



Pre-Application Conference: FFY 2018 IDEA Part B Application

August and September, 2018



Agenda

- Purpose, Overview, and General Changes
- Phase I Assurances
- Phase II Application Content
- Funding Requirements and Flexibilities
- Phase II Programmatic Narrative
- Phase II Sub Applications
- Q and A
- Contact Information



Purpose: IDEA

Part B of the *Individuals with Disabilities Education Act* (IDEA) (PL 108-446) is a federal entitlement grant program that provides funds to state education agencies (SEAs) and local education agencies (LEAs).

This grant helps to ensure that students with disabilities ages three through twenty-one:

- Have access to a free, appropriate public education (FAPE) to meet each student's unique needs; and
- Prepare him or her for further education, employment, and independent living.

These funds are provided to the SEA and LEAs using formulas outlined in the IDEA regulations. For more guidance about appropriate uses of IDEA Part B, see OSSE's Fiscal Grants Toolkit at: <https://osse.dc.gov/node/1267731>



Purpose: IDEA

IDEA, Part B- Section 611: Grants to States for the Education of Children with Disabilities

- ❖ Funding for the provision of supplemental special education and related services to students with qualifying disabilities aged 3 through 21 years old.

IDEA, Part B- Section 619: Grants to States for the Education of Children with Disabilities

- ❖ Funding for the provision of supplemental special education and related services to children with qualifying disabilities age 3-5 years old.



Overview: Grant Administration Requirements

- LEAs that accept funds must comply with the specific requirements outlined in the law.
- To qualify for funding under the law, LEAs must commit to specific assurances (phase I) and programmatic requirements (phase II).
- Once applications are fully approved, LEA expenditures must adhere to requirements outlined in the federal Uniform Grants Guidance (UGG), 2 CFR Part 200.



General Requirements: Use of Funds

- LEA uses of funds must be:
 - **Necessary** means the use meets the needs of the program.
 - **Reasonable** means that they are purchased at a cost that a prudent person would pay.
 - **Allowable** means that the use is in alignment with the intended purpose of the funds.
 - **Allocable** means that the percent of funding paid out of the program funds is not more than the percent of the item/time used to support the related program activities.



Phase I Assurances



Assurances Agreement Tab

OVERVIEW

PROGRAM_SPECIFIC
ASSURANCES

REPORTING
ASSURANCES

LOCAL SPED
BUDGET
COMPARISON

ASSURANCES
AGREEMENT

SUBMIT

ASSURANCES PRINT

Assurances

The authorized representative of the applicant certifies that he or she has read, understood and will comply with all of the provisions of the following assurances.

NOTE: These checkboxes will be automatically filled in as each of the separate certifications/assurances are read and agreed to.

Program Specific Assurances

Reporting Assurances

The assurances were fully agreed to on this date:

Example date



Overview

- Sub-grantees are required to ensure compliance with key requirements of IDEA through making assurances of compliance.
- Eligible sub-grantees must submit a set of “substantially approvable” assurances to Office of the State Superintendent of Education (OSSE) through Phase I of the application process.
- OSSE typically releases Phase I on June 1 of each year. LEAs are provided 30 calendar days to complete assurances so that they can begin obligating funds.
- LEAs can begin obligating funds only when OSSE has approved the LEA’s Phase I application, as early as July 1 or the date upon which assurances are approved, whichever is later.
- Failure to agree to the assurances will result in the inability to obligate funds.



Phase II:

Application Content



Phase II Application Overview

- OSSE released the Phase II application on July 2nd, after receiving Grant Award Notices (GANs) from the US Department of Education.
- This year, LEAs have until **December 31, 2018** to complete their Phase II applications.
- Reimbursement requests for expenditures cannot be approved until the Phase II application is completed and approved.



Application Content Overview

The EGMS application contains the following sections or “tabs”, listed below. OSSE has worked to streamline and clarify the application, adding new flexibilities. Areas with significant updates are noted below as well:

- Consolidated Application

- Overview
- Contact Information
- Allocations- Funding Distribution
- Program Information
- Assurance Confirmation
- Submit

- The application includes the following sub-applications:
 - IDEA 611- Annual
 - IDEA 611 Directed Use (as applicable, based on identified noncompliance)
 - IDEA 619 Preschool Program
 - IDEA 619 Directed Use (as applicable, based on identified noncompliance)
 - IDEA 611 Coordinated Early Intervening Services (CEIS)
 - IDEA 619 Coordinated Early Intervening Services (CEIS)
 - IDEA 611 Equitable Share (ES) for services to eligible students whose parents have elected to attend private schools (DCPS only)
 - IDEA 619 Equitable Share (ES) (DCPS only)



Getting Started: LEA Contact Section

OVERVIEW CONTACT INFORMATION DATA SOURCES LEA PLAN TITLE_IA SET-ASIDES ALLOCATIONS FUNDING DISTRIBUTION ASSURANCES CONFIRMATION SUBMIT APPLICATION HISTORY APPLICATION PRINT

Contact Information

* Denotes required field

Application Approval / Disapproval Copy Email Addresses

Check to add up to five (5) email addresses to receive copies of automated approval/disapproval notices. Only the Superintendent or Authorized Representative will be included in this list. Any other users who should receive notification should be listed.

Local Educational Agency (LEA)

- Applicants must provide their LEA contact information for:
 - Head of Organization
 - Grant Manager
 - Fiscal Staff (if different from the Grant manager)
- Please provide contact information for the person responsible for submitting the application.



Allocation Overview Tab

- The LEA Part B Section 611 award allocation consist of the following calculations:
 - Base payment/Students with IEPs:
 - fixed amount of funding based on the amount the LEAs would have received if the State had distributed 75 percent of the amount of the 611 funds the District of Columbia received in Federal fiscal year 1999, subject to adjustments to account for new LEAs
 - Based on number of students with disabilities being served by that LEA according to the annual child count; including students who have been place in a non-public setting for the purposes of FAPE
 - Population payment/Enrollment:
 - SEA distributes 85 percent of the remaining 611 grant funds and based on the relative number of students who are enrolled in public and private elementary schools and secondary schools within the District of Columbia
 - Poverty Payment:
 - SEA distributes 15 percent of the remaining 611 grant funds and based on the relative number of students living in poverty who are enrolled in public and private elementary schools and secondary schools within the District of Columbia
 - OSSE's IDEA Allocation Policy can be found at <https://osse.dc.gov/publication/osse-releases-state-level-allocation-policies-idea>



Allocation Overview Tab

Allocations

Below, allocations are displayed, provided by the Office of the State Superintendent of Education, for each program for which the LEA is applying for funding through this application.

Please note that allocations are subject to change according to the applicable federal and state statutes, regulations, and policies.

LEA Allocation for IDEA - 611 Annual

\$ 197,561.65



LEA Allocation for IDEA - 619 Preschool

\$ 598.11



Total LEA Allocation for IDEA Part B

\$ 198,159.76

Please indicate, by checking the applicable box below, the schedule that the LEA will follow for Federal Fiscal Year 2017 (July 1, 2017 - September 30, 2019, including the 'Tydings' period) for submitting reimbursement requests for all grants included in this application in order to maintain regular drawdowns of federal funds. From among these options, the LEA has the flexibility to choose a schedule that best meets its needs.

Monthly (12 workbooks per year)

Bi-Monthly (6 workbooks per year)

Quarterly (4 workbooks per year)

SAVE PAGE

CALCULATE TOTALS



Phase II Funding Distribution Tab

	Annual-611	Annual-611-DirectedUse	Preschool-619	Preschool-619-DirectedUse	CEIS-611-Annual	CEIS-619-Preschool	ES-611-DCPS-Only	ES-619-DCPS-Only
Current Year Funds								
Allocation	\$197,561.65	\$0.00	\$598.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ReAllocated (+)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Released (-)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Current Year Funds	\$197,561.65	\$0.00	\$598.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Prior Year(s) Funds								
Rollover (+)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ReAllocated (+)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Prior Year(s) Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total	\$197,561.65	\$0.00	\$598.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Adjusted Sub Total	\$197,561.65	\$0.00	\$598.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



Funding Requirements and Flexibilities



Coordinated Early Intervening Services (CEIS)

- IDEA allows LEAs to use funds provided under Part B of the IDEA for CEIS. These services are for children from kindergarten through grade 12, with an emphasis on children from kindergarten through grade 3, who are not currently identified as children with disabilities needing special education and related services but who need additional academic and behavior support to succeed in the general education environment.

These services can include:

- Professional development (for teachers and other school staff) and
- Educational and behavioral evaluations, services, and supports (34 CFR §300.226(b); 34 CFR §300.646(d)(1)(i)).

Under IDEA, the provision of CEIS can be voluntary or mandatory.

- Voluntary CEIS is defined by regulation at 34 CFR §300.226. These regulations allow LEAs to use up to 15 percent of their IDEA Part B Section 611 and Section 619 funds to implement voluntary CEIS.
- Mandatory CEIS, referred to as Comprehensive CEIS, is defined by regulations at 34 CFR §300.646(d). These regulations require LEAs identified by their states as having significant disproportionality based on race or ethnicity to reserve 15 percent of IDEA Part B Section 611 and Section 619 funds to implement comprehensive CEIS. States must identify disproportionality with respect to identification, placement, and/or disciplinary removals.



CEIS....continued

- OSSE must determine annually whether an LEA is required to implement CEIS. This decision is based on whether OSSE determines that an LEA has significant disproportionality in racial or ethnic representation with respect to:
 - The identification of children as children with disabilities, including the identification of children as children with disabilities with a particular impairment;
 - The placement in particular educational settings; and
 - The incidence, duration, and type of disciplinary actions, including suspensions and expulsions.
- If an LEA is determined to have significant disproportionality, the LEA will be required to review and, if appropriate, revise its policies and practices used in the identification or placement of children to ensure compliance with IDEA requirements.
- The LEA will also be required to reserve the full 15% set-aside for CEIS and to provide these services to children in the LEA and particularly (but not exclusively) to children in the groups that were significantly over-identified.
- If an LEA opts to use part of its IDEA funding on CEIS or is required to set-aside the full 15%, the LEA must annually report to OSSE: (i) the number of children who received CEIS and (ii) the number of children who received CEIS and subsequently were identified as children with disabilities and received special education and related services in the two year period prior to the report.



- Every year DCPS must expend a proportionate share of federal IDEA funds on equitable services for parentally placed private school children with disabilities.
- This means the money is allocated based on the number of students with disabilities in DC private/religious schools compared to the number of students with disabilities in the DCPS LEA.



IDEA Proportionate Share Example

IDEA Grant Funds

Federal Part B Flow-Through
LEA receives: \$100,000

$\$100,000 / 1,100$
 $= \$90.90$ per student

Number of eligible children with disabilities

$\$90.90$ per student
 $\times 100$ students

In public schools: 1,000
In private schools: + 100
Total in LEA: =1,100

$= \$9,090$ for the
proportionate share



Other Instances of Directed Use of Funds

- Pursuant to IDEA, OSSE makes determinations annually about the performance of LEAs related to implementing the requirements of the law.
- OSSE uses the same categories that the United States Department of Education, Office of Special Education Programs (OSEP) uses for state determinations as outlined in Section 616(d) of IDEA.
- In making determinations, OSSE examines fiscal and programmatic data (compliance and results) to assign programs one of the following determination levels:
 - Meets Requirements
 - Needs Assistance
 - Needs Intervention
 - Needs Substantial Intervention
- In cases in which an LEA is determined to need intervention for three or more consecutive years, OSSE will direct the LEA to use a percentage of its grant to address the identified area(s) of noncompliance.



Consolidation into a Title I Schoolwide Program

- Pursuant to the Elementary and Secondary Education Act, LEAs which are eligible for and elect to operate schoolwide programs are allowed to transfer funds to the Consolidated Schoolwide Program Pool (Schoolwide) located within the ESEA consolidated application.
- Subgrantees with allocations under this program may transfer up to 100% of their funds available to the Schoolwide program. Any untransferred, remaining funds, must be budgeted within this program.
- Transferred funds will appear on the Funding Distribution tab within the ESEA Consolidated Application / Schoolwide program.



Consolidation into a Title I Schoolwide Program

- IDEA provides a straightforward formula for LEAs and their schools that wish to consolidate a portion of their IDEA Part B funds in any fiscal year to carry out a schoolwide program.
- First, the LEA determines the amount of funds it received under the IDEA section 611 (ages 3-21) and 619 (ages 3-5) programs. Second, the LEA must divide the total amount of its IDEA grants by the number of children with disabilities in the jurisdiction of the LEA. Third, the LEA then multiplies this figure by the number of children with disabilities who will be participating in the schoolwide program.
- OSSE grant managers are available to support LEAs with completing these calculations. Moving forward, OSSE intends to explore development updates so that the calculations are automated, thereby reducing burden on the LEA.



SWP Consolidation Process

- LEAs will need to designate the amount of funds they would like to transfer into the schoolwide pool through a specific sub-application tab.
- We will address this process shortly when we review sub-applications.



Phase II Programmatic Narrative



Phase II Program Information Updates

- OSSE has updated the programmatic section of the IDEA application to ensure that the LEA is planning to address priority practice areas for DC.
- The LEA is required to address how the activities it has planned will support:
 - Oversight of students placed in nonpublic programs
 - Compliance with secondary transition requirements
 - Compliance with child find requirements
 - Timely initial evaluations and re-evaluations



Phase II Program Information Tab

- OVERVIEW
- CONTACT INFORMATION
- ALLOCATIONS
- FUNDING DISTRIBUTION
- PROGRAM INFORMATION
- DEPENDENT LEAS DCPS ONLY
- ASSURANCES CONFIRMATION
- SUBMIT
- APPLICATION HISTORY
- AMENDMENT DESCRIPTION
- APPLICATION PRINT

Program Information

[Instruction](#)

I. LEA Monitoring of Students in Nonpublic Schools

Describe in detail the activities the LEA carries out to ensure that students attending nonpublic schools receive a free and appropriate public education (FAPE) in the least restrictive environment (LRE) as required by 34 CFR §300.114.

Please specify activities (4 of 2000 maximum characters used)

test

II. Secondary Transition Requirements

If applicable, please describe in detail the LEA's efforts to ensure compliance with secondary transition requirements as required by 34 CFR §300.320(b).

Please specify activities (4 of 2000 maximum characters used)

test

III. Child Find

Please describe the LEA's plan to conduct public awareness and other activities (e.g., screening activities, referral methods, services for children advancing grade to grade and services for highly mobile students) sufficient to inform parents and the community concerning the availability of special education and related services and the methods available to request those services and programs, consistent with 34 CFR §300.111(a)(1)(i) and 34 CFR §300.201.

Please specify activities (4 of 2000 maximum characters used)

test

IV. Timely Initial evaluations and re-evaluations

Describe in detail how your LEA ensures timeliness and compliance of initial and re-evaluations in accordance with 34 CFR §300.301 and §300.303.

Please specify activities (4 of 2000 maximum characters used)

test



A Note about Successful Narratives

- Make a clear link between the data, the needs identified, the activities proposed to address the identified need, and the evidence-based strategies that will be utilized.
- Be detailed, yet concise.



Phase II Sub-Applications



A Note about Successful Budgeting

Identify Funding which Must be Set Aside to Ensure Appropriate Use:

- General Directed Use of Funds (IDEA Determination)
- CEIS Directed Use of Funds (Significant Disproportionality)
- Equitable Services (DCPS Only)

Summary of Planned Expenditures:

- Summarize planned uses of funds
- Align the summary of expenditures with the project

Itemized Budgets:

- Provide detailed expenditures for the proposed project
- Provide a description for each line item
- Align the itemized budget with permissible use of funds and with the summary of expenditures

Budget Summary:

- Summary of costs by program category and budget category
- This table is automatically populated with information from the itemized expenditures tabs

Sub-Applications



Sub Applications

- IDEA 611 Annual
- IDEA 611 Directed Use
- IDEA 619 Preschool
- IDEA 619 Directed Use
- IDEA 611 CEIS
- IDEA 619 CEIS
- IDEA 611 ES (DCPS Only)
- IDEA 619 ES (DCPS Only)

Top right had corner of main IDEA Part B application

Application Sections

IDEA Part B

[Printer-Friendly](#)

[Click to Return to GMS Access/Select Page](#)

[Click to Return to Menu List / Sign Out](#)



Transfers – Part B 611 and 619

- Annual-611 and 619 funds should only be transferred to the Directed Use category if OSSE has communicated to your LEA that a portion of your Annual-611 funds must be reserved for a directed use.
- Annual-611 and 619 funds should be transferred to CEIS-611-Annual if the LEA voluntarily opts to use a portion of its Annual funds for CEIS or if the LEA is required based on significant disproportionality.
- Annual-611 funds Must be used to send funds to ES-611-DCPS Only for Non-public institutions to receive their equitable share of funds. ONLY DCPS should make such transfers.

611 Annual/ Program Design

OVERVIEW

PROGRAM DESIGN

SPENDING PLAN

TRANSFER TO
SCHOOLWIDE

DETAILED PLANNING
EXPENDITURES

DIRECTED USE

EQUITABLE
SERVICES



Directed Use Funds Plan

This section should only be completed by an LEA that has been required through its Annual Determination letter to use a portion of its IDEA, Part B grant funds for a particular initiative(s).

Has OSSE indicated that IDEA Part B funds need to be provided for a particular initiative(s)?

Yes

No



Spending Plan Summary Tab

- This tab requires LEAs to designate amounts for the ways in which it would like to (or is required to) utilize funds, such as:
 - Optional or required set asides
 - Direct instruction
 - Instructional support
 - Uses needing prior approval
(e.g. construction/alteration/equipment over \$5,000)
 - Operational equipment
 - Facilities



Annual Spending Plan Tab

OVERVIEW

PROGRAM DESIGN

SPENDING PLAN

TRANSFER TO SCHOOLWIDE

DETAILED PLANNING EXPENDITURES

OPTIONAL SET-ASIDES

DIRECT INSTRUCTION

INSTRUCTIONAL SUPPORT

USES NEEDING PRIOR APPROVAL

OPERATIONAL EQUIPMENT

FACILITIES

Optional Set-Asides

Select the optional set-asides that will receive IDEA Part B 611 - Annual funds.

Total Allocation: \$ 197,561.65

1. Coordinated Early Intervening Services (CEIS Set-Aside)

Total IDEA Part B Allocation from the Funding Distribution page: \$ 4000.00

Percentage of total IDEA Part B Allocation from the Funding Distribution page: 2.02 %

You must also complete the CEIS program information.

2. IDEA Directed Use of Funds

Total IDEA Part B Allocation from the Funding Distribution page: \$ 400.00

Percentage of total IDEA Part B Allocation from the Funding Distribution page: 0.20 %

You must also complete the Directed Use program information.

3. IDEA Equitable Services (DCPS only)

Total IDEA Part B Allocation from the Funding Distribution page: \$ 0.00

Percentage of total IDEA Part B Allocation from the Funding Distribution page: 0.00 %

You must also complete the Equitable Services program information.

Total remaining funds after Optional Set-Asides for budgeting within IDEA 611 - Annual: \$ 193,094.13

4. Administrative Funds

SAVE PAGE

CALCULATE TOTALS



Detailed Planning Expenditures

- Salaries and benefits
- Professional Services
- Equipment
- Supplies and Materials
- Fixed Property Cost
- Other objects

OVERVIEW PROGRAM DESIGN SPENDING PLAN TRANSFER TO SCHOOLWIDE DETAILED PLANNING EXPENDITURES

BUDGET OVERVIEW SALARIES AND BENEFITS PROFESSIONAL SERVICES EQUIPMENT SUPPLIES AND MATERIALS FIXED PROPERTY COSTS OTHER OBJECTS BUDGET SUMMARY

Budget Overview [Instructions](#)

For each of the following budget categories, the LEA must provide a full list of all planning expenditures from the IDEA 611 - Annual funds available for budgeting. The total of all expenditures in this section must match the total amount of funds available for budgeting before the consolidated application can be submitted..

A summary of the budget category planning expenditures can be found on the Budget Summary tab.

TEST user ID: Cristi Purnell-LEA-UAT (38764CP)





Transfer to Schoolwide

- As noted above, LEAs now have the option to consolidate its funds for IDEA, Part B into a Title I Consolidated Schoolwide Program fund, if applicable.

[OVERVIEW](#)
[PROGRAM DESIGN](#)
[SPENDING PLAN](#)
[TRANSFER TO SCHOOLWIDE](#)
[DETAILED PLANNING EXPENDITURES](#)

Transfer to Consolidated Schoolwide Program Pool

Page Overview:

This program, pursuant to the Elementary and Secondary Education Act, allows the transferring of funds to the Consolidated Schoolwide Program Pool (Schoolwide), located within the ESEA Consolidated application.

Subgrantees with allocations under this program may transfer up to 100% of their funds available to the Schoolwide program. Any untransferred, remaining funds, must be budgeted within this program. Transferred funds will appear on the Funding Distribution tab within the ESEA Consolidated Application / Schoolwide program.

If you have an approved allocation, and would like to transfer some or all of that allocation to Schoolwide, please enter that amount here. This amount cannot be less than zero, or greater than the amount of your funds available (Allocation + Carryover).

If your organization would like to transfer funds to Schoolwide, please enter that whole dollar amount here:



Total Calculated



SAVE PAGE

Net Adjustment



Transfer to Schoolwide (net adjustment)

Optional Consolidation of Funds	Annual-611	Annual-611-DirectedUse	Preschool-619	Preschool-619-DirectedUse	CEIS-611-Annual	CEIS-619-Preschool	ES-611-DCPS-Only	ES-619-DCPS-Only
From Annual-611 (+)		400.00			4000.00		0.00	
From Preschool-619 (+)				150.00		25.00		0.00
Total Transfer	(\$4,400.00)	\$400.00	(\$175.00)	\$150.00	\$4,000.00	\$25.00	\$0.00	\$0.00

Net Adjustment ←	(\$4,467.52)	\$400.00	(\$175.00)	\$150.00	\$4,000.00	\$25.00	\$0.00	\$0.00
Total Available for Budgeting	\$193,094.13	\$400.00	\$423.11	\$150.00	\$4,000.00	\$25.00	\$0.00	\$0.00

	Annual-611	Annual-611-DirectedUse	Preschool-619	Preschool-619-DirectedUse	CEIS-611-Annual	CEIS-619-Preschool	ES-611-DCPS-Only	ES-619-DCPS-Only
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CALCULATE TOTALS

SAVE PAGE



Consistency Check/ NO REDS

- OVERVIEW
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Submit

The Consistency Check must be successfully processed before you can submit your application.

CONSISTENCY CHECK

LOCK APPLICATION

UNLOCK APPLICATION



Questions?





OSSE IDEA Webinar Session Dates

- Tuesday, August 14th, 2018
11am-12pm
- Wednesday, August 22nd, 2018
2pm-3pm
- Wednesday, September 12th, 2018
2pm-3pm
- Tuesday, September 18th, 2018
11pm-12pm



OSSE Key Contact Information

Thank you for your participation!

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