of 100 percent

LEA Name: **Select Your LEA**

C. Instructional Support

Directions: Please check the appropriate boxes to select the activities the LEA will carry out. Please note that not all have to be selected, and that additional activities can be indicated in the row marked "other."	Briefly Describe Proposed Activity	Estimated Percentage of total ARRA IDEA, Part B Allocation	
		611 ARRA	619 ARRA
<input type="checkbox"/> Child Find Activities			
<input type="checkbox"/> Employment of related service providers who work with students with IEPs			
<input type="checkbox"/> Employment of other professional staff who directly support students with IEPs			
<input type="checkbox"/> Employment of support staff who directly work on special education related duties for students with IEPs			
<input type="checkbox"/> Contracting for additional related service personnel to directly support students with IEPs			
<input type="checkbox"/> Contracting for consultants to improve and support special education services for students with IEPs			
<input type="checkbox"/> Stipends for students with IEPs in work-study, Employability and Career Skill Development programs or classes			
<input type="checkbox"/> Stipends for non-employees who indirectly support students with IEPs			
<input type="checkbox"/> Other purchased services related to special education activities for students with IEPs			

5. Programmatic Spending Plan - ARRA Part B Funds

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Percentages should sum up to the total of 100 percent

LEA Name: **Select Your LEA**

<input type="checkbox"/>	Purchase of educational supplies, materials, software, technology and curriculum supporting services and devices for students with IEPs			
<input type="checkbox"/>	Training costs for related service providers and other professional and support staff when training is related to improving opportunities and support for students with IEPs in general education classrooms			
<input type="checkbox"/>	Transportation costs for students with IEPs when related to the implementation of IEP goals			
<input type="checkbox"/>	Travel costs for parents of students with IEPs when travel is related to special education related activities			
<input type="checkbox"/>	Purchase of educational equipment used in supporting services and classroom curriculum for students with IEPs, <u>under</u> \$5,000.00			
<input type="checkbox"/>	Other - Please describe:			
		Instructional Support Sub-total	0.00%	0.00%
D. Uses that Need Prior Approval				
<p>Directions: Please check the appropriate boxes to select activities the LEA will carry out. Please note that not all activities have to be selected. However, if you selected one of the activities listed below, your LEA will need to obtain prior approval from the OSSE.</p>		Briefly Describe Proposed Activity	Estimated Percentage of total ARRA IDEA, Part B Allocation	
			611 ARRA	619 ARRA
<input type="checkbox"/>	Purchase of educational equipment used in direct instruction of students with IEPs, <u>over</u> \$5,000.00	See Appendix A for details and complete Form X in your application.		
<input type="checkbox"/>	Purchase of educational equipment used in supporting services and classroom curriculum for students with IEPs, <u>over</u> \$5,000.00	See Appendix A for details and complete Form X in your application.		
<input type="checkbox"/>	Construction or alteration of facilities that would improve the LEA's delivery of special education services	See Appendix A for details and complete Form X in your application.		
		Uses that Need Prior Approval Sub-total	0.00%	0.00%
		ARRA Totals - should sum to 100 percent	0.00%	0.00%
			Above Cell Must Equal 100% - Please Fix!	Above Cell Must Equal 100% - Please Fix!

6. Programmatic Spending Plan for Preliminary IDEA, Part B - CEIS Part B Funds

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Percentages should sum up to the total of 100 percent

LEA Name:

Select Your LEA

Please indicate the Part B grant your LEA has chosen to reserve funds for CEIS [Select Your Grant](#)

CEIS Spending Plan

Directions: Please check the appropriate boxes to select the activities the LEA will carry out. Please note that not all have to be selected, and that additional activities can be indicated in the row marked "other."	Please Briefly Describe Proposed Activity	Estimated Percentage of Total CEIS Allocation
<input type="checkbox"/> Professional development (which may be provided by entities other than the LEA) for teachers and other school staff to enable them to deliver scientifically based academic instruction.		
<input type="checkbox"/> Professional development (which may be provided by entities other than the LEA) for teachers and other school staff to enable them to deliver scientifically based behavioral interventions.		
<input type="checkbox"/> Professional development (which may be provided by entities other than the LEA) for teachers and other school staff to enable them to deliver scientifically based literacy instruction, and where appropriate, instructions on the use of adaptive and instructional software.		
<input type="checkbox"/> Purchase of educational supplies, materials, curriculum, and software directly involved with supporting students who need additional academic and behavior support to succeed in the general education environment.		
<input type="checkbox"/> Provision of educational and behavioral assessments, services, and supports including scientifically based literacy instruction.		
<input type="checkbox"/> Employment of consultants who provide services to general education students who need additional "academic and behavioral support".		
<input type="checkbox"/> Other - Please describe:		
		CEIS Total
		0%

Above Cell Must Equal 100% - Please Fix!

Please note that (1) CEIS funds may not be used to support students with IEPs; and (2) there must be a close and demonstrable connection between CEIS activities and students in general education needing additional academic and behavioral supports. If the connection between the funded activity and children needing CEIS support is remote or tenuous (i.e. paying support staff salaries), such use of funds will be subject to close scrutiny.

7. DCPS ONLY Programmatic Spending Plan - For Preliminary IDEA, Part B - Section 611 Equitable Services Set-Aside

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Percentages should sum up to the total of 100 percent

LEA Name: **Select Your LEA**

A. Direct Instruction to Parentally Placed Private School Students with a disability and who have a service plan			
Directions: Please check the appropriate boxes to select the activities the LEA will carry out. Please note that not all have to be selected, and that additional activities can be indicated in the row marked "other."	Briefly Describe Proposed Activity	Estimated Percentage of total Annual Part B Allocation	
		Select Your Grant	Select Your Grant
<input type="checkbox"/> Employment of special education teachers, and special education instructional assistants who work with parentally-placed private school students with a disability and who have a service plan			
<input type="checkbox"/> Stipends for general education teachers and special education instructional assistants involved in special education related activities for parentally-placed private school students with a disability and who have a service plan			
<input type="checkbox"/> Purchase services that are directly associated with the teaching of parentally-placed private school students with a disability and who have a service plan			
<input type="checkbox"/> Purchase of educational supplies, materials, curriculum, and software directly involved with implementing service plans for parentally-placed private school students with a disability and who have a service plan			
<input type="checkbox"/> Training costs for general and special education teachers and special education instructional assistants when related to improving instruction for parentally-placed private school students with a disability and who have a service plan			
<input type="checkbox"/> Costs related to extended school year service for parentally-placed private school students with a disability and who have a service plan			
<input type="checkbox"/> Purchase of educational equipment used in direct instruction of parentally-placed private school students with a disability and who have a service plan, under \$5,000.00 for parentally-placed private school students with a disability and who have a service plan			
<input type="checkbox"/> Other - Please describe:			
Direct Instruction Sub-total		0.00%	0.00%

7. DCPS ONLY

Programmatic Spending Plan - For Preliminary IDEA, Part B - Section 611 Equitable Services Set-Aside

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Percentages should sum up to the total of 100 percent

LEA Name: **Select Your LEA**

C. Instructional Support

Directions: Please check the appropriate boxes to select the activities the LEA will carry out. Please note that not all have to be selected, and that additional activities can be indicated in the row marked "other."	Briefly Describe Proposed Activity	Estimated Percentage of total Annual Part B Allocation	
		Select Your Grant	Select Your Grant
<input type="checkbox"/> Employment of related service providers who work with parentally-placed private school students with a disability and who have a service plan			
<input type="checkbox"/> Employment of other professional staff who directly support parentally-placed private school students with a disability and who have a service plan			
<input type="checkbox"/> Employment of support staff who directly work on special education related duties for parentally-placed private school students with a disability and who have a service plan			
<input type="checkbox"/> Contracting for additional related service personnel to directly support parentally-placed private school students with a disability and who have a service plan			
<input type="checkbox"/> Contracting for consultants to improve and support special education services for parentally-placed private school students with a disability and who have a service plan			
<input type="checkbox"/> Stipends for parentally-placed private school students with a disability and who have a service plan in work-study, Employability and Career Skill Development programs or classes for parentally-placed private school students with a disability and who have a service plan			
<input type="checkbox"/> Stipends for non-employees who indirectly support service plans for parentally-placed private school students with a disability and who have a service plan			
<input type="checkbox"/> Other purchased services related to special education activities for parentally-placed private school students with a disability and who have a service plan			

7. DCPS ONLY Programmatic Spending Plan - For Preliminary IDEA, Part B - Section 611 Equitable Services Set-Aside

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Percentages should sum up to the total of 100 percent

LEA Name: **Select Your LEA**

<input type="checkbox"/>	Purchase of educational supplies, materials, software, technology and curriculum supporting services and devices for parentally-placed private school students with a disability and who have a service plan			
<input type="checkbox"/>	Transportation costs for parentally-placed private school students with a disability and who have a service plan when related to the implementation of their service plan			
<input type="checkbox"/>	Travel costs for parents parentally-placed private school students with a disability and who have a service plan when travel is related to service plan related activities			
<input type="checkbox"/>	Purchase of educational equipment used in supporting services and classroom curriculum for parentally-placed private school students with a disability and who have a service plan, <u>under</u> \$5,000.00			
<input type="checkbox"/>	Other - Please describe:			
Instructional Support Sub-total			0.00%	0.00%

D. Uses that Need Prior Approval

Directions: Please check the appropriate boxes to select activities the LEA will carry out. Please note that not all activities have to be selected. However, if you selected one of the activities listed below, your LEA will need to obtain prior approval	Briefly Describe Proposed Activity	Estimated Percentage of total Annual Part B Allocation	
		Select Your Grant	Select Your Grant
<input type="checkbox"/> Purchase of educational equipment used in direct instruction of parentally-placed private school students with a disability and who have a service plan, <u>over</u> \$5,000.00	See Appendix A for details and complete Form X in your application.		
<input type="checkbox"/> Purchase of educational equipment used in supporting services and classroom curriculum for parentally-placed private school students with a disability and who have a service plan, <u>over</u> \$5,000.00	See Appendix A for details and complete Form X in your application.		
<input type="checkbox"/> Construction or alteration of facilities that would improve the LEA's delivery of special education services for parentally-placed private school students with a disability and who have a service plan	See Appendix A for details and complete Form X in your application.		
Uses that Need Prior Approval Sub-total		0.00%	0.00%
Annual Totals - should sum to 100 percent		0.00%	0.00%
		Above Cell Must Equal 100% - Please Fix!	Above Cell Must Equal 100% - Please Fix!

8. Budget Summary for Preliminary IDEA, Part B - Section 611 Annual Funds

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Budgeted amounts should sum to the amount listed in Table 5 for your LEA's Part B Section 611 Annual grant

LEA Name:

[Select Your LEA](#)

Your preliminary allocation is listed here:

\$-

CFDA #

84.027A

A. Direct Costs (611 Annual)

	Salaries	Fringe Benefits	Supplies and Materials	Fixed Costs (Rent & Utilities)	Contractual Services	Other Services (Including Travel)	Equipment	Totals
Administration	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Direct Instruction	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Support Services	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Operations and maintenance	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Student Transportation	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Sub-Totals	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Total Allocation								\$-

9. Budget Summary for Preliminary IDEA, Part B - Section 619 Annual Funds

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Budgeted amounts should sum to the amount listed in Table 5 for your LEA's Part B Section 619 Annual grant

LEA Name:

[Select Your LEA](#)

Your preliminary allocation is listed here:

\$-

CFDA #

84.173A

A. Direct Costs (619 Annual)

	Salaries	Fringe Benefits	Supplies and Materials	Fixed Costs (Rent & Utilities)	Contractual Services	Other Services (Including Travel)	Equipment	Totals
Administration	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Direct Instruction	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Support Services	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Operations and maintenance	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Student Transportation	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Sub-Totals	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Total Allocation								\$-

10. Budget Summary for Preliminary IDEA, Part B - Section 611 ARRA Funds

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Budgeted amounts should sum to the amount listed in Table 5 for your LEA's Part B Section 611 ARRA grant

LEA Name:

[Select Your LEA](#)

Your preliminary allocation is listed here:

\$-

CFDA #

84.39

A. Direct Costs (611 ARRA)

	Salaries	Fringe Benefits	Supplies and Materials	Fixed Costs (Rent & Utilities)	Contractual Services	Other Services (Including Travel)	Equipment	Totals
Administration	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Direct Instruction	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Support Services	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Operations and maintenance	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Student Transportation	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Sub-Totals	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Total Allocation								\$-

11. Budget Summary for Preliminary IDEA, Part B - Section 619 ARRA Funds

[Return To Table of Contents](#)

Budgeted amounts should sum to the amount listed in Table 5 for your LEA's Part B Section 619 ARRA grant

LEA Name:

[Select Your LEA](#)

Your preliminary allocation is listed here:

\$-

CFDA #

84.39

A. Direct Costs (619 ARRA)

	Salaries	Fringe Benefits	Supplies and Materials	Fixed Costs (Rent & Utilities)	Contractual Services	Other Services (Including Travel)	Equipment	Totals
Administration	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Direct Instruction	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Support Services	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Operations and maintenance	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Student Transportation	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Sub-Totals	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Total Allocation								\$-

12. Budget Summary for Preliminary IDEA, Part B - CEIS Set-Aside

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Budgeted amounts should sum to the amount listed in Table 5 for your LEA's Part B CEIS Reservation

LEA Name:

[Select Your LEA](#)

Your CEIS set-aside is listed here:

\$-

Your designated Part B grant is listed here:

[Select Your Grant](#)

CFDA #

A. Direct Costs (611 ARRA)

	Salaries	Fringe Benefits	Supplies and Materials	Fixed Costs (Rent & Utilities)	Contractual Services	Other Services (Including Travel)	Equipment	Totals
Administration	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Direct Instruction	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Support Services	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Operations and maintenance	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Student Transportation	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Sub-Totals	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Total Allocation								\$-

13. DCPS ONLY Budget Summary for Preliminary IDEA, Part B - Section 611 Equitable Services Set-Asi

[Return To Table of Contents](#)

Budgeted amounts should sum to the amount listed in Table 5 for your LEA's Part B Section 611 ARRA grant

LEA Name:

[Select Your LEA](#)

Your preliminary allocation is listed here:

\$-

Your designated Part B grant is listed here:

[Select Your Grant](#)

CFDA #

A. Direct Costs (611 ARRA)

	Salaries	Fringe Benefits	Supplies and Materials	Fixed Costs (Rent & Utilities)	Contractual Services	Other Services (Including Travel)	Equipment	Totals
Administration	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Direct Instruction	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Support Services	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Operations and maintenance	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Student Transportation	\$-	\$-	\$-	\$-	\$-	\$-		\$-
Sub-Totals	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Total Allocation								\$-

14. DCPS ONLY Budget Summary for Preliminary IDEA, Part B - Section 619 Equitable Services Set-Asi

[Return To Table of Contents](#)

Budgeted amounts should sum to the amount listed in Table 5 for your LEA's Part B Section 619 ARRA grant

LEA Name:

[Select Your LEA](#)

Your preliminary allocation is listed here:

\$-

Your designated Part B grant is listed here:

[Select Your Grant](#)

CFDA #

A. Direct Costs (619 ARRA)

	Salaries	Fringe Benefits	Supplies and Materials	Fixed Costs (Rent & Utilities)	Contractual Services	Other Services (Including Travel)	Equipment	Totals
Administration	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Direct Instruction	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Support Services	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Operations and maintenance	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Student Transportation	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Sub-Totals	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Total Allocation								\$-

15. Equipment Purchases - Justification Form

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LEA Name:

Select Your LEA

Section 605 of the IDEA authorizes OSSE to permit LEAs to use IDEA, Part B funds for the acquisition of equipment if the OSSE determines that the program would be improved by allowing funds to be used for those purposes. An LEA wishing to use IDEA, Part B funds for these purposes must request the OSSE's prior approval by checking the appropriate category in the appropriate spending plan and complete the below form indicating why the expenditure is necessary and reasonable, and how the expenditure will improve the LEA's special education program. For purposes of these prior approval requirements, "equipment" is defined to mean an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5,000 (2 CFR Part 225, Appendix B, 15.a). Carefully review the information found in Attachment A. IDEA and EDGAR require LEAs to follow very specific regulations regarding the use of Part B funds for construction, alteration, or equipment costs.

Please complete the chart below for any equipment purchases you are planning to make.

Equipment, and description of why it is needed	Expected Cost (\$)	Part B Grant
	\$-	Select Here

Please note, LEAs may not obligate/spend funds for the acquisition of equipment until the OSSE approves the expense. Once this justification form is reviewed the OSSE will contact your LEA to obtain further information regarding how your LEA plans to comply with the requirements outlined in Attachment A.

Approvals - For OSSE Internal Use Only

DSE Financial Manager:

Director of Special Education:

OSSE Office of General Counsel:

16. Construction or Alteration of Facilities - Justification Form

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LEA Name:

Select Your LEA

Section 605 of the IDEA authorizes OSSE to permit LEAs to use IDEA, Part B funds for construction or alteration of facilities if the OSSE determines that the program would be improved by allowing funds to be used for those purposes.

An LEA wishing to use IDEA, Part B funds for these purposes must request the OSSE's prior approval by checking the appropriate category in the associated spending plan and complete the below justification for why the expenditure is necessary and reasonable, and how the expenditure will improve the LEA's special education program. Carefully review the information found in Attachment A. IDEA and EDGAR require LEAs to follow very specific regulations regarding the use of Part B funds for construction, alteration, and/or equipment costs.

Please complete the chart below for any construction or facility alteration projects your LEA wishes to make

Construction or Alteration, and description of why it is needed	Expected Cost (\$)	Part B Grant
	\$-	Select Here

Please note, LEAs may not obligate/spend funds on construction or alteration of facilities until the OSSE approves the expense. Once this justification form is reviewed the OSSE will contact your LEA to obtain further information regarding how your LEA plans to comply with the requirements outlined in Attachment A.

Approvals - For OSSE Internal Use Only

DSE Financial Manager:

Director of Special Education:

OSSE Office of General Counsel:

17. IDEA Equitable Services Calculator

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LEA Name: **Select Your LEA**

Proportionate Share is the amount of grant funds that DCPS must spend during the FFY 2009 grant cycle on the provision of special education and related services for the parentally-placed private school students with disabilities enrolled in private elementary schools and secondary schools located in the LEA.

Table 1. Child Count for Parentally-Placed Private School Students & Eligible DCPS Students

	611 (3-21 yr. olds)	619 (3-5 yr. olds)
The number of eligible students with disabilities in public schools in DCPS	8,713	414
The number of parentally-placed students with disabilities in private elementary and secondary schools located in the LEA		
Total Number of Eligible Students	8713	414

Table 2. Total IDEA, Part-B 611 and 619, Annual and ARRA allocation for FFY2009:

	611 (3-21 yr. olds)	619 (3-5 yr. olds)
DCPS' Total IDEA, Part-B 611 and 619, Annual and ARRA allocations for FFY2009:	\$-	\$-

Table 3. Average Allocation

Average Allocation Formula	$\frac{\text{Total Allocation}}{\text{Total Number of Eligible Students}} = \text{Average Allocation Per Child}$	
DCPS' Average Allocation Formulas	$\frac{\$-}{8713} = \0.000	$\frac{\$-}{414} = \0.000

Table 4. Allocation to be expended for parentally-placed private school students with disabilities

Parentally-Placed Allocation Formula	$\text{Average Allocation} \times \text{The number of parentally-placed students with disabilities in private elementary and secondary schools located in the LEA}$	
DCPS' Proportionate Share of Part-B to	$\$0.000 \times =$	$\$0.000 \times =$

total amount to be expended for parentally-placed private elementary and secondary school students with disabilities

Table 5. 611 and 619 Annual and ARRA Part-B Equitable Services Portion

611 Annual & ARRA IDEA Part-B Equitable Services Portion	619 Annual & ARRA IDEA Part-B Equitable Services Portion
\$-	\$-
611 Amount Required	619 Amount Required
\$-	\$-

18. LEA Fiscal Workbook Signature Sheet

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Local Educational Agency Information

Full Legal Name of LEA:		Information about the LEA's Chief Executive Officer or Executive Director	
		Name:	
		Phone:	
		Title:	
LEA Official Mailing Address		Email:	
		Address (if different from LEA):	
Information about the Contact Person for this Application:			
Name:		Title:	
Phone:		Email:	
Address: (if different from LEA)			

Certification

I certify that all of the information contained in this application is true and accurate to the best of my knowledge. The agency named above has authorized me, as its representative, to file this application.

Signature - Name and Title (Chancellor, Board Member, or Designee)

Date

Printed Name - Name and Title (Chancellor, Board Member, or Designee)

Title

Submission:

A signed PDF version and an electronic copy of your completed Phase II Application (fiscal and programmatic) should be e-mailed to:

OSS.DSE-PartBFinance@dc.gov

LEA: Select Your LEA

DUE DATE: APPLICATIONS ARE DUE BY (OCTOBER 16th, 2009)

19. Helpful Definitions Page

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Instruction

Instruction includes the activities dealing directly with the interaction between teachers and students. Teaching may be provided for students in a school classroom, in another location such as a home or hospital, and in other learning situations such as those involving co-curricular activities. It may also be provided through some other approved medium, such as television, radio, computer, Internet, multimedia telephone, and correspondence, that is delivered inside or outside the classroom or in other teacher-student settings. Included here are the activities of aides or classroom assistants of any type (clerks, graders, teaching machines, etc.) who assist in the instructional process.

Support Services

Support services provide technical, and logistical support to facilitate and enhance instruction. These services exist as adjuncts for fulfilling the objectives of instruction, community services, and enterprise programs, rather than as entities within themselves. Includes activities associated with assisting the instructional staff with the content and process of providing learning experiences for students, and activities designed to assess and improve the well-being of students and to supplement the teaching process (i.e. related service providers).

Administration

Administration - Activities concerned with establishing and administering policy for operating the school district, and activities concerned with overall administrative responsibility for a school.

Operations and Maintenance

Activities concerned with keeping the physical plant open, comfortable, and safe for use and with keeping the grounds, buildings, and equipment in effective working condition and state of repair. These include the activities of maintaining safety in buildings, on the grounds, and in the vicinity of schools.

Student Transportation

Activities concerned with conveying students to and from school, as provided by state and federal law. This includes trips between home and school and trips to school activities.