IDEA Part B and Preschool Application
INSTRUCTIONS
2016-2017
Idaho State Department of Education
Special Education Division
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Accessing the IDEA Part B and Preschool Application

The IDEA Part B and Preschool Application can be accessed on the Special Education webpage at http://sde.idaho.gov/sped/funding/
Once you have opened the IDEA Part B and Preschool Application, be sure to change the year and login.

The following security and access information applies to the Application.

- Users who have never used any of the SDE Web portal application must first register. This process can be completed by clicking Register on the opening page of the IDEA Application, shown above, and following the registration procedures there.
- Users who are registered but who have never used the IDEA Application must be assigned the IDEA Editor User Role. This can only be done by district or school personnel who have the necessary administrative rights, including:
  - Superintendent
  - Superintendent’s Delegate
  - Technology Director
  - Admin Tool User

Special Education Division staff at the SDE cannot assign these rights to a new user.

- Registered users with the IDEA Editor role assigned, log on to the Application by clicking Log on at the top of the page, as shown above.
Welcome to the Idaho State Department of Education Log On Screen

Please select your appropriate Organization from the drop down list, per the instructions below.

- Students – select the “Student” option
- Employees of the State Dept. of Education – select “SDE”
- District users – select your respective District name
- If your District name is not present – select “Other”
- All other users (including non-District) – select “Other”

--- Select Organization ---
Continue to Sign In

- Select Organization (shown above) in order to enter User name and Password (shown below).

Log On

Please enter your username and password.

Account Information

Username: ______________________
Password: ______________________

Sign In

By entering your user name and password you represent that:

- You are an authorized user
- You have a legitimate educational interest for receiving the disclosure of information through access to Idaho State Department of Education information applications for which you are an authorized user
- You are responsible for ensuring that any re-disclosures of information by you complies with all applicable state and federal statutes and regulations

Applicable state and federal penalties may be imposed for the failure to act in a manner in accordance with the conditions above. The sharing of user account names and/or passwords to others is specifically prohibited and will result in the termination of your access to SDE applications as well as legal penalties if applicable.
Enter in new District information into the District Info section and hit Save. Once registered users have entered and saved their new District information, the rest of the IDEA Part B and Preschool Application will then become available.

### IDEA Part B and Preschool Application

#### Important General Information

The IDEA Part B and Preschool Application serves as an LEA’s application to federal special education funding provided under the Individuals with Disabilities Education Act (IDEA). Each year, Idaho receives two separate grants under IDEA – the Special Education Grants to States authorized under Section 611 of IDEA and Special Education Preschool Grants authorized under Section 619. School Districts may apply for both Section 611 funding (referred to in the Application as School Age) and Section 619 funding (Preschool) using this on-line application process.

The following information applies to these awards:

<table>
<thead>
<tr>
<th><strong>IDEA Part B School Age (Section 611)</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority: PL 108-446 IDEA</td>
<td></td>
</tr>
<tr>
<td>Program Title: Special Education – Grants to States</td>
<td></td>
</tr>
<tr>
<td>CFDA Number: 84.027A</td>
<td></td>
</tr>
<tr>
<td>Period of Availability: July 1st of the award year thru September 30th, 2 years subsequent</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>IDEA Part B Preschool (Section 619)</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority: PL 108-446 IDEA</td>
<td></td>
</tr>
<tr>
<td>Program Title: Special Education – Preschool Grants</td>
<td></td>
</tr>
<tr>
<td>CFDA Number: 84.173A</td>
<td></td>
</tr>
<tr>
<td>Period of Availability: July 1st of the award year thru September 30th, 2 years subsequent</td>
<td></td>
</tr>
</tbody>
</table>
A portion of the School Age award (approximately 25%) is available on July 1st. 100% of the Preschool Award is available as of that date. If LEAs wish to begin obligating these funds, the application will open July 1st each year for submission. *It is important to note, however, that it is possible that the allocations, as calculated at that time, may change, and LEAs that submit early applications may be required to revise their application based on these revisions.*

The full amount of the School Age award becomes available to the state on October 1st of each award year, and those funds may be obligated by the SDE to LEAs. LEAs, however, cannot begin obligating these new funds until the application has been submitted and approved by the SDE.

**Time Limits and Saving Your Work**

*Once you have entered the Application, there is a limited time period during which inactivity is allowed.* After 25 minutes of inactivity, the system will issue a five minute warning that your session will expire. It will prompt you to reenter your login information to stay logged in to the system. If you do not reenter your information, you will be logged off after 30 minutes. Be sure to hit the **Save** button frequently at the top of each page, to avoid losing information if your session expires and you are logged out.

**Self-Assessment Checklist**

**Important Note:** Though this section is listed after the Submit/Assurances page, the **Self-Assessment Checklist** needs to be completed before Submission of the application is possible.

The “Self-Assessment Checklist” link on the main page will take you to the application’s Fiscal Self-Assessment Accountability Checklist. Each question has a “Show/Hide Description” link that will provide more information about the question. You must respond to each individual question, Yes, No, or N/A. The LEA is encouraged to read these questions carefully because the electronic submission of the Fiscal Self-Assessment Accountability Checklist is a document for which the LEA is fully accountable.

**Submitting the Application and Assurances**

**Important Note:** After you have submitted the application, you will not be allowed to make further changes until SDE staff has completed the review of the application or until SDE staff reopens your access to the submitted application.

When you are ready to submit the finished application, the “Submit/Assurances” link on the main page will take you to the application’s Assurances pages. You must respond to each individual Assurance, Yes or No. The LEA is encouraged to read these assurances carefully because the electronic submission of the Assurances is a document for which the LEA is fully accountable. You are not required to Print and Sign the Assurances form.

When all assurances have been answered Yes, the **Save and Submit** button at the bottom of the screen will be activated. By clicking that button, the application will be submitted and transmitted to the SDE. A system generated email will notify the SDE and the submitter that the application has been successfully submitted.

**SDE Review of the Applications**

After SDE staff reviews your IDEA Part B and Preschool Application, the person designated on the District Home screen as the person completing the application will be notified by e-mail that the review is complete and will be directed to review the SDE comments. These comments, which may include clarifications, revisions or additional information, will be available by selecting the “Comments” link on the main screen.
If revisions to the application are necessary, on-line access to the application will be reopened by the SDE so that the necessary changes can be made. To reopen the Application, contact IdeaAdministrator@sde.idaho.gov or 208-332-6910. There is also a “District Replies” box in the comments section, which should be used to provide explanations or other information to SDE IDEA Part B staff.

**Components of the Application**

The components of the Application are listed in a menu along the left side of the screen, once the user is logged in:
**Getting Assistance with the IDEA Part B and Preschool Application**

General questions about the application submission process should be directed to:

IdeaAdministrator@sde.idaho.gov
Wendy Lee: 208-332-6916
Grace Dehner: 208-332-6910

Programmatic questions should be directed to SDE special education staff or regional coordinators:

Special Education Director and Coordinators
Special Education Regional and Statewide Consultants

**Completing the Application**

**Application Components**

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**District Home**

The District Info section of this page must be completed and saved before the other application components are activated and appear on the left side of the page.

**Person completing the application**

Enter the information for the person completing the application. This should be the primary contact person for any questions that the SDE may have about the application. Please be sure that the phone number and email listed are current and accurate.

**LEA is applying for Preschool funds**

By default, the box is checked. If the district is not applying for preschool funds, uncheck this box. This will deactivate the Preschool budget forms. This box will not be visible for Charter LEAs.

**The school district has determined that there are no private schools**

Check this box if there are no private schools within the boundaries of the district. Checking this box will deactivate the Private Schools forms. If it is left unchecked, the district will be required to report all private schools within the district the meet the IDEA definitions.

For more information about the IDEA requirements for Parentally-placed Private School Children, refer to the **IDEA Part B Funding Manual** and **Chapter 9** of the *Idaho Special Education Manual 2007*, or the link to Private School FAQs on the Application Home Page.

**Business Manager, Special Education Director, Superintendent, Administrator**

This section is prefilled with information about the LEA’s Business Manager, Special Education Director, Superintendent, and or Administrator by information received from your District/Charter’s most recent ISEE Directory Program Contacts File. If any of the information listed here is not current or is incorrect, it should be immediately updated by submitting an updated Directory File via ISEE. Please consult with your District/Charter’s IT staff member or contact your Regional ISEE Technical Coordinator at Regionalcoordinatros@sde.idaho.gov if you need assistance.
CEIS Budget

If the district or LEA intends to set-aside IDEA Part B funds for Coordinated Early Intervening Services (CEIS), these budgets should be completed prior to completing the School Age Budgets. Any amounts budgeted here will be automatically entered on the current year School Age Budget as a line item amount.

Refer to the CEIS section in the IDEA Part B Funding Manual.

A school district or LEA may budget up to 15% of its total IDEA Part B allocation for the purpose of providing CEIS to students who are not currently identified as needing special education or related services, but who need additional academic and behavioral support to succeed in a general education environment.

**Amount budgeted**

The application is programmed so that no more than 15% of the total allocations may be entered here.

**CEIS Plan Narrative**

If any amount is budgeted above, a detailed narrative that meets all of the requirements of an adequate CEIS plan must be provided in this field. These plans will be carefully reviewed. A plan that does not meet adequate standards will be disapproved, causing the application to be disapproved.

**Assurances**

The final section of the CEIS page is the assurance that an LEA must provide if Part B funds are budgeted for this purpose.
**SchoolWide Programs**

In general, the Special Education Division does not encourage consolidating IDEA Part B funds in Schoolwide Programs and such consolidations are rarely approved. **Prior to completing this form and submitting the Part B Application, a LEA must contact the Special Education Funding and Accountability Coordinator to determine if this is an appropriate use of funds.**

Refer to the Schoolwide section in the [IDEA Part B Funding Manual](#).

If an LEA will consolidate IDEA Part B funds with other funds to carry out an approved schoolwide program under Title I of the ESEA, it must complete this component of the application. An LEA may budget an amount of Part B funds for schoolwide consolidation that is proportionate to the number of students with disabilities that are served in approved schoolwide programs in the LEA. The application is designed to calculate the maximum amount that may be budgeted for this purpose.

### Schoolwide Programs under Title I of ESEA for 2016-2017

If the LEA will use IDEA Part B funds for Schoolwide Programs, complete the section below to calculate the maximum amount that may be used for Schoolwide Programs.

- **A.** Enter the total number of children with disabilities served by the LEA as of the date of this application.
- **B.** Enter the number of children with disabilities in the Schoolwide programs.
- **C.** LEA allocation for the current year (sum of SchoolAge and Preschool Allocations) **$1,485,018**
- **D.** Maximum amount that may be budgeted for the Schoolwide programs **(B+C)**
- **E.** Enter the amount budgeted **– no more than the amount in D.**

**Schoolwide Plan Narrative**

List all of the schoolwide schools in which these funds will be used along with a detailed description of how the funds will support the schoolwide plan.

**Assurances**

The final section of the Schoolwide page is the assurance that an LEA must provide if Part B funds are budgeted for this purpose.

---

**Section A - E**

A. Enter the total number of children with disabilities in the district or LEA (child count).
B. Enter the portion of the above who are served in schools with approved schoolwide programs.
C. This line is pre-filled with the total of the LEA’s Part B and Preschool allocation.
D. The system will calculate the maximum amount that may be budgeted for this purpose.
E. Enter the amount to be budgeted – no more than the amount in D.
If the district or LEA intends to set-aside IDEA Part B funds for Private Schools, these budgets should be completed prior to completing the School Age Budgets. Any amounts budgeted here will be automatically entered on the current year School Age Budget as a line item amount.


This section is not activated for charter school LEAs.

If a school district has not checked the box on the District Home page, indicating that there are no private schools located with the district, this section must be completed.

The Private Schools component of the application consists of 2 sections (tabs):
- Private Schools
- Proportionate Share Calculation.
**Private Schools**
Click the **Add School** button on the **Private Schools** tab to view the following:

![Private School Calculations for 2016-2017](image)

**Private School**
The only schools that can be entered are schools that appear on the drop-down list that is populated from the SDE core database. Be very careful when selecting schools from this list as many have very similar names. **Be sure the one that you select is the one that is actually in your district.** If you do not find a private school on the drop down list, send the following information to the **IDEAAdministration@sde.idaho.gov**:

- Name of school
- Address
- Telephone
- Contact
- Grades served

We will notify you by email when the school has been added to the database.

**Most Recent Date Contacted by District**
Enter the date that the district contacted the private school for the purpose of initiating a consultation. Districts are not required to contact or consult with schools annually; however, the date reported here should be the most recent contact date.

**Total Current Enrollment**
Enter the Total Current Enrollment of the school.

*Important Note: This is for ALL students, not only students who may be eligible for special education services.*

The SDE has no means of obtaining enrollment information from private schools, so it is up to each district to obtain a current, accurate enrollment number from each private school reported. This number will be used in calculating your district’s allocation amount in the subsequent year.

Report only those schools that meet the definition of an Elementary or Secondary, non-profit school. To report a preschool or kindergarten, it must be a part of a school that includes grade 1 or above.
Do not report:

- For-profit private schools
- Free-standing preschools
- Free-standing kindergartens.

<table>
<thead>
<tr>
<th>Private School Calculations for 2016-2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Calculation of proportionate IDEA Part B and Preschool funds for private school students with disabilities</strong></td>
</tr>
<tr>
<td>Complete the following calculation to determine the proportionate amount of IDEA Part B funds to be used for the provision of services to parentally placed private school children with disabilities, ages 2-21.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line A</th>
<th>Total count of children with disabilities, ages 2-21, enrolled in district public schools from the November 1, 2015 child count</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>785</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line B</th>
<th>Count of eligible parentally placed private school students, ages 2-21, as reported on the November 1, 2015 child count</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line C</th>
<th>Percentage of total - B/A-B</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line D</th>
<th>SchoolAge Allocation for 2016-2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,429,499</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line E</th>
<th>Proportionate amount for private school students - CxD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

In line A of the first calculation, enter the total count of children with disabilities from the district’s most recent child count (including Parentally-Placed Private School Children,) all ages 3-21.

In line B enter the number of PPPSC, ages 3-21, from the district’s most recent child count.

The system will automatically calculate the amount to be set aside from Part B School Age funds for services to PPPSC ages 3-21. The calculated amount will automatically be entered on the Part B School Age Budget form.

If any of the above PPPSC were ages 3-5:

In Line A of the second calculation, enter the total count of children with the disabilities from the district’s most recent child count (including Parentally-Placed Private School Children,) ages 3-5 only.

In Line B enter the number of PPPSC, ages 3-5 only, from the district’s most recent child count.

The system will automatically calculate the amount to be set aside from Preschool funds for services to PPPSC ages 3-5. The calculated amount will automatically be entered on the Preschool Budget form.

Any of the above amounts remaining as of 9/30/2017, must be obligated for the provision of services to parentally placed private schools in the next year.
District Charter Schools

If there are any charters in the district that are chartered by the district, each one will be listed in the application components.

The District Charter Schools Section consists of 3 tabs:
- Assurance
- Prior Year Expenditures
- Budget.

**Important Note**: When entering amounts on any of the budget forms, enter numbers only. Do not enter commas, dollar signs, decimals, etc. The system will automatically format the amounts.

**Assurance**

Check the appropriate Service Provider button on the Assurance tab that applies to the provisions of the school’s charter for providing special education services. If the second button is checked, the district must submit the charter school budget.
**Prior Year Expenditures**

Enter actual expenditure amounts in each budget category as of June 30th of the current year.

Note that none of the budget line item amounts that were submitted as part of the previous year’s budget can be changed on this page. If a budget line item varies by 10% or more of the total, enter a detailed explanation of the change in the text box field at the bottom of the page.

### IDEA Part B Charter Budget Expenditures for 2015-2016

<table>
<thead>
<tr>
<th>IFAMS Obj. Code</th>
<th>Description</th>
<th>Amount Budgeted</th>
<th>Amount Expended as of 6/30/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>521-100</td>
<td>Salaries - Teachers and Aides</td>
<td></td>
<td></td>
</tr>
<tr>
<td>521-200</td>
<td>Benefits - Teachers and Aides</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>521-300</td>
<td>Purchased Services</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>521-400</td>
<td>Supplies</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>616-100</td>
<td>Salaries - Related Service Personnel</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>616-200</td>
<td>Benefits - Related Service Personnel</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>616-300</td>
<td>Purchased Services</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>616-400</td>
<td>Supplies</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Carryover</strong></td>
<td></td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

Notes: Please use the field below to explain any significant change (> 10% of total budget) from budget amounts to actual expenditures.
Budget

Amount Budgeted
There is no allocation amount provided on the budget form. The allocation amount must be agreed upon by the school district and the charter school. It should be a proportionate share of the total district allocation, determined either by enrollment and low-income levels or by child count. Note: The SDE does not provide district charter school allocations.

After the sub-allocation amount has been determined, the district and charter school in consultation should determine the budget amounts.

Budget Narrative
Each line with a budget amount requires a budget narrative, and like the district’s School Age and Preschool budgets, these narratives should be detailed enough to provide evidence that these funds will be used only for allowable excess costs of providing special education and related services to children with disabilities enrolled in the charter school.
School Age Budgets

After completing all of the above applicable set-aside budgets and narratives, you are ready to begin the School Age budgets. Any amounts that you have budgeted on the CEIS budget form, the Schoolwide budget form, and the Private School Proportionate share calculation, will be entered on the appropriate line of the current year School Age Budget.

The School Age Budget component consists of two tabs:

- Prior Year Expenditures
- Budget.

**Important Note:** When entering amounts on any of the budget forms, enter numbers only. Do not enter commas, dollar signs, decimals, etc. The system will automatically format the amounts.

**Prior Year Expenditures**

The Prior Year Expenditures tab automatically calculates carryover and moves the carryover amount to the current year budget. It is important to complete all expenditures on this form prior to beginning the Budget tab.

If you have not completed entering expenditures on the Prior Year Expenditures tab, the entire previous year allocation will be shown as carryover on the Budget tab.

Review your expenditure amounts and the resulting carryover carefully. This form serves as the LEA’s financial status report as required by federal regulations and submitting the form is the LEA’s assurance of the accuracy of its financial status at the end of the first year of the Part B award.
Amount Expended as of 6/30/20xx
Enter actual expenditure amounts in each budget category as of June 30th of the current year. If you are reporting expenditures through any other date (eg. 9/30/20xx) provide that information in the Notes field at the bottom of this screen.

Note that none of the budget line item amounts that were submitted as part of the previous year's budget can be changed on this page. If a budget line item varies by 10% or more of the total budget amount and the LEA did not apply for and receive preapproval from the SDE, enter a detailed explanation of the change in the text box field at the bottom of the page.

Indirect Costs
Only LEAs with a restricted indirect cost rate, as calculated and approved by Public School Finance for the previous year, may claim indirect costs on the expenditures form. The approved indirect cost rate for the previous year will appear on that line. Indirect costs may only be charged against actual expenditures less capital outlay and any charter school sub-allocations. The system will not allow entry of amounts in excess of the total allowable.

Adjustment Amount
In some cases, districts and LEAs will see an Adjustment Amount as the final line item on the previous year budget form, along with a notation of what the adjustment amount is – usually a supplemental award from expiring Part B funds. If total expenditures reported add up to at least the amount of this adjustment, carryover into the current year will be increased by this amount.

Budget
After completing and saving the previous year’s budget form for expenditures, begin the current year School Age Budget form.
When you open the *Budget* tab, you will see displayed at the top left of the form the current *Allocation Amount*, any *Carryover Amount* from the *Prior Year Expenditures* tab, and the resulting *Total Budget Amount*.

![School Age Budgets](image)

**Completing the School Age Budget**

Refer to *Allowable Uses of IDEA Part B Funds and Guide to IFARMS Accounting Codes* in the *IDEA Part B Funding Manual*.

The current year School Age budget is where the LEA budgets the total school age or Section 611 allocation of IDEA Part B funds for allowable uses – the excess costs of providing special education and related services to children with disabilities, ages 3 through 21. It is important to note that, with the exception of amounts set aside for CEIS and Schoolwide consolidation, these excess costs, as outlined in the Allowable Uses Section of the Funding Manual, are the only costs that Part B funds may be used for. By submitting the budget completed here in the Application, the LEA is assuring that it will only expend Part B for the excess costs of special education.

Although the LEA may expend Part B funds over a 27 month period, the entire amount is budgeted here. The *Error: Budget tab – Total budgeted amount must equal the total amount available* will remain at the top of the form until the full amount has been budgeted. The application cannot be submitted until all of the allocation has been budgeted. Any funds unexpended in the first year are carried over and will be re-budgeted in the subsequent year.

**Amount Budgeted**

Each line item with a budget amount requires a budget narrative.
Budget Narrative
The budget narrative must be detailed enough to adequately indicate the specifics of how the LEA will expend the funds.

For example, in budget item 521-100 – Salaries-Teachers and Aides, the narrative should detail how many and what types of positions will be funded with the amount budgeted. In 521-300 – Purchased Services indicate how much and for what services amounts are budgeted.

Remember, the goal is to provide evidence that the LEA is budgeting for allowable, excess costs of special education and related services. If the narrative does not adequately provide that evidence, the application will not be approved and will be returned for revisions.

Note: All expenditures for the provision of services to Parentally-Placed Private School Children must be entered on the Private School Proportionate Share line. This entry automatically calculates the Private School Proportionate Share Carryover amount that is entered on the current year Budget. These carryover funds may not be used for any other purpose without prior approval of the SDE Special Education Division.

This is an example of an unacceptable budget narrative:

![Budget Table](image)

Charter School Sub-allocation
Those districts that have district-chartered schools and that have completed a budget for a sub-allocation for the charter school, will enter the total amount budgeted on the IDEA Part B Charter Budget tab.

For the Budget Narrative, just enter the name of the charter school(s). See the District Charter Schools application component section above.
Coordinated Early Intervening Services – This amount will be pre-populated and unchangeable.

Schoolwide – This amount will be pre-populated and unchangeable.

Private School Proportionate Share
These budget amounts will be automatically entered if the LEA budgets any amounts on their respective forms. They cannot be entered by the user here.

Private School Proportionate Share Carryover
Private School carryover amount calculated on the Expenditures tab is entered here. These funds may only be used for services to Parentally-Placed Private School Children, are expended before any of the current year PPPSC funds, and must be expended by September 30 of the current grant period.

Indirect Costs
Only LEAs with a restricted indirect cost rate as calculated and approved by Public School Finance for the current year may claim indirect costs on the school age budget. The approved indirect cost rate for the current year will appear on that line. Indirect costs may only be budgeted against total budget amounts less capital outlay and any charter school sub-allocations. The system will not allow entry of amounts in excess of the total allowable.

Preschool Budgets

If the district has checked the LEA is applying for Preschool funds box on the District Home page, the Preschool Budgets will be activated. If the box is unchecked, Preschool Budgets will not appear in the list of components. The Preschool Budgets are automatically deactivated for charter school LEAs since they are not eligible for these funds.

The Preschool Budgets component consists of two tabs:
- Prior Year Expenditures
- Budget

Important Note: When entering amounts on any of the budget forms, enter numbers only. Do not enter commas, dollar signs, decimals, etc. The system will automatically format the amounts.

The Preschool Budgets function very similarly to the School Age Budgets. Begin by completing the Prior Year Expenditures tab.

Prior Year Expenditures

The Prior Year Expenditure tab automatically calculates carryover and moves the carryover amount to the current year budget. It is important to complete all expenditures on this form prior to beginning the Budget tab.

If you have not completed entering expenditures on the Prior Year Expenditure tab, the entire previous year allocation will be shown as carryover on the Budget tab.

Review your expenditure amounts and the resulting carryover carefully. This form serves as the LEA’s financial status report as required by federal regulations and submitting the form is the LEA’s assurance of the accuracy of its financial status at the end of the first year of the Part B award.
Amount Expended as of 6/30/20xx
Enter actual expenditure amounts in each budget category as of June 30th of the current year.

Note that none of the budget line item amounts that were submitted as part of the previous year’s budget can be changed on this page. If a budget line item varies by 10% or more of the total budget amount and the LEA did not apply for and receive preapproval from the SDE, enter a detailed explanation of the change in the field at the bottom of the page.

**Indirect Costs**
Only LEAs with a restricted indirect cost rate as calculated and approved by Public School Finance for the previous year, may claim indirect costs on the expenditures form. The approved indirect cost rate for the previous year will appear on that line. Indirect costs may only be charged against actual expenditures less capital outlay. The system will not allow entry of amounts in excess of the total allowable.

**Note:** All expenditures for the provision of services to Parentally-Placed Private School Children must be entered on the Private School Proportionate Share line. This entry automatically calculates the Private School Proportionate Share Carryover amount that is entered on the current
year Budget. These carryover funds may not be used for any other purpose without prior approval of the SDE Special Education Division.

**Budget**

After completing and saving the previous year’s budget form for expenditures, begin the current year Preschool Budget form.

When you open the Budget tab, you will see displayed at the top left of the form the current Allocation Amount, any Carryover Amount from the Prior Year Expenditure tab, and the resulting Total Budget Amount.

**Completing the Preschool Budget**

Refer to Allowable Uses of IDEA Part B Funds and Guide to IFARMS Accounting Codes in the IDEA Part B Funding Manual.

The current year Preschool budget is where the LEA budgets the total Preschool or Section 619 allocation of IDEA funds for allowable uses – the excess costs of providing special education and related services to children with disabilities, ages 3 through 5, in preschool programs. These excess costs, as outlined in the Allowable Uses Section of the Funding Manual, are the only costs that Preschool funds may be used for. By submitting the budget completed here in the Application, the LEA is assuring that it will only expend Preschool funds for the excess costs of special education and related services for 3 through 5 year olds with disabilities.

Although the LEA may expend Preschool B funds over a 27 month period, the entire amount is budgeted here. The Error: Budget tab – Total budgeted amount must equal the total amount available will remain at the top of the form until the full amount has been budgeted. The application cannot be submitted until all of the allocation has been budgeted. Any funds unexpended in the first year are carried over and will be re-budgeted in the subsequent year.

**Amount Budgeted**

Each line item with a budget amount requires a budget narrative.

**Budget Narrative**

The budget narrative must be detailed enough to adequately indicate the specifics of how the LEA will expend the funds.

For example, in budget item 522-100 – Salaries-Teachers and Aides, the narrative should detail how many and what types of positions will be funded with the amount budgeted. In 522-300 – Purchased Services, indicate how much and for what services amounts are budgeted.

Remember, the goal is to provide evidence that the LEA is budgeting for allowable, excess costs of special education and related services. If the narrative does not adequately provide that evidence, the application will not be approved and will be returned for revisions.

**Private School Proportionate Share Carryover**

Private School carryover amount calculated on the Expenditures tab is entered here. These funds may only be used for services to Parentally-Placed Private School Children, are expended before any of the current year PPPSC funds, and must be expended by September 30 of the current grant period.

**Indirect Costs**

Only LEAs with a restricted indirect cost rate as calculated and approved by Public School Finance for the current year may claim indirect costs on the Preschool budget. The approved indirect cost rate for the
current year will appear on that line. Indirect costs may only be budgeted against total budget amounts less capital outlay. The system will not allow entry of amounts in excess of the total allowable.

**Maintenance of Effort**

Refer to the *Maintenance of Effort Section* of the [IDEA Part B Funding Manual](#).

The Maintenance of Effort Section of the Application consists of the six tabs shown below:

![Maintenance of Effort Worksheet and Assurance Form - 2016-2017](image)

The first tab of the Maintenance of Effort section is the optional Local Funds Only tab, shown below:

![Maintenance of Effort Worksheet and Assurance Form - 2016-2017](image)

**Report of Local Funds Only for IDEA Part B Maintenance of Effort**

Complete this form ONLY if the LEA elects to report Local Funds only for the purpose of meeting the Maintenance of Effort requirements of 34 CFR §300.203

The LEA elects to use Local Funds for:
- FY 2016 compliance.
- FY 2017 eligibility.

Unless your district elects to use the Local Funds Only standard of 34 CFR §300.203 for the purpose of reporting Maintenance of Effort compliance and/or eligibility, skip this form and go on to Sections I, II and III for reporting MOE expenditures and budgets.
Note: IDEA regulations allow LEAs the option of reporting MOE expenditures and budgets using the Local Funds Only standard. Completion of the section will deactivate two or more of the other MOE tabs. Use this option only if your districts or school can provide information regarding the source of the local funds and can demonstrate ability to accurately track special education expenditure from that source. Using the Local Funds Only option may prompt enhanced fiscal monitoring of the LEA.

Depending upon the selection made at the top of the form, two or more of the other MOE tabs will be deactivated.

If the LEA checks FY 2016 Compliance, Sections I and II are hidden and the screen below is displayed:
If both FY 2016 Compliance and FY 2017 Eligibility are checked, the Sections I, II, and III tabs are all deactivated and the next screen is displayed:

In either case the LEA must complete each of the amounts fields by entering actual amounts of local funds only expenditures and/or budget amounts.
Section I Annual Report

This section is pre-filled with:
- Financial information reported in the LEA’s Annual IFARMS report for the fiscal year that ended two years prior;
- Certain information reported in the MOE Worksheet and Assurance of the previous year’s Application; and
- Child Count from two years prior.

The numbers in this section cannot be changed. However, examine the numbers carefully and if you have any questions or concerns, contact the Special Education Funding Coordinator at the SDE immediately.

Section II Expenditures

This is the compliance section of the Maintenance of Effort Assurance. It is used to determine if the district or LEA has met the MOE expenditure requirement in the most recently ended fiscal year.

The LEA must report all of its general fund expenditures for special education and related services and none that are not excess costs of special education.
The amounts reported in the first 3 lines should agree with the amounts reported in those same 3 function/program codes on the LEA’s audited financial statements and annual IFARMS report.

If there is a discrepancy after we have reviewed the IFARMS report, the amounts reported on the Annual Report will be used to determine MOE compliance.

**IFARMS 200-521, 100-522, 100-616**
Complete the form by entering the total of all the LEA’s expenditures in the appropriate function/programs codes in the first 3 lines.

**Combined Total**
The system will automatically calculate the combined total of those entries.

**Professional Development, Transportation Costs, Other**
If the LEA has special education or related services expenditures that are not accounted for in one of the 3 function/programs, enter the amounts into the appropriate category.

If you enter an amount in the Other category, you must enter a description that adequately describes what the expenditures were and how those expenditures are excess costs of special education.
Medicaid Reimbursements
Enter an amount here only if one or more of the IFARMS Function /program amounts is not net of Medicaid reimbursement. In leaving this field blank, the LEA is providing assurance that it is in compliance with 34CFR §300.154(g)(2) – that its calculation of MOE only includes the net amount of Medicaid reimbursable expenditures less Medicaid reimbursement for those expenditures.

Amounts entered in the Medicaid reimbursement field are automatically subtracted from the Adjusted Total.

The most recent Child Count is pre-filled and the child count number is used to calculate the Average Per Pupil Expenditure.

After you have saved your entries on this form, if neither the Adjusted Total nor the Average Per Pupil Expenditure is equal to or greater than the corresponding amount in Section I, you may see a message similar to the one shown below:

THE LEA DOES NOT MEET THE MOE COMPLIANCE REQUIREMENT, EITHER IN TOTAL EXPENDITURES OR PER PUPIL EXPENDITURES
Total MOE Compliance Failure: $4,502

Expenditure Exception Worksheet

If your district or LEA can claim one or more of the allowable exceptions to MOE that occurred during the fiscal year for which the expenditures are reported, you should now complete the Allowances for Exceptions to Maintenance of Effort Actual Expenditures form by clicking on the Expenditure Exception Worksheet tab.

Note: New item on the Expenditure Exception Worksheet – mark this new checkbox if you are using this exception when you have a number of students leaving the LEA, or a decrease in overall child count from one year to the next and have also used the SDE prescribed calculation to compute the cost of those students. Do not include this amount in your “Termination of Costly Obligation” section for a particular student.
Enter the exact amount of any allowable reduction that occurred during the most recent fiscal year in the appropriate box. After all allowable exceptions have been entered, click the Save button.

The Total is calculated and transferred to Section II Expenditures tab:

The MOE compliance is then re-calculated. If the warning message shown above disappears, the LEA has met the MOE compliance requirement.

**Section III Budget**

This is the eligibility component of the Maintenance of Effort section. IDEA regulations state that, in order to be eligible for Part B funding, a LEA must budget “at least the same total or per capita amount” as it expended, from state and local or local funds only, in the previous fiscal year.
IFARMS 200-521, 100-522, 100-616
Complete the form by entering the budget amounts for each of the three special education general fund function/program codes.

Combined Total
The system will automatically calculate the combined total of those entries.

Professional Development, Transportation Costs, Other
If the LEA has budgeted costs for special education or related services that will not be accounted for in one of the three function/programs, enter the budget amounts in the appropriate category.

If you enter an amount in the Other category, you must enter a description that adequately describes what the budget amounts are for and how those amounts are excess costs of special education.
Medicaid Reimbursements

By now, the LEA’s accounting system should be configured so that only expenditures that are net of any Medicaid reimbursements are accounted for in the three special education function/program codes. However, if any of the amounts in those function/programs include budget expenditures for which the LEA will subsequently receive Medicaid reimbursement, enter the projected amount of that reimbursement here. By leaving this field blank, the LEA is providing assurance that it is in compliance with 34CFR §300.154(g)(2) – that its calculation of MOE eligibility does not treat any projected Medicaid revenue as state and local funds.

Amounts entered in the Medicaid reimbursement field are automatically subtracted from the Adjusted Total.

Enter your best estimate of the LEA’s current year child count. The child count number is used to calculate the Average Per Pupil budgeted amount.

After you have saved your entries on this form, if neither the Adjusted Total nor the Average Per Pupil budgeted amount is equal to or greater than the corresponding amount in Section II, you may see a message similar to the one shown below:

| THE LEA DOES NOT MEET THE MOE ELIGIBILITY REQUIREMENT,          |
| EITHER IN TOTAL BUDGETED AMOUNT OR PER PUPIL BUDGETED AMOUNT    |
| Total Budgeted MOE Reduction: $100,000                          |

Budget Exception Worksheet

If your district or LEA can claim one or more of the allowable exceptions to MOE that will occur during the current fiscal year, you should now complete the Allowances for Exceptions to Maintenance of Effort Budgeted Expenditures form by clicking on the Budget Exception Worksheet tab.
Note: New item on the Budget Exception Worksheet – mark this new checkbox if you are using this exception when you have a number of students leaving the LEA, or a decrease in overall child count from one year to the next and have also used the SDE prescribed calculation to compute the cost of those students. **Do not include this amount in your “Termination of Costly Obligation” section for a particular student and/or if it involves a particular student**

Enter the exact amount of any allowable reduction that will occur during the current fiscal year in the appropriate box. After all allowable exceptions have been entered, click the **Save** button.
The **Total** is calculated and transferred to Section III *Budget* tab.

The MOE eligibility is then re-calculated. If the warning message shown above disappears, the LEA has met the MOE eligibility requirement.
### Excess Cost Calculation For School Districts and LEAs

As required by IDEA 2004, Section 602(8) and 34 CFR §300.16 and Appendix A to 34 CFR Part 300

<table>
<thead>
<tr>
<th>2015-2016 expenditures for all students (including students with disabilities)</th>
<th>Elementary</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>From State and Local funds</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>From Federal Funds</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Less:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amounts expended from federal program allocations (do not include amounts allocated but not expended in the school year and carried over)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IDEA Part B</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Title I A</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Title III A and B</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>State and local Funds expended specifically for programs under Title I A and Title III A and B</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>State and local funds expended specifically for providing services to children with disabilities. The total of amounts entered here must equal the Adjusted Total on the Maintenance of Effort Section II Expenditures Form</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Any amounts for capital outlay and debt service</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Net total expenditures for all students</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

Calculation of average 2015-2016 per pupil expenditure for all students (including students with disabilities)

<table>
<thead>
<tr>
<th></th>
<th>Elementary</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Enrollment (all students including students with disabilities, as reported to SDE November 2015)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Spring Enrollment (all students including students with disabilities, as reported to SDE March 2016)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Average Enrollment, 2015-2016</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Average annual per student expenditure for all students, 2015-2016</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

Total number of children with disabilities served by the LEA in 2015-2016 (November 2015 Child Count) | 0 | 0 |

Total minimum amount of funds the LEA must spend for the education of children with disabilities in elementary and secondary schools before using IDEA Part B funds | $0 | $0 |
Appendix A to Part 300:
Except as otherwise provided, amounts provided to an LEA under Part B of the Act may be used only to pay the excess costs of providing special education and related services to children with disabilities. Excess costs are those costs for the education of an elementary school or secondary school student with a disability that are in excess of the average annual per student expenditure in an LEA during the preceding school year for an elementary school or secondary school student, as may be appropriate. An LEA must spend at least the average annual per student expenditure on the education of an elementary school or secondary school child with a disability before funds under Part B of the Act are used to pay the excess costs of providing special education and related services.

<table>
<thead>
<tr>
<th>2015-2016 expenditures for all students (including students with disabilities)</th>
<th>In lines 1 and 2 report all expenditures from the previous fiscal year made by the LEA to provide education to all student regardless of disability, low income status, or any other risk factor and regardless of source of funds. These are bottom-line expenditure amounts, not just instructional costs. The LEA must determine a reasonable and defensible methodology for allocating costs to elementary and secondary, if the accounting system does not naturally make that distinction, such as in function/programs 512 and 515.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 From State and Local funds</td>
<td>All expenditures from state and local funds, not just instructional costs.</td>
</tr>
<tr>
<td>2 From Federal Funds</td>
<td>All expenditures from any federal source funds. Expenditures only, not allocation amounts.</td>
</tr>
<tr>
<td>Less:</td>
<td></td>
</tr>
<tr>
<td>3 Amounts expended from federal program allocations (do not include amounts allocated but not expended in the school year and carried over)</td>
<td></td>
</tr>
<tr>
<td>4 IDEA Part B</td>
<td>All amounts expended from Part B funds (School age and Preschool.) Expenditures only, not allocation amounts.</td>
</tr>
<tr>
<td>5 Title I A</td>
<td>Any amounts expended from Title I A funds.</td>
</tr>
<tr>
<td>6 Title III A and B</td>
<td>Any amounts expended from Title III A and B.</td>
</tr>
<tr>
<td>7 State and local Funds expended specifically for programs under Title I A and Title III A and B</td>
<td>Report here any state and local funds used specifically to support programs under Title I A and Title III A and B.</td>
</tr>
<tr>
<td>8 State and local Funds expended specifically providing services to children with disabilities. The amount entered here should equal the Adjusted Total of the Maintenance of Effort Section II Exp. Form.</td>
<td>This amount should agree with the amounts reported on the Maintenance of Effort Assurance, Section II, plus any amounts reported on that form for other state and local special education expenditures.</td>
</tr>
<tr>
<td>9 Any amounts for capital outlay and debt service</td>
<td>If amounts for capital outlay and debt were included in the line 1 total, enter those amounts here.</td>
</tr>
<tr>
<td>10 Net total expenditures for all students</td>
<td>This line totals lines 1 and 2 and subtracts lines 3-9</td>
</tr>
<tr>
<td>Calculation of average 2015-2016 per pupil expenditure</td>
<td></td>
</tr>
<tr>
<td>11 Fall Enrollment (all students, as reported to SDE November 2015)</td>
<td>Official fall enrollment, elementary and secondary, as reported in November of the previous school year.</td>
</tr>
<tr>
<td>12 Spring Enrollment (all students, as reported to SDE March 2016)</td>
<td>Official spring enrollment, elementary and secondary, as reported in March of the previous school year.</td>
</tr>
<tr>
<td>13 Average Enrollment, 2015-2016</td>
<td>Calculates the average enrollment of the previous school year.</td>
</tr>
<tr>
<td>14 Average annual per student expenditure, 2015-2016</td>
<td>Calculates the per-pupil average expenditures, elementary and secondary, by dividing line 10 by line 13.</td>
</tr>
<tr>
<td>15 Total number of children with disabilities served by the LEA</td>
<td>Report here the number of elementary and secondary students with disabilities served by the LEA from the most current data available.</td>
</tr>
<tr>
<td>16 Total minimum amount of funds the LEA must spend for the education of children with disabilities in elementary or secondary schools before using IDEA Part B funds</td>
<td>Line 15 times line 14. IDEA funds may only be used for those costs of providing special education and related services that are above and beyond those costs of providing education for all students – “excess costs.” This is the amount that the LEA must expend, not necessarily before, but along with IDEA funds, on the population of students with disabilities.</td>
</tr>
</tbody>
</table>
If the following error is reported, please refer to Section II of the Maintenance of Effort Worksheet and Assurances form and make corrections as these two corresponding totals should match.

**NOTE – Once corrected, make sure to Save the corrected worksheets under both Maintenance of Effort & Excess Cost Calculation in Section II**

**EXAMPLE ERROR:** Excess Cost funds for services to children with disabilities does not match the Maintenance of Effort Expenditures Adjusted Total
# Self-Assessment Checklist

The LEA must respond, Yes, No, or N/A to each question on the Checklist.

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Response</th>
<th>Comments</th>
<th>SDE Requested Documentation</th>
<th>Corrective Action Required</th>
</tr>
</thead>
</table>
| **COST PRINCIPALS**  
1. Does the LEA have written policies and procedures that can assure they meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR 200 Subpart E 400-475? | ShowHide Description | Yes |  | Add File |  |
| **PROCUREMENT STANDARDS**  
2. Does the LEA have written policies and procedures which reflect applicable State, Local, and tribal regulations that ensure that its procurement mechanism conforms to the Federal procurement standards outlined in 2 CFR Part 200 Subpart D 317-332? (If your LEA and/or the SDE procurement guidelines are more restrictive than the listed Federal guidelines then use the LEA or state guidelines.) | ShowHide Description | Yes |  | Add File |  |
| **TIME AND EFFORT REPORTING AND CERTIFICATION**  
3. Does the LEA have in place time and effort reporting that complies with the requirement of 2 CFR 200.450, 200.463(a), and OMB Circular A-87? | ShowHide Description | Yes |  | Add File |  |
| **INVENTORY MANAGEMENT**  
4. Does the LEA have in place an inventory Management System and written policies for tracking property or materials purchased with Federal Funds, 2 CFR 200.33, 200.94, 2 CFR 200.20, 200.333? | ShowHide Description | Yes |  | Add File |  |
| **FINANCIAL/CASH MANAGEMENT**  
5. Does the LEA have a proper accounting system in place that can track and report expenditures separate from state and local funds, that includes policies, procedures, and internal controls which ensure all special education and related services costs and any excess costs of special education and related services are being accounted for in the proper function/program code 2 CFR 200.302? | ShowHide Description | Yes |  | Add File |  |
### Excess Cost Calculation

6. Can the LEA ensure the accuracy of its Excess Cost calculation in the annual IDEA Part B and Preschool Application?

- Yes
- No
- N/A

### Written Policies that Comply with Uniform Grant Guidance

7. Does the LEA have written policies and procedures on file and available for inspection that comply with the new Uniform Grant Guidance as required by 2 CFR Part 200 subparts B, C, D, E, and F?

- Yes
- No
- N/A

### Federal Program Audit

8a. In the last audit year, has the LEA had an audit of federal programs that resulted in an audit finding 2CFR 200.317-325?

- Yes
- No
- N/A

8b. If yes, have all audit findings and corrective action plans been addressed and corrected?

- Yes
- No
- N/A

### Staff Turnover

9a. Business Manager?

- Yes
- No
- N/A

Jane Doe
JaneDoe@isahschool.sd1.edu
(208)123-4567

9b. Superintendent/Administrator?

- Yes
- No
- N/A

9c. Special Education Program Director?

- Yes
- No
- N/A
Submit/Affirmation

When you click on the Submit/Affirmation component, the system will do a validation of all required application components. If there are sections of the application that have not been completed, you will see a list similar to the one below. Prior to completing the Assurances form and submitting the application, all of these must be completed without errors.

<table>
<thead>
<tr>
<th>The below listed errors need to be corrected before your application can be submitted.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Excess Cost</strong></td>
</tr>
<tr>
<td>• Excess Cost Worksheet has not been completed</td>
</tr>
<tr>
<td><strong>Maintenance of Effort</strong></td>
</tr>
<tr>
<td>• Maintenance of Effort forms have not been completed</td>
</tr>
<tr>
<td><strong>MERIDIAN MEDICAL ARTS CHARTER</strong></td>
</tr>
<tr>
<td>• Charter School Section has not been completed</td>
</tr>
<tr>
<td><strong>MERIDIAN TECHNICAL CHARTER HIGH</strong></td>
</tr>
<tr>
<td>• Charter School Section has not been completed</td>
</tr>
<tr>
<td><strong>PreSchool Budget</strong></td>
</tr>
<tr>
<td>• Preschool Budget form has not been completed</td>
</tr>
<tr>
<td><strong>Private Schools</strong></td>
</tr>
<tr>
<td>• Private School Section has not been completed</td>
</tr>
<tr>
<td><strong>SchoolAge Budget</strong></td>
</tr>
<tr>
<td>• School Age Budget form has not been completed</td>
</tr>
<tr>
<td><strong>Self-Assessment Accountability Checklist</strong></td>
</tr>
<tr>
<td>• Self-Assessment Accountability Checklist has not been completed</td>
</tr>
</tbody>
</table>

After all application components have been completed, click on the Submit/Affirmation component link, and the Assurance page will open.
Assurances
The LEA must respond, Yes or No, to each Assurance.

<table>
<thead>
<tr>
<th>Yes (Assurance is given)</th>
<th>No (Assurance cannot be given)</th>
<th>Assurances Related to Policies and Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>The LEA will comply with all applicable provisions of the Individuals with Disabilities Education Act (IDEA), Part B and Section 619 (Preschool), 2004 Amendments, all applicable State laws, policies and procedures for special education, and such other provisions as the State Department of Education may require under the authority of IDEA.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The board of directors or trustees has adopted the 2007 Idaho Special Education Manual and all subsequent revisions (the current revision is 2015) as its set of policies and procedures for special education and has on file, available for inspection, the minutes of the meeting at which the adoption took place.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The LEA assures that it will comply with all Federal statutes, regulations, program terms and conditions of the Federal award. In addition the LEA assures that it will comply with all applicable provisions of 34 C.F.R., Part 70. Federal funds will be used in accordance with the Code of Federal Regulations 2 (C.F.R.) Part 200, Subpart D-Post Federal Award Requirements, and Subpart E-Cost Principles and Education Department General Administrative Regulations (EDGAR), as applicable.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The control of funds provided under IDEA and title to properly acquired with program funds will be in the LEA and the LEA will properly administer the funds and property as required by the authorizing statutes.</td>
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<td>The LEA will adopt and use proper methods of administering programs authorized under IDEA, including – a) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out the program; and b) the correction of deficiencies in the program operations that are identified through audits, monitoring or evaluation.</td>
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<td>The LEA assures that it will comply with the nondiscrimination provisions relating to programs and activities receiving federal financial assistance as contained in Title VI of the Civil Rights Act of 1964, as amended, 42 USC §2000d et seq., prohibiting discrimination on the basis of race, color, or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, 26 USC §504, prohibiting discrimination on the basis of handicap; Title IX of the Education Amendments of 1972, as amended, 20 USC §1081 et seq., prohibiting discrimination on the basis of sex; and the Age Discrimination Act of 1975, as amended, 42 USC §6101 et seq., prohibiting discrimination on the basis of age, and all regulations, guidelines, and standards lawfully adopted under the above statues by the U.S. Department of Education.</td>
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<td>The LEA will keep such records and provide such information to the Idaho State Department of Education and U.S. Department of Education as may reasonably be required for program monitoring and evaluation, program data under 2 C.F.R. Part 200 Subpart E Cost Principles, and fiscal audit Subpart F Audits, consistent with the requirements of IDEA.</td>
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<td>The LEA agrees to comply with 2 C.F.R. part 180 (OMB Debarment Suspension Rules), 2 C.F.R. 3485 (USDE Rules), and C.F.R. 200-212 Subpart C Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions. In addition, the LEA certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities or , voluntarily excluded from participation in this transaction by any federal department or agency.</td>
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<td>The LEA agrees to abide by the General Provision standards under 2 C.F.R. 200.400 Subpart E Cost Principles policies whereas costs must be necessary and reasonable for the performance of the Federal award.</td>
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<td>The LEA will adopt policies and procedures that comply with EDGAR regulations parts 75-79 and 81-99 and the Uniform Grant Guidance, and adopt standards for financial management as required by 2 CFR parts 302 &amp; 200 subparts B.C. D, E and F as set forth. Documentation of these policies or comparable policies developed by the LEA and approved by the SDE is on file and available for inspection.</td>
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<td>The LEA agrees and assures that they have annually registered and or has a valid and active registration with SAM (System for Award Management) <a href="http://www.sam.gov">www.sam.gov</a> per 2 CFR § 25.200(b).</td>
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<td>As required by Section 1362, Title 31 of the U.S. Code, and implemented at 34 CFR Part 32, for persons entering into a grant or cooperative agreement over $100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:</td>
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<td>(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;</td>
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<td>(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions;</td>
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<td>(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.</td>
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The LEA agrees to maintain all fiscal and programmatic records for a minimum of five years and one audit year for a total of six (6) years, and will keep such records and provide such information to the Idaho State Department of Education and U.S. Department of Education as may reasonably be required for program monitoring and evaluation, program data under 2 C.F.R. Part 200 Subpart E Cost Principles, and fiscal audit Subpart F Audits, consistent with the requirements of IDEA under 34 CFR 76.731, 34 CFR 76.709, and 2 C.F.R. 200.333. The six (6) year policy coincides with the State Department of Education’s adopted Federal fiscal and programmatic record retention policy schedule.

The LEA ensures that it will expend IDEA Part B and Preschool funds in accordance with all applicable provisions of the Individuals with Disabilities Education Act 34 CFR §300.202 User of Amount provision, excess cost requirements, and its implementing regulations and with the IDEA Part B Funding Manual – Allowability of Specific Items of Cost.

The LEA ensures that in any fiscal year that it exercise its authority to reduce the level of expenditures from state and/or local funds under 34 CFR §300.205(a). It will use an amount of state and/or local funds equal to the reduction in expenditures to carry out activities that could be supported with funds under the ESEA regardless of whether the LEA is using funds under the ESEA for those activities and if the SDE has determined that the LEA is unable to establish and maintain programs of FAPE that meet the requirements of section 613(a) of the Act and this part or the SDE has taken action against the LEA under section 616 of the Act and subpart F of the regulations, the LEA will not reduce the level of expenditures under 34 C.F.R §300.205(a) for that fiscal year.

The amount of funds expended by an LEA for early intervening services under 34 CFR §300.226 shall count toward the maximum amount of expenditures that the LEA may reduce its expenditures.

The LEA ensures that in addition to the uses of IDEA Part B funds under 34 CFR §§300.202, 300.203(a), and 300.162(b), funds provided to the LEA under Part B will only be used for the following activities:

1. Services and aids that also benefit nondisabled children. For the costs of special education and related services, and supplementary aids and services, provided in a regular class or other education-related setting to a child with a disability in accordance with the IEP of the child, even if one or more nondisabled children benefit from these services.

2. Early intervening services. To develop and implement coordinated, early intervening educational services in accordance with 34 CFR §300.226.

3. High cost special education and related services. To establish and implement cost or risk sharing funds, consortia, or cooperatives for the LEA itself, or for LEAs working in a consortium of which the LEA is a part, to pay for high cost special education and related services.

4. Administrative case management—the purchase of appropriate technology for recordkeeping, data collection, and related case management activities of teachers and related services personnel providing services described in the IEP of children with disabilities, that are needed for the implementation of those case management activities.
Choose one:

1. ( ) The LEA adopts the National Instructional Materials Accessibility Standard for the purposes of providing instructional materials to blind persons or other persons with print disabilities and will coordinate with the National Instructional Materials Access Center (NIMAC), when purchasing print instructional materials and will acquire those instructional materials in the same manner, and subject to the same conditions as the SDE under 34 CFR §300.172.

2. ( ) The LEA chooses not to coordinate with the NIMAC, but will provide instructional materials to blind persons or other persons with print disabilities in a timely manner and ensures that children with disabilities who need instructional materials in accessible formats but are not included under the definition of blind or other persons with print disabilities in 34 CFR §300.172(e)(1)(i) or who need materials that cannot be produced from NIMAC files, receive those instructional materials in a timely manner.

3. ( ) The LEA ensures that it will provide the SDE with information necessary to enable the SDE to carry out its duties under Part B of IDEA, including information regarding established goals for the performance of children with disabilities under 34 CFR §300.157 and the participation of all children with disabilities in all general state and district-wide assessments under 34 CFR §300.160.

4. ( ) The LEA ensures that it will make available to parents of children with disabilities and to the general public all documents relating to the eligibility of the LEA under Part B of IDEA. 34 CFR §300.212.

5. ( ) The LEA ensures that it will cooperate in the Secretary’s efforts under section 1306 of the ESEA to ensure the linkage of records pertaining to migratory children with disabilities for the purpose of electronically exchanging, among the States, health and educational information regarding those children.

6. ( ) 34 CFR §300.209 (c) The public charter school assures to be consistent with 34 CFR §300.28 that receives funding under 34 §300.705 and the charter school is responsible for ensuring that the requirements of this part are met, unless State law assigns that responsibility to some other entity.

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**NOTE:** This Assurance is specific to Public Charter Schools. Districts will not have this assurance listed.
As a District with Charter Schools that are public schools of the District, the District ensures that it will comply with all of the provisions below:

**34 CFR §300.209 Treatment of charter schools and their students.**


b. Charter schools that are public schools of the LEA:

1. In carrying out Part B of the Act and these regulations with respect to charter schools that are public schools of the LEA, the LEA must—
   i. Serve children with disabilities attending those charter schools in the same manner as the LEA serves children with disabilities in its other schools, including providing supplementary and related services on sites at the charter school to the same extent to which the LEA has a policy or practice of providing such services on the sites to its other public schools; and
   
   ii. Provide funds under Part B of the Act to those charter schools—
   
   A. On the same basis as the LEA provides funds to the LEA’s other public schools, including proportional distribution based on relative enrollment of children with disabilities; and
   
   B. At the same time as the LEA distributes other Federal funds to the LEA’s other public schools, consistent with the State’s charter school law.

2. If the public charter school is a school of an LEA that receives funding under §300.705 and includes other public schools—

   a. The LEA is responsible for ensuring that the requirements of this part are met, unless State law assigns that responsibility to some other entity; and
   
   b. The LEA must meet the requirements of paragraph (b)(1) of this section.

   c. Public charter school that are not LEA or a school that is part of an LEA—

   1. The District ensures that the requirements of this part are met under 34 §§300.705 and
   
   2. 34 §§300.140.

**NOTE:** This assurance is specific to Districts. Independent Public Charters will not have this assurance listed.
The LEA agrees to the following terms under Sec. 300.203 Maintenance of Effort:

a. General.
Except as provided in Sec. Sec. 300.204 and 300.205, that the funds provided under Part B of the Act must not be used to reduce the level of expenditures for the education of children with disabilities made by the LEA from local funds below the level of those expenditures for the preceding fiscal year.

b. Standard.
1. Except as provided in paragraph (b)(2) of this section, the SEA must determine that an LEA complies with paragraph (a) of this section for purposes of establishing the LEA's eligibility for an award for a fiscal year if the LEA budgets, for the education of children with disabilities, at least the same total or per capita amount from either of the following sources as the LEA spent for that purpose from the same source for the most recent prior year for which information is available:
   i. Local funds only.
   ii. The combination of State and local funds.

2. An LEA that relies on paragraph (b)(1)(i) of this section for any fiscal year must ensure that the amount of local funds it budgets for the education of children with disabilities in that year is at least the same, either in total or per capita, as the amount it spent for that purpose in the most recent fiscal year for which information is available and the standard in paragraph (b)(1)(i) of this section was used to establish its compliance with this section.

3. The SEA may not consider any expenditures made from funds provided by the Federal Government for which the SEA is required to account to the Federal Government or for which the LEA is required to account to the Federal Government directly, or through the SEA in determining an LEA's compliance with the requirement in paragraph (a) of this section.

B. Assurances for Excess Costs.
The LEA also makes the following assurances:

<table>
<thead>
<tr>
<th>Yes (Assurance is given.)</th>
<th>No (Assurance cannot be given.)</th>
<th>Assurances for Excess Costs</th>
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<td>The LEA assures that funds provided to it under IDEA Part B will be used only to pay the excess costs of providing special education and related services to children with disabilities, in accordance with 34 CFR §300.202.</td>
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</table>
C. Assurance for Highly Qualified Personnel.
The LEA also makes the following assurance:

<table>
<thead>
<tr>
<th>Yes (Assurance is given.)</th>
<th>No (Assurance cannot be given.)</th>
<th>C. Assurance for Highly Qualified Personnel</th>
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<td>Complying with IDEA 34 C.F.R. 300.156, the LEA assures that it will take measurable steps to recruit, hire, train, and retain highly qualified personnel, including special education teachers, related services providers and paraprofessionals who are appropriately and adequately prepared and trained, including that those personnel have the content knowledge and skills to serve children with disabilities in accordance with state and federal requirements.</td>
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</tbody>
</table>

D: Assurance for Early Childhood Interagency Agreement/Protocol.
The LEA also makes the following assurance:

<table>
<thead>
<tr>
<th>Yes (Assurance is given.)</th>
<th>No (Assurance cannot be given.)</th>
<th>D. Assurance for Early Childhood Interagency Agreement/Protocol.</th>
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<td>The district assures that it has Early Childhood Interagency Agreement/Protocols in place that meet the following criteria:</td>
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<td>- The district has in place separate ECIs with the Infant Toddler Program and a Head Start Program.</td>
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<td>- The ECIs are current, written, signed, and executed documents that are reviewed every other year and rewritten.</td>
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<td>- The ECIs define and clarify the responsibilities of each agency to ensure a coordinated, comprehensive service delivery system focusing on children ages birth through five.</td>
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<td>- All of the parties have agreed to utilize the guidance outlined in the Idaho Special Education Manual Appendix 4C entitled Early Childhood Education Transition, and the Infant Toddler Program Implementation Manual.</td>
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<td>- The ECIs include contact information for each agency or identified entity and procedures to administer Child Find, Referrals, Transition Meetings, Evaluations, IFSP/IEP, and Dispute Resolution.</td>
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</table>

Certification.
As superintendent or other legally authorized school district official, I hereby certify that, to the best of my knowledge, the information contained in this application is true and correct. I further certify that the district will comply with the assurances required by the programs covered in this application, that the governing body of the school district has duly authorized this document and that I am legally authorized by the school district to sign and file this document.

Clicking the below Submit button serves as my electronic signature and certification.

Save and Submit  Save and Submit Later
With the exception of **D: Assurance for Early Childhood Interagency Agreement/Protocol** (see above), each Assurance must be answered “Yes” before the Application can be submitted.

If for any reason you cannot answer “Yes” to each assurance, contact the IdeaAdministrator@sde.idaho.gov or 208-332-6916.

In the case of districts that have indicated that there are no private schools within the district, **E. Assurance for Parentally Placed Private School Children** may be answered “Yes”.

If the district responds No to **F: Assurance for Early Childhood Interagency Agreement/Protocol**, it must enter a date by which the ECIA will be fully executed in the format MM/DD/YYYY.

**Save and Submit**

After each assurance has been answered Yes, the **Save and Submit** button at the bottom of the Assurances page will be activated. Click the **Save and Submit** button to submit the application.

A system generated email will be generated and sent to both the SDE and the person listed as the application contact on the District Home Page.

**Comments**

The New Education Department General Administrative Regulations (EDGAR)
December 19, 2014 - the US Department of Education released the newly updated EDGAR, which are the rules that govern federal funding.

What was changed:


Debarment, Suspension, and Other Responsibility Matters


(A) The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default.
This attestation shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

- Information FAQ on this subject are available: [http://www.gsa.gov/portal/content/192903](http://www.gsa.gov/portal/content/192903)