

# Pre-Application Conference: FFY 2018 IDEA Part B

**Application** 

August and September, 2018

- 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: <a href="https://osse.dc.gov/node/1267731">https://osse.dc.gov/node/1267731</a>



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

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 students with qualifying disabilities aged 3 through 21 years old.
- ❖ 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

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:

7/24/2017

Example date

- 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.



**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 <u>December 31, 2018</u> 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**

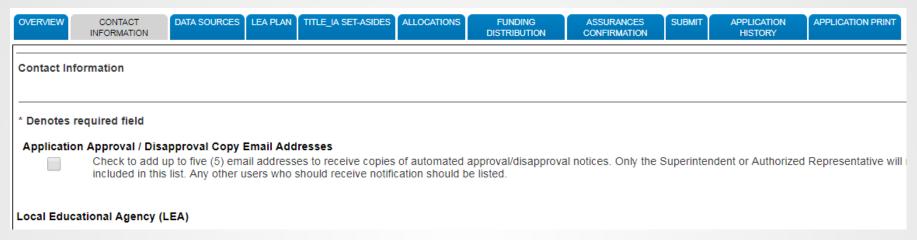
The EGMS application contains the following sections or "tabs", listed below. OSSE has worked to streamline and clarify the application, adding new flexibilities. Areas with significant updates are noted below as well:

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

- The application includes the following subapplications:
  - 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**



- 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 <u>https://osse.dc.gov/publication/osse-releases-state-level-allocation-policies-idea</u>



#### **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.



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.



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**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.

- 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 overidentified.
- 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 LFA.



#### 611 & 619 Equitable Share (ES)Sub-Applications (DCPS Only)

#### IDEA Proportionate Share Example

#### **IDEA Grant Funds**

Federal Part B Flow-Through

LEA receives: \$100,000

Number of eligible children with disabilities

In public schools: 1,000

In private schools: +100

Total in LEA: =1,100

\$100,000/ 1,100

= \$90.90 per student

\$90.90 per student

X 100 students

= \$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.

 LEAs will need to designate the amount of funds they would like to transfer into the schoolwide pool through a specific subapplication 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

OVE	RVIEW	CONTACT INFORMATION	ALLOCATIONS	Funding Distribution	PROGRAM INFORMATION	DEPENDENT_LEAS DCPS ONLY	ASSURANCES CONFIRMATION	SUBMIT	APPLICATION HISTORY	AMENDMENT DESCRIPTION	APPLICATION PRINT	
Prog	gram Info	ormation										Instruction
I.	Describe	in detail the ac				nding nonpublic scho	iols receive a free a	and appropr	iate public educatio	on (FAPE) in the le	ast restrictive environ	ment (LRE) as required by 34 CFR §300.114.
II.	If applica		cribe in detail th	e LEA's efforts to er mum characters use		vith secondary transit	ion requirements a	s required t	y 34 CFR §300.32	<sup>2</sup> 0(b).		
III.	the comr	lescribe the LEA munity concerni	ng the availabilit		n and related serv							highly mobile students) sufficient to inform parents and 1)(i) and 34 CFR §300.201.
IV.	Describe	in detail how yo				nd re-evaluations in a	accordance with 34	CFR §300.	301 and §300.303.			
	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:**

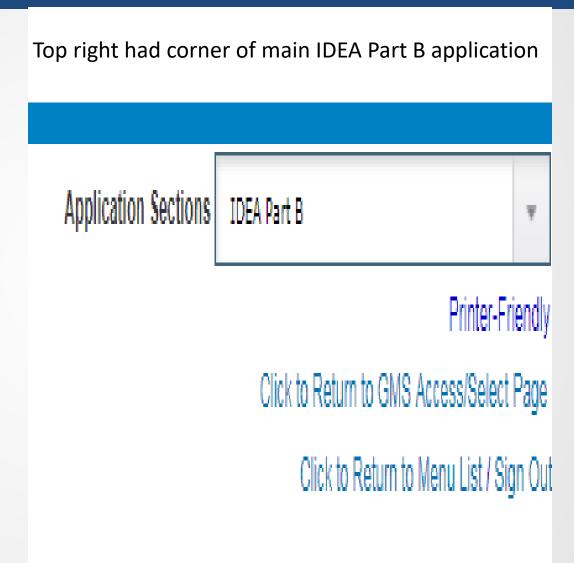
- Summary of costs by program category and budget category
- This table is automatically populated with information from the itemized expenditures tabs



#### **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)

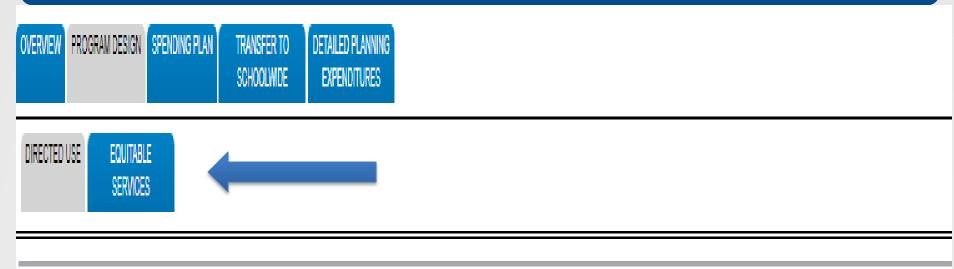




#### Transfers – Part B 611 and 619

- 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 Nonpublic institutions to receive their equitable share of funds. ONLY DCPS should make such transfers.

## 611 Annual/ Program Design



Directed Use Funds Plan

This section should only be completed by an LEA that has been required though 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)?







## 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

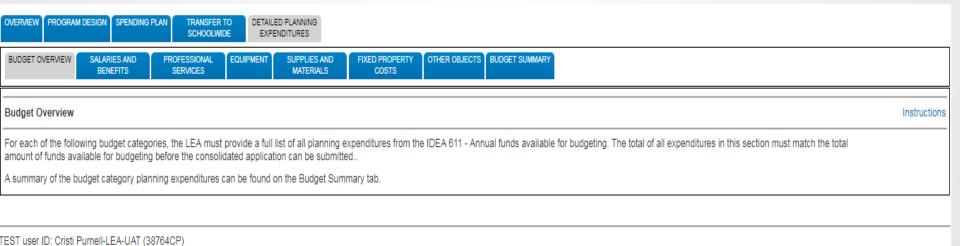
otiona	al Set-Asides		
elect th	ne optional set-asides that will receive IDEA Part B 611 - Annual funds.		
	Total Allocation:	\$ 197,561.65	
1.	Coordinated Early Intervening Services (CEIS Set-Aside)		
	Total IDEA Part B Allocation from the Funding Distribution page:	\$ 4000.00	
	Percentage of total 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		





### **Detailed Planning Expenditures**

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



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## 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 t	o Consolidated S	choolwide Progra	ım Pool		
Page Ove	rview:				
		-	gram, pursuant to onsolidated applic	he Elementary and Secondary Education Act, allows the transferring of funds to the Consolidated Schoolwide Progr ation.	am Pool (Schoolwide), located within the
		-		ns under this program may transfer up to 100% of their funds available to the Schoolwide program. Any untransferre will appear on the Funding Distribution tab within the ESEA Consolidated Application / Schoolwide program.	d, remaining funds, must be budgted within this
				ocation, and would like to transfer some or all of that allocation to Schoolwide, please enter that amount here. This ands available (Allocation + Carryover).	amount cannot be less than zero, or greater
		lf your or	ganization would	ike to transfer funds to Schoolwide, please enter that whole dollar amount here:  67.52	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

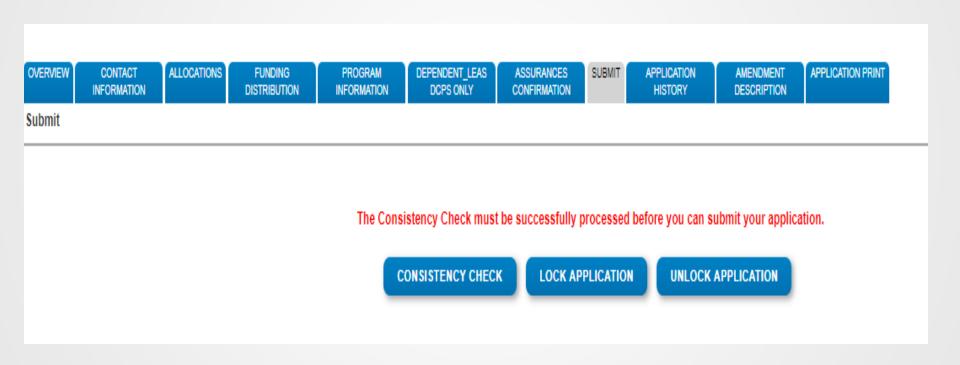
**CALCULATE TOTALS** 

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#### IDEA Part B Consolidated Application SUBMIT Tab

#### Consistency Check/ NO REDS







#### **OSSE IDEA Webinar Session Dates**

- Tuesday, August 14<sup>th</sup>, 2018 11am-12pm
- Wednesday, August 22nd, 2018 2pm-3pm
- Wednesday, September 12<sup>th</sup>, 20182pm-3pm
  - Tuesday, September 18<sup>th</sup>, 2018 11pm-12pm



#### **OSSE Key Contact Information**

#### Thank you for your participation!

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202-654-6117