



CONNECTICUT STATE DEPARTMENT OF EDUCATION

IDEA Part B State Grant Application Process and Sub-grantee Application Review

Individuals with Disabilities Education Improvement Act
(IDEA, 2004)
Part B

Thomas Boudreau
Education Consultant,
IDEA Funds Manager,

Bureau of Special Education, CT State Department of Education
Office: 860-713-6919

“If you want to go fast –
go alone

If you want to go far – go
with someone.”

- African Proverb

New to IDEA Part B

- Review of IDEA Part B
 - State Application
 - Subrecipient/Subgrantee Application
- Review of the eGMS
- Review of the required Sections of Subgrantee Application
 - Peek into the upcoming eGrant - FY 23 application
- Review of LEA Maintenance of Effort (MOE)
 - MOE Calculator and required standards
- Review of making a budget (Line items to watch for)
- Review of Budget Revisions
- Important Dates

Individuals with Disabilities Education Act (IDEA) Part B Grant

PURPOSE:

The purpose of the IDEA grant programs are to provide federal entitlement funds to eligible applicants to assist with the excess costs of providing special education and related services to children with disabilities (as defined by 34 Code of Federal Regulations [CFR] Sections 300.16 and 300.202).



Individuals with Disabilities Education Act (IDEA)
as amended in 2004.
(34 CFR Sections 300 and 301)

Part B

IDEA PART B Section 611:

Assistance to States for the Education of Children with Disabilities
Ages 3-21

IDEA PART B Section 619:

Preschool Grants for Children with Disabilities Ages 3-5.



IDEA Part B

State Application

CSDE - annually submits a state application for the two-year entitlement grant of:

- IDEA Part B Grant is on a two-year cycle.
- Federal Fiscal Year (FFY) 22 State Application.
- Fiscal Year (FY) 23 is 7/1/22 - 6/30/23 & 7/1/23 - 6/30/24
NOTE – CT Fiscal Year (FY) 23 this is the same as federal funding cycle.
- **Subrecipient/Subgrantee State Award** – eligible LEAs have an application process to complete by assuring IDEA compliance and demonstrating through meeting standards and completing select items for the eligibility of a subrecipient award.



STATE APPLICATION UNDER PART B OF IDEA

The preliminary state application contains 5 Sections (when completed may be available for public inspection on the Connecticut State Department of Education (CSDE) Web site in order to meet the 60-day review and 30-day comment period as required)

- Section I & II - Assurances (two sets - A/B)
 - The state is in compliance with the IDEA Reauthorization in order to remain eligible for federal financial assistance
- Section III – Interactive Spreadsheet
 - Description of the use of federal funds the state receives from the Part B grant for administrative activities
- Section IV - State's Laws related to Students with Disabilities
- Section V - State's Maintenance of Fiscal Support (MFS) and Significant Disproportionality Practices



IDEA Part B Preliminary State Application FFY 2018 Use the FFY 2017

Section III

Description of Use of Funds Under Part B of the Individuals with Disabilities Education Act - 20 U.S.C. 1411(e)(5); 34 CFR §300.171 ... Interactive Spreadsheet

File Tools Window Help

12 / 24 125%

Select Area	FFY	2016
REGULAR AWARD AMOUNT Est.		\$135,797,610 #N/A
TOTAL AWARD AMOUNT		#N/A
ADMINISTRATION	Sec.	
Maximum Available for Administration.	III	#N/A
How much do you want to set aside for Administration in dollars?		<input type="text" value="\$3,032,754"/>
		#N/A
You must distribute, in whole dollars, the amount you want to set aside for Administration among the following activities:		
For the purpose of administering IDEA Part B including Preschool Grants under 20 U.S.C. 1419, a High Cost Fund, and the coordination of activities under Part B with, and providing technical assistance to, other programs that provide services to children with disabilities. (Note: These funds may be used for Administering but not Financing a High Cost Fund)		
	a.	<input type="text" value="\$3,032,754"/>
For the administration of Part C of IDEA, if the SEA is the Lead Agency for the State under Part C.		
	b.	<input type="text"/>
You may set aside a portion of your Administration funds resulting from inflation for the following 4 Other State-Level Activities. Additional funds for these purposes may also be set aside under Other State-Level Activities. Based on the amount that you propose to set aside for Administration, the maximum amount of Administration funds that you may use for these 4 activities is:		
		#N/A



IDEA Part B Grant

Things to know:

Administrative for the purpose of administering Part B of the act (34 CFR Section 300.704(a));

Other state-level activities: monitoring, enforcement and complaint investigation, and to establish and implement the mediation process, including providing for the costs of mediators and hearing officers for due process; technical assistance (TA), professional development (PD) and training; in order to improve academic achievement to meet or exceed the objectives established by the state (34 CFR Section 300.704(b)(i-xi)); and

“Flow Through” - Subgrants to eligible LEAs in Connecticut: an eligible LEA is a subgrantee of the grant with the calculations determined by a base payment, school census in public and private schools within the jurisdiction, and children identified as living in poverty within the LEA (34 CFR Section 300.705).



Preliminary Resources FFY20/FY21

(NOTE: Continuing Resolution in place for FFY22/FY23)

IDEA Part B - Section 611 (SID 20977)

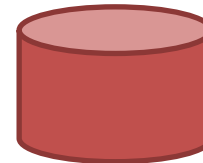
- Administrative

\$ 3,275,157



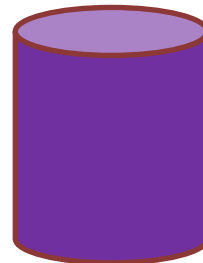
- Other State Activities

\$ 14,249,432



- Flow Through to LEAs

\$ 127,023,278



***Preliminary
FY 2021
is \$ 144,547,867***

*NOTE: 88 % of the
final amount from
IDEA Part B,
Section 611 Grant
to the LEAs*



Preliminary Resources FFY20/FY21

(NOTE: Continuing Resolution in place for FFY22/FY23)

IDEA Part B - Section 619 (SID 20983)

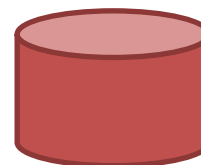
- Administrative

\$ 266,873



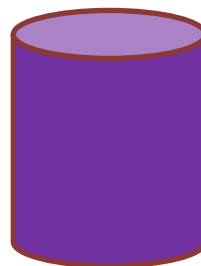
- Other State Activities

\$ 1,000,775



- Flow Through to LEAs

\$ 3,795,876



***Preliminary
FY 2021
is \$ 5,063,524***

IDEA Part B

LEA Subrecipient/Subgrantee

Section 611 and Section 619

Things to know:

Federal Formula for allocations:

Part B Grant Section **611** is for eligible children ages **3 - 21**.

Part B Grant Section **619** is for eligible children ages **3 - 5**.

The grant covers FY 7/1/22-6/30/23 and 7/1/23- 6/30/24 and will be referred to as the **FY23 IDEA Part B Grant**.

Two-year cycle 7/1/22 - 6/30/24 (*do not want to spread your monies out equally over the two year grant period*).

All reserved set aside funds such as proportionate share and coordinated early intervening services (CEIS) to be expended in first year of grant cycle.

Do First In/First Out (FIFO) ... ensure “old money” is spent before “new money” and that funds are allocated/obligated, expended by end of grant cycle - *do not want to send money back*.



IDEA Part B

Section 611 and Section 619

Fiscal Process

EGRANT FOR THE IDEA PART B SUB-GRANTEE APPLICATION

- * FY22 amounts are the preliminary amounts used for FY23 application.
LEAs identified with **Significant Disproportionality** (Mandated 15% set-aside for CCEIS) - will be contacted/examined as a group but not reviewed until finalized data is available and uploaded into the applications.
- * IDEA Fiscal Monitoring (“risk rubric”) is in place for all LEAs for fiscal and programmatic elements.
- * Budget Revisions – complete on eGMS and complete regularly in order to avoid variances.
- * Grantees must be able to demonstrate that expenditures are justified (for audit purposes) for example: teacher’s salaries by time records that demonstrate the percentage of time that teacher is involved in IDEA activities.
- * MEMOS – If a memo about IDEA Part B Grant ... **important to read it!**



IDEA Part B
Section 611 and Section 619
Fiscal Process

More ... Things to know:

LEAs must use a separate accounting system that includes an audit trail of the expenditure of funds - including the prohibition of commingling of funds. (as defined by 34 CFR 300.162 (b)).

Funds must be used to supplement state, local and other federal funds and not supplant those funds. Supplanting occurs when the LEA's local special education budget is less than the previous year's local special education budget.

Maintenance of Effort (MOE) must be demonstrated for both MOE Eligibility and Compliance standards (LEA is responsible to keep data supporting MOE).

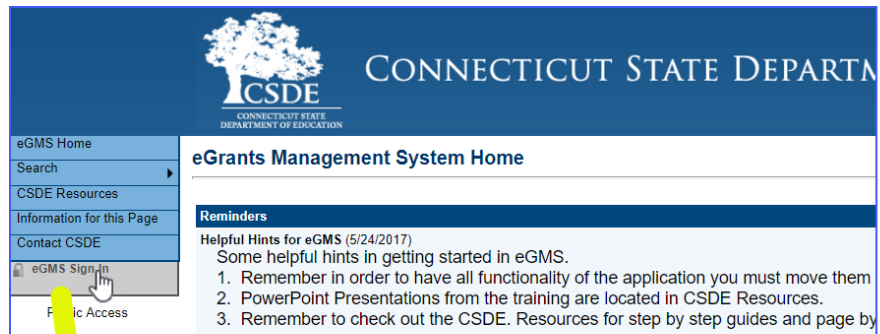


IDEA Part B Sub-grantee Application “E-Grant” in the Electronic Grant Management System or **eGMS**



Accessing the System

- Site <https://connecticut.egrantsmanagement.com>
- Click Sign-In Enter Email Address and Password - “test” for test site
- Use *Forgot Password* to reset password



CONNECTICUT STATE DEPARTMENT OF EDUCATION

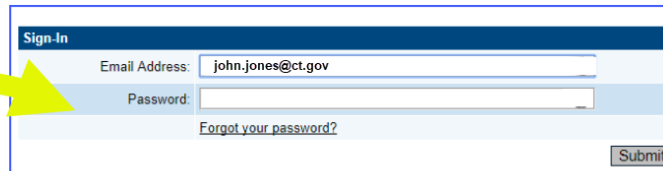
eGMS Home
Search
CSDE Resources
Information for this Page
Contact CSDE
eGMS Sign-In
Public Access

eGrants Management System Home

Reminders

Helpful Hints for eGMS (5/24/2017)
Some helpful hints in getting started in eGMS.

1. Remember in order to have all functionality of the application you must move them
2. PowerPoint Presentations from the training are located in CSDE Resources.
3. Remember to check out the CSDE. Resources for step by step guides and page by



Sign-In

Email Address: john.jones@ct.gov

Password:

[Forgot your password?](#)

Submit



IDEA Part B - Sec 611 & Sec 619

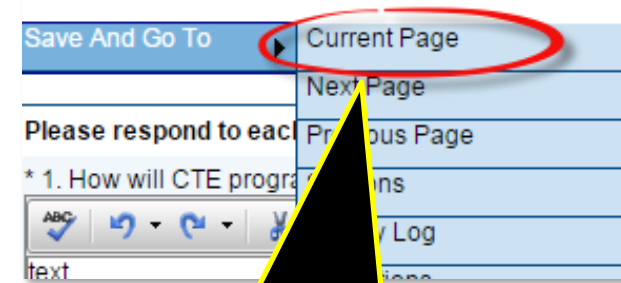
Fiscal Process

- “Preliminary” Dollars are pre-loaded for the initial application – while “Final Award” is loaded when the status changes to *Application Revision Started* and then LEA must reconcile budget(s) in the Summer/Fall.
- Other calculations and data (such as “Child Count” are preloaded as much as possible moving forward (suggestions are welcome)
- LEA is the only one who can make edits to the application – BSE only reviews and responds to the LEA through the eGMS email and/or “CSDE Checklist” ... review for comment/direction.
- *Validation warning* (**can still submit**) – LEA needs to answer the question (are you a consortia member or not?)
- *Validation ERROR* (**cannot submit**) if sections are not complete – need to correct before submission.



Save your work !

- 60-minute session time-out between saves
- Time-out clock under the menu shows time remaining.
- Automatically saves and resets to 60 minutes when you move to another page
- **Click on Save and Go To : Current Page to save, reset the time-out clock and continue to work on the same page**
- **Work on current page it will be lost if “time-out clock” goes past 60 minutes without saving.**



Save as you work on the same page for an extended time!!!!




LEA Roles

Role	Permissions
User Access Administrator (required)	Manage users – can add and delete to the system; view but not edit all applications
LEA Grant contact - IDEA Part B 611	Start, edit and submit IDEA Part B 611 application; View other sections and can modify these as well.
LEA Grant contact - IDEA Part B 619	Start, edit and submit IDEA Part B 619 application; View other sections and can modify these as well.
LEA Superintendent (Required)	Approve or Return Revisions.
LEA Data View (Optional)	View all applications; cannot edit.

NOTE: Roles assigned and changed by User Access Administrator.



LEA Contacts



CONNECTICUT STATE DEPARTMENT OF EDUCATION

eGMS Home
Search ▶
Inbox ▶
Planning ▶
Funding Application ▶
Fund Requests ▶
Grant Summary
LEA Document Library
Address Book
CSDE Resources
Information for this Page **1**
Request Help
eGMS Sign Out

Contacts

Public School District - FY 2022 - IDEA - Rev 0 - Contacts

This is the TEST site. Please be sure to complete your work on the LIVE site.

Save And Go To ▶

Required Contacts	
Type	Contact(s)
IDEA 611 Contact [Select at least 1 contact(s)]	<input type="text"/>
IDEA 619 Contact [Select at least 1 contact(s)]	<input type="text"/>

Trzcinski, Vicki

Test Site
Session Timeout
00:59:22

Save And Go To ▶

NOTE: NEED FOR COMMUNICATION and update/only CHANGE IN APPLICATION.



IDEA Part B eGRANT

Be Aware

- * Public can access the grant once it is approved and posted..
- * LEA identified Roles - only ones who can make edits.
- * CSDE Grant Contact - only reviews and responds to the LEA:
 - 1) Bulk email through the eGMS email (ensure contacts are correct)
 - 2) Through “address book” email
 - 3) Through “comment” (see History log)
 - 4) “CSDE Checklist” for specific matters in application.

NOTE: LEAs identified with Significant Disproportionality & thus having a mandated 15% set aside CCEIS – applications will be reviewed by CSDE as a group and will not be completed until finalized data is available.



STATUS is “NOT STARTED” – need to *CHANGE*

CONNECTICUT STATE
DEPARTMENT OF EDUCATION

GMS Home
Administer
Search
Inbox
Planning
Funding Application
Grant Summary
EA Document Library
Address Book
SDE Resources
Information for this Page
Request Help

Sections

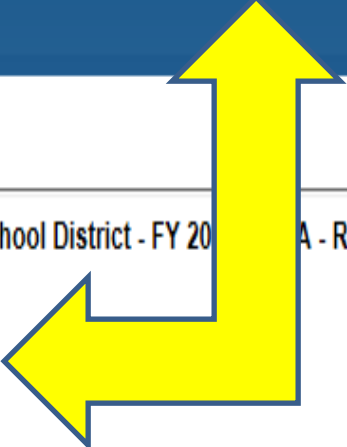
Ashford School District (003-000) Public School District - FY 20... A - Rev 0

Application Status: **Not Started**

Change Status To: Application Started

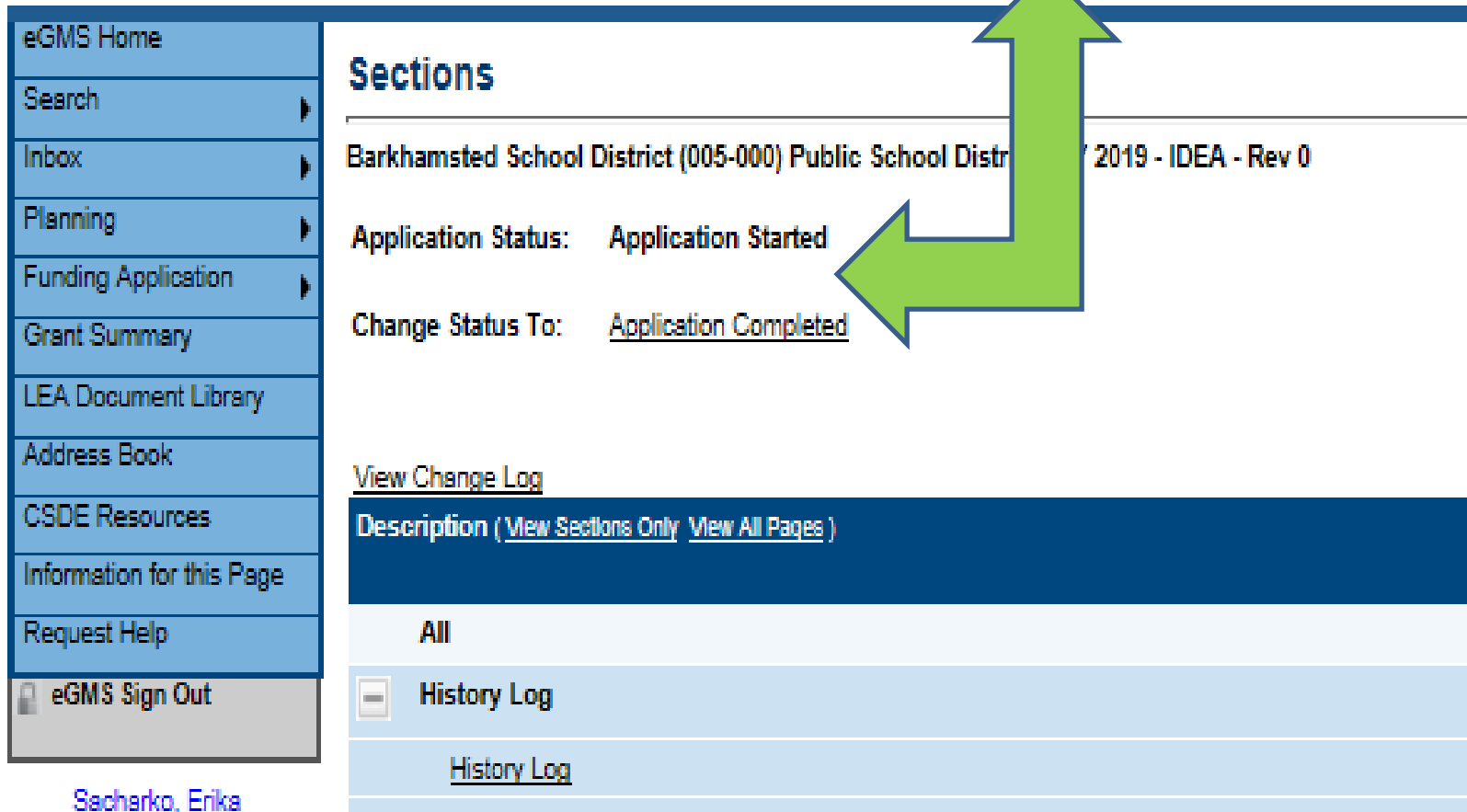
[View Change Log](#)

Description (View Sections Only View All Pages)	
<input type="checkbox"/>	All
<input type="checkbox"/>	History Log



STATUS is "STARTED"

– then *CHANGE to Complete*



eGMS Home

- Search
- Inbox
- Planning
- Funding Application
- Grant Summary
- LEA Document Library
- Address Book
- CSDE Resources
- Information for this Page
- Request Help
- eGMS Sign Out

Sections

Barkhamsted School District (005-000) Public School Distr 2019 - IDEA - Rev 0

Application Status: **Application Started**

Change Status To: [Application Completed](#)

[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

All

History Log

[History Log](#)

Sacharko, Erika



Application “Status” Workflow

- Not Started
- Application Started (have to switch this on)
- Application Completed
- LEA Superintendent Approved/Returned



Funding Application Creation

1. Move to “Application Started” status
2. Complete the pages of the applications
3. Create the budget
4. Resolve errors
5. Change status to “Application Completed”
6. System generates an email to the Superintendent
7. Superintendent logs in and gives approval



Funding Application Review for LEAs

- Superintendent
 - Change status to Approved or Returned-Revisions Needed
- CSDE Review
 - Change status to Approved or Returned-Revisions Needed
- CSDE BSE Grant Review – all validated.
 - The SDE Checklist to review / note issues if necessary
 - Change status to Approved or Returned- Revisions Needed

All status changes generate email notifications to appropriate roles



Sections Page

CSDE
CONNECTICUT STATE DEPARTMENT OF EDUCATION

Sections

Ashford School District (003-000) Public School District - FY 2019 - IDEA - Rev 0

Application Status: [Not Started](#)

Change Status To: [Application Started](#)

[View Change Log](#)

Description (View Sections Only View All Pages)	Validation	Print <input type="checkbox"/> Select Items
All	Messages	Print
<input type="checkbox"/> History Log		Print
History Log		Print
Create Comment		
<input type="checkbox"/> Allocations		Print
Allocations		Print
<input type="checkbox"/> Contacts		Print
Contacts		Print
<input type="checkbox"/> IDEA Information		Print
Assurances		Print
Fiscal Self-Assessment		Print
Private School Proportionate Share		Print
CEIS		Print
Program Options		Print
IDEA 611 Goals		Print
IDEA 619 Goals		Print
Maintenance of Effort		Print
Excess Cost		Print
Professional Development and Parent Participation		Print
Related Documents		Print
<input type="checkbox"/> IDEA 611	Messages	Print
Budget	Messages	Print
Budget Overview		Print
Related Documents		Print
<input type="checkbox"/> IDEA 619	Messages	Print
Budget	Messages	Print
Budget Overview		Print
Related Documents		Print
<input type="checkbox"/> CSDE Application Review Status Checklist		Print
CSDE Application Review Status Checklist		Print
All	Messages	Print

Status Area

History Log and Create Comment

Collapse/expand and IDEA Information – sections to be completed.

Each 611 & 619 has its own Budget section

CSDE Check List – Errors and direction are given

Validation Review

Information Bar

Links to individual pages / upload Related Documents



IDEA Information Pages

Assurances

- Districts must affirm assurances (except Shared Services - fiscal agent receiving no allocation)

Fiscal Self Assessment

- Districts must complete

Private School Proportionate Share (set aside budget 02)

- Districts with Non-public in their geographic borders must complete, indicate number of parentally placed private school students (PPPSS)

CEIS (set aside budget 03)

- Districts must indicate status –Not applicable, Voluntary or Mandated
- Voluntary / Mandated must complete applicable prompts

Program Options

- Page disabled - **district checks that they are opting in**



IDEA Part B

Section 611 and Section 619

Application Process

LEA / Fiscal Self Assessment (FSA).

LEA/FSA is a universal screen ensuring adequate LEA oversight and identification of the risk level of the IDEA Part B Sec. 611/619 sub-grantee.

To be completed as part of the BSE IDEA fiscal monitoring system; ensuring adequate LEA oversight and to identify the risk level of the IDEA Part B Sec. 611/619 sub-grantee.



IDEA Part B LEA/FSA

Seven questions that can be answered easily and any director should know.

The district will choose best description of LEA:

- **What was the most recent LEA IDEA Determination?**
- **Changes in LEA Special Education leadership?**
- **Changes in LEA business office staff and/or fiscal system?**
- **Most recent total IDEA Part B award (combination of section 611 and 619)?**
- **Most recent annual internal IDEA single fiscal audit and if any findings noted to BSE?**
- **Most recent Maintenance of Effort (MOE) for Eligibility and Compliance status?**
- **LEA expended IDEA Part B Section 611/619 funds in a timely manner?**



IDEA Information Pages (cont.)

IDEA 611 Goals

- Must be completed by districts with 611 allocations; Districts without 611 allocations indicate “Not Applicable”
- If a goal – need an activity addressing the excess costs of specialized instruction or related services for students with disabilities from ages 3-21.
- Connect the goal/activity to the line item in the budget (“tagged”).
- Budget is to be tagged with an “activity number”.

IDEA 619 Goals

- Must be completed by districts with 619 allocations; Districts without 619 allocations indicate “Not Applicable”
- If a goal – need an activity addressing the excess costs of specialized instruction or related services for students with disabilities from ages 3-5.
- Connect the goal/activity to the line item in the budget (“tagged”).
- Budget is to be tagged with an “activity number”.



Budget Allocations / Details

611 Budget / 619 Budget

Public School Activities Budget

- Use ED114 Budget Shell and Codes
- Allocations
- Explain breakdown in Narrative Description)
- TAG Budget line item to goal/activity.

SET ASIDE

Private School Activities Budget

- Use ED114 Budget Shell and Codes
- Allocations
- Explain breakdown in Narrative Description)
- TAG Budget line item to goal/activity.

CEIS/CCEIS Activities Budget

- Use ED114 Budget Shell and Codes
- Allocations
- Explain breakdown in Narrative Description)
- TAG Budget line item to goal/activity.



Budget Review

By Object & By Purpose

Budget

\$ [Redacted] Public School District - FY 2022 - IDEA - Rev 1 - IDEA 611

Go To ▶

[Download Budget Data](#)

[Budget by Purpose](#)

Action	Object	
View	111A - Non-Instructional Salaries	00
View	111B - Instructional Salaries	00
View	200 - Personal Services - Employee Benefits	00
View	735 - Technology Software	\$0.00
View	917 - Indirect Costs	\$0.00
Total		\$3,995,059.00



Budget Shell

CONNECTICUT STATE
DEPARTMENT OF EDUCATION

Budget

Public School District - FY 2022 - IDEA - Rev 1 - IDEA 611

Go To

[Download Budget Data](#)

[Budget by Purpose](#)

Action	Object
View	111A - Non-Instructional Salaries
View	111B - Instructional Salaries
View	200 - Personal Services - Employee Benefits
View	321 - Tutors (Instructional, Non-Payroll)
View	322 - In Service
View	323 - Pupil Services (Non-Payroll)
View	324 - Field Trips
View	325 - Parent Activities
View	330 - Employee Training (Non-Direct Services)
View	340 - Other Professional Services
View	341 - Audit
View	350 - Technical Services
View	440 - Rentals
View	450 - Construction Services
View	510 - Student Transportation Services
View	530 - Communications
View	560 - Tuition
View	580 - Travel
View	600 - Supplies - Technology/Instructional
View	730 - Equipment
View	734 - Technology Related Hardware
View	735 - Technology Software
View	917 - Indirect Costs



Budget Review

By Object & By Purpose



CONNECTICUT STATE DEPARTMENT OF EDUCATION

Budget

Public School District - FY 2022 - IDEA - Rev 1 - IDEA 611

Go To ▶

[Download Budget Data](#)

[Budget by Object](#)

Action	Purpose	Total
View	01 - Public School Activities	\$3,258,431
View	02 - Private School Activities	\$122,633
View	03 - Coordinated Early Intervening Services Activities	\$613,993
	Total	\$3,995,059
	Allocation	\$3,995,059
	Remaining	\$0

Go To ▶

Grant Budget NOTES

- LEAs should expend do FIFO (first in/First out) and ensure to expend “old money” before “new money”
- **All set-aside should be expended in year one** (if funds need to carry over into year two - please notify the BSE). If funds are not expended on activities within the allotted grant parameters – after year two – the remaining funds would need to be returned and the LEAs Fiscal Status in the IDEA Part B Fiscal Monitoring can be impacted.
- **A 10% administrative cap** applies to **line item 111A (Non-instructional Salaries)**. This includes administrators, supervisors and clerical staff: Break the approximate budgeted amount down and place in number of fulltime employee (FTE).
- **If on payroll** - paying benefits and regular staff place under **line item 111B (Instructional Salaries)**. Break the approximate budgeted amount down and place in number of FTE such as: 3.0 FTE Para Ed/ 1.5 FTE SpEd Teacher.
- **If under a contract with the district – not on payroll** - place staff under **line item 321 (Tutors)**. Break the approximate budgeted amount down and place in number of staff associated such as: 3.0 Reading Tutors/ .5 Math Tutors
- If need staff need **certification or license** such as related services (SLP, SchPsy, OT or contract out) – **not on payroll** place under **line item 323 (Pupil Services-Nonpayroll)**. Break the approximate budgeted amount down and place in number of staff associated such as: 3.0 SLP/ 1.5 RN



IDEA Grant Budgets - ED 114

LEAs should expend “old money” before “new money” and complete electronic budget revision requests in a timely manner (inclusive of a narrative and changes to budget line items).

SUPPLIES

The purchase of Supplies/Equipment to support IDEA, including any for IEP implementation, require that **all budgets above \$10,000 need costs broken down and per unit costs of \$5,000 or more need to be explained**, (e.g., 3 Interactive Boards x \$7,195.95 = \$21,587.85).

* Both consumable and non-consumable instructional supplies are categorized under 600.

* In general, technology related supplies, both software and hardware, if less than \$1000 fall under code 650; if greater, use codes for technology related hardware (code 734) and technology software (code 735).

* Purchase of equipment (code 730) is limited to instructional equipment that will allow eligible children to benefit from special education and related service.



IDEA Information Pages (cont.)

Maintenance of Effort (MOE)

- Must complete for both Eligibility and Compliance (except Shared Services - fiscal agent which receives no allocations)

Excess Cost

- Sections for Elementary and Secondary; districts can check “Not Applicable” for the appropriate section

Professional Development and Parent Participation

- Complete this page as best as possible



MOE OVERVIEW

- NPRM (Notice of Proposed Rule Making) - Published in September of 2013.
 - The Compliance Standard (expenditures)
 - * The Level of Effort Required of an LEA in the Year after it Fails to Maintain Effort (referred to as the Subsequent Years Rule)
 - The Eligibility Standard (budgetary)
 - * Comparison Year
 - Use of exceptions and adjustments
 - Four Methods
 - Consequences for Failure to Maintain Effort

Modified from CIFR



MOE OVERVIEW

IDEA Part B

Section 611 and Section 619

LEA MOE requirement is each LEA is required to budget and expend at least the same amount of funds for the education of children with disabilities as it spent in the previous year...

Eligibility for IDEA funding is based upon a LEA's demonstration of its "Maintenance of Effort" (MOE) ... both for the Eligibility Standard and Compliance Standard.

The LEA is responsible to keep data supporting LEA MOE.



MOE – plain language

The eligibility standard requires that the LEA must budget at least the same amount or more for special education as the LEA spent for the most recent fiscal year for which information is available, unless allowable exceptions or adjustments apply, in order to be eligible for the IDEA Part B grant award.

The compliance standard requires that the LEA must not reduce the level of expenditures for special education below the level of expenditures from the previous fiscal year the district met MOE (subsequent year rule) unless allowable exceptions or adjustments apply.

NOTE: LEA is to keep all data that demonstrate that the LEA has satisfied MOE for auditing purposes. Although the district does not have to complete all four methods, calculating and tracking all four methods with the information available for "look back" and ease for future comparison years is recommended



LEA MOE Calculator

CIFR (Center for IDEA Fiscal Reporting) developed the LEA MOE Calculator to help:



- Document local, or state and local, fiscal effort in an LEA for the education of children with disabilities.
- Determine whether that effort meets the IDEA's LEA MOE requirements (34 CFR §300.203).

MOE Calculator

Is an excel spreadsheet –
with the bottom of the worksheet broken into clusters of 3 Tabs:

RED Amounts Tab Page

BLUE MOE calculator Tab Page

ORANGE Exception and Adjustment Tab Page

The cluster is based on the year being worked on.

SHADED SPACES are for data entry.

WHITE SPACES are filled from other data.

(Never Cut/Paste - always COPY/Paste)

4. Multi-Year MOE Summary

5. 20-21 Amounts

6. 20-21 MOE

7. 20-21 Exc & Adj

8. 21-22 Amounts

9. 21-22 MOE

Multi-Year MOE Summary Worksheet, 4 Methods

(Tab 4 in the Calculator)

Summary Page

D	E	F	G	H	I	J	K
Multi-Year MOE Summary							
Local Total Amount	Local Total MOE Result	State and Local Total Amount	State and Local Total MOE Result	Local Per Capita Amount	Local Per Capita MOE Result	State and Local Per Capita Amount	State and Local Per Capita MOE Result
\$ 5,734,950.00	Met	\$ 7,789,236.00	Met	\$ 10,096.74	Did Not Meet	\$ 13,713.44	Did Not Meet
\$ 5,860,433.00	Met	\$ 7,843,234.00	Met	\$ 10,245.51	Met	\$ 13,711.95	Did Not Meet
\$ 5,853,900.00	Did Not Meet	\$ 7,835,293.00	Did Not Meet	\$ 10,216.23	Met	\$ 13,674.16	Did Not Meet
\$ 5,874,390.00	Met	\$ 7,845,359.00	Met	\$ 10,198.59	Met with Exceptions or Adjustments	\$ 13,620.41	Met with Exceptions or Adjustments



LEA MOE Calculator

1.4 Version Extended

- 1.4v is required as part of FY 23 LEA Subgrantee Application.
- The MOE Calculators can be found in the FY22 Application under the MOE Section, Uploaded Documents or wherever the LEA stores the information for future audits.
- Complete 1.4 Version for LEA MOE Compliance first (2020/2021 Special Education Expenditures)
- Complete 1.4 Version Extended for LEA MOE Eligibility (2022/2023 Projected Budget of Special Education).



MOE v. 1.4 Tab 4 Multi-Year Summary worksheet

MOE Compliance Standard –

Step 2) LEA MOE Status of *Met*, *Met with Exceptions* or *Did Not Meet* – is displayed in **ROW 8** on **Tab 4 Summary Worksheet**. Choose status that will be reported on the MOE Section in FY23 application.

	Fiscal Year	Standard	Child Count	Local Total Amount	Local Total MOE Result	State and Local Total Amount	State and Local Total MOE Result	Local Per Capita Amount	Local Per Capita MOE Result	State and Local Per Capita Amount
2										
6	2018-2019	Compliance (Expenditures)	144	\$ 4,568,476.00	Met	\$ 4,836,903.00	Met	\$ 31,725.53	Met	\$ 33
7	2019-2020	Compliance (Expenditures)	224	\$ 5,031,877.97	Met	\$ 5,374,161.97	Met	\$ 22,463.74	Did Not Meet	\$ 23
8	2020-2021	Compliance (Expenditures)	223	\$ 5,810,307.64	Met	\$ 6,640,307.64	Met	\$ 26,055.19	Did Not Meet	\$ 29
9	2021-2022	Eligibility (Budget)	198	\$ 5,810,307.64	Met	\$ 6,640,307.64	Met	\$ 29,344.99	Met with Exceptions or Adjustments	\$ 33
10	2022-2023	Eligibility (Budget)	224	\$ 5,810,307.64	Met	\$ 6,640,307.64	Met	\$ 25,938.87	Did Not Meet	\$ 29
11	2023-2024	Eligibility (Budget)								

NOTE: If **Eligibility** is in cell **B8** - go back to step 1 and start over.

Tab 6. 20-21 MOE (toggle B1 from Eligibility to Compliance).

The screenshot shows a spreadsheet interface with a dropdown menu in cell B1. The dropdown menu is currently set to 'Eligibility'. A red arrow points to the dropdown. The spreadsheet shows columns A, B, and C. Cell A1 contains the text 'Which standard do you want to measure?'. Cell B1 contains a dropdown menu with 'Eligibility' selected. Cell C1 contains the text 'NOTE: S'. Below the dropdown, the text 'METHOD 1:' is visible, followed by 'Eligibility' and 'Compliance'.



Compliance/Eligibility – *Did Not Meet*

LEA MOE 1.4v Tab 4 Multi-Year Summary worksheet

Step 3a) MOE Compliance status - Examine **LEA MOE Status in Row 8** - if *Did Not Meet* across all four methods in Row 8 – complete Tab 7. 20-21 Exc. & Adj. NOTE: Repayment Amount in Column O. Go back to Tab 4 and determine status – report on MOE section in application. If after this step the *Did Not Meet* remains, **contact BSE**.

	Fiscal Year	Standard	Child Count	Local Total Amount	Local Total MOE Result	State and Local Total Amount	State and Local Total MOE Result	Local Per Capita Amount	Local Per Capita MOE Result	State and Local Per Capita Amount	State and Local Per Capita MOE Result	Amount of IDEA Part B, Section 611 Subgrant	Amount of IDEA Part B, Section 619 Subgrant	Total IDEA Part B Subgrant	Repayment Amount (Compliance Test Only)
2	2019-2020	Compliance (Expenditures)	224	\$ 5,031,877.97	Met	\$ 5,374,161.97	Met	\$ 22,463.74	Did Not Meet	\$ 23,991.79	Did Not Meet	\$ 316,922.00	\$ 14,065.00	\$ 330,987.00	
8	2020-2021	Compliance (Expenditures)	223	\$ 3,810,307.64	Did Not Meet	\$ 4,040,307.64	Did Not Meet	\$ 17,086.58	Did Not Meet	\$ 18,117.97	Did Not Meet	\$ 316,455.00	\$ 14,289.00	\$ 330,744.00	\$ 330,744.00
9	2021-2022	(Budget)	198	\$ 5,810,307.64	Met	\$ 6,640,307.64	Met	\$ 29,344.99	Exceptions or Adjustments	\$ 33,536.91	Exceptions or Adjustments	\$ 328,676.00	\$ 14,364.00	\$ 343,040.00	\$ -
10	2022-2023	Eligibility (Budget)	224	\$ 4,110,307.64	Did Not Meet	\$ 4,420,307.64	Did Not Meet	\$ 18,349.59	Did Not Meet	\$ 19,733.52	Did Not Meet	\$ 328,676.00	\$ 14,364.00	\$ 343,040.00	\$ -
11	2023-2024	Eligibility (Budget)												\$ -	\$ -

Step 3a) MOE Eligibility status - Examine **LEA MOE Status in Row 10** - if *Did Not Meet* across all four methods in Row 10 – complete Tab 13. 22-23 Exc. & Adj. Go back to tab 4 and determine status – report on MOE section in application. If after this step the *Did Not Meet* remains, **contact BSE**.

	Fiscal Year	Standard	Child Count	Local Total Amount	Local Total MOE Result	State and Local Total Amount	State and Local Total MOE Result	Local Per Capita Amount	Local Per Capita MOE Result	State and Local Per Capita Amount	State and Local Per Capita MOE Result	Amount of IDEA Part B, Section 611 Subgrant	Amount of IDEA Part B, Section 619 Subgrant	Total IDEA Part B Subgrant	Repayment Amount (Compliance Test Only)
7	2019-2020	Compliance (Expenditures)	224	\$ 5,031,877.97	Met	\$ 5,374,161.97	Met	\$ 22,463.74	Did Not Meet	\$ 23,991.79	Did Not Meet	\$ 316,922.00	\$ 14,065.00	\$ 330,987.00	
8	2020-2021	Compliance (Expenditures)	223	\$ 3,810,307.64	Did Not Meet	\$ 4,040,307.64	Did Not Meet	\$ 17,086.58	Did Not Meet	\$ 18,117.97	Did Not Meet	\$ 316,455.00	\$ 14,289.00	\$ 330,744.00	\$ 330,744.00
9	2021-2022	Eligibility (Budget)	198	\$ 5,810,307.64	Met	\$ 6,640,307.64	Met	\$ 29,344.99	Met with Exceptions or Adjustments	\$ 33,536.91	Met with Exceptions or Adjustments	\$ 328,676.00	\$ 14,364.00	\$ 343,040.00	\$ -
10	2022-2023	Eligibility (Budget)	224	\$ 4,110,307.64	Did Not Meet	\$ 4,420,307.64	Did Not Meet	\$ 18,349.59	Did Not Meet	\$ 19,733.52	Did Not Meet	\$ 328,676.00	\$ 14,364.00	\$ 343,040.00	\$ -
11	2023-2024	Eligibility (Budget)												\$ -	\$ -

MOE ALLOWABLE EXCEPTIONS:

Allowable exceptions are those due to:

- a) voluntary or for-cause departure of special education staff,
- b) decrease in enrollment of IDEA-eligible children,
- c) termination of an exceptionally costly program for a particular child, under certain circumstances,
- d) termination of costly expenditures for long-term purchases, and

NOTE: CT DOES NOT USE the exception of an assumption of cost by its SEA's high-cost fund (see 34 CFR §300.204).

- An LEA may reduce its budget for the education of children with disabilities if it anticipates an allowable exception in the coming school year, such as the expected retirement of a staff member. However, by reducing its budget in anticipation of an allowable exception later in the year, an LEA puts itself at risk of budgeting less than it will ultimately need to meet MOE, should the expected exception not occur.



Modified from CIFR

CONSEQUENCES FOR MOE FAILURE

- If LEA fails Eligibility Standard – the IDEA PART B GRANT is not awarded!
- If LEA fail Compliance Standard – **must** repay the Federal Government out of Non-Federal Funds.
- Calculator clarifies how much must be returned in column “O”.



IDEA Part B 611/619

LEA MOE written protocols

LEA MOE written protocol review will be part of LEA fiscal review process.

Suggested items in the protocol:

- 1. Chain of command for responsibilities for monitoring & completion of MOE*
- 2. Explanation of LEA timeline for budget/expenditure development and reporting: such as presentations of budget to the BOE, annual audits, book keeping, & EFS reports.*
- 3. Interoffice responsibilities of “location” (Director of Special Ed/Business Manager) of Special Education budget/expenditures*
 - a. Passwords to access EFS and EGMS*
 - b. EFS reports and audit findings*
 - c. MOE Calculator review and input.*
 - d. Data manager information related to 10/1 Child Count*
- 4. Explanation of Codes and Line items with an explanation highlighted that that only Local and State Funds and No Federal Funds can be used to demonstrate LEA MOE.*



Budget Allocations / Details

611 Budget / 619 Budget

Public School Activities Budget

- Use ED114 Budget Shell and Codes
- Allocations
- Explain breakdown in Narrative Description)
- TAG Budget line item to goal/activity.

SET ASIDE

Private School Activities Budget

- Use ED114 Budget Shell and Codes
- Allocations
- Explain breakdown in Narrative Description)
- TAG Budget line item to goal/activity.

CEIS/CCEIS Activities Budget

- Use ED114 Budget Shell and Codes
- Allocations
- Explain breakdown in Narrative Description)
- TAG Budget line item to goal/activity.



Meaningful and timely Consultation with Not-for-Profit Private Schools

The LEA must invite all the private schools within the geographical boundaries of the LEA for a meaningful and timely consultation - **must be done annually**.

Private school definition - must have at least one of the following levels to qualify:

1. Elementary grade level - if preschool a Kindergarten is warranted to be an elementary school and/or
2. Secondary grade levels are in place.

Attendance of the meeting to include parent representatives must be recorded and forwarded to the BSE as part of the application.

NOTE: Only for not-for-profit schools. These facilities should be able to give you a copy of their 503 (c) form from the federal government.



MEANINGFUL CONSULTATION SIGN OFF FORM

ELIGIBLE STUDENTS PLACED BY THEIR PARENTS IN A NONPUBLIC SETTING

IDEA regulations mandate that LEA's receiving IDEA Part B funding expend a proportionate amount of funding for the benefit of eligible special education students whose parents unilaterally placed them in private not for profit, nonpublic elementary and secondary schools. These Parentally Placed Private School Students (PPSS) are recorded on the IDEA Part B grant application and used in the proportionate share calculation.

Every LEA, under 34 CFR Sec. 300.133, is required as part of its annual meaningful consultation with private schools located within the geographical boundaries of the LEA, to determine the number of students with disabilities regardless of whether they are or are not receiving special education services under a services plan. The proportional expenditure obligation for LEAs applies to both IDEA Part B Sections 611/619. LEAs may provide services to children served at private schools, including religious, to the extent consistent with state law.

NONPUBLIC / PRIVATE SCHOOL INFORMATION

PLEASE UPLOAD THIS CONSULTATION FORM AS A *RELATED DOCUMENT* IN THE EGMS APPLICATION.

DIRECTIONS: LEAs should use ongoing census information or contact private schools to obtain names of parent representatives to attend this consultation meeting with the LEA. **Fill out the name of the school, date of the meeting, and indicate the participants below** (attach additional forms as needed). If a representative doesn't attend, keep efforts of contact. **NOTE:** Private nursery/preschool/day care centers that do not have a kindergarten do not need to be invited.

Consultation with Private Schools: LEA _____ **DATE:** _____

The annual meaningful consultation with private, not for profit, elementary and secondary school representatives and parent representatives, is required by the IDEA and must include the following:

1. A description of the district's child find procedures and a determination of how parentally placed private school children with disabilities can participate equitably.
2. The determination of the proportionate amount of federal funds available to serve parentally placed private school children with disabilities, including how that amount was calculated.
3. A description of the consultation process among the LEA, private school officials and representatives of parents of parentally placed private school children with disabilities, including how the process will operate.
4. A description of how, where, and by whom special education and related services will be provided for parentally placed private school children with disabilities. The description shall include a discussion of: the types of services (including direct services and alternate service delivery mechanisms), remote learning opportunities for extended school closures or if distance learning is required for equitable services, how the services will be apportioned (if there are insufficient funds to serve all the children), and how and when these decisions will be made.
5. A written document from the LEA to the private school officials with an explanation of the reasons why the LEA chose not to provide services directly or indirectly or through a contract, if the LEA disagrees with the views of the private school officials on the provision of services or types of services.

The following representatives of private school officials and parents attended a meeting, required by Section 300.134, addressing the consultation process which includes all of the components listed above.

Signature of Private School Official(s) and Parent(s)

Private/Nonpublic School Name

NOTE: If any private/nonpublic school did not attend the consultation meeting, please forward information with additional Nonpublic consultation forms completed, indicating the LEA's efforts of contact and their status -upload into EGMS.
(updated 12/17/2020 TSB - Updated PS signoff 12/17/20.doc)

Consultation Review

“Consultation with Private School” includes:

1. Description of LEA's Child Find.
2. Determination of Proportionate Share and how calculated.
3. Description of consultation process and how it operates.
4. Description of how, where, and by whom the types of services will be delivered.
5. Written document with explanation of reasons LEA chose to provide services and if a disagreement of service type.



Nonpublic /Private Schools

Things to know:

* Approved Private Special Education schools do qualify and **must be invited**.

* Charter Schools, Magnet Schools and Head Start Schools **are not** private schools.

* LEA **does not have to invite** a private nursery school, preschools or daycare centers. If no Kindergarten these are not considered private elementary schools.

NOTE: only not-for-profit schools - facilities should be able to give you a copy of their 503 (c) form from the federal government.



Nonpublic/Private Schools Information

More things to know:

- The **October 1st child count** needs to be accurate.
- District is obligated to deliver set-aside funds ... do not rely on Private School to “request” funds – the district determines delivery of services - ensure that set-aside is spent.
- Federal regulations require that federal funds, not state/local funds, satisfy this requirement.
- Some districts set-aside more than necessary but that is a local option. If unsure of district’s dollar figure for proportionate share – contact the BSE.

NOTE: The Private School set aside should be expended in year one – if the amount is not expended contact the BSE to ensure that funds are liquidated by the end of the grant year.



Private School Proportionate Share Section

Private School Proportionate Share

Test District (000-000) Test District - FY 2022 - IDEA - Rev 0 - IDEA Part B Information

This is the TEST site. Please be sure to complete your work on the LIVE site.

Go To

Ages 3-5			Ages 6-21			Ages 3-21		
IEP	Service Plan	Total	IEP	Service Plan	Total	IEP	Service Plan	Total
		0			0			0

The LEA's total number of students with disabilities as recorded from the October 1st Child Count, Services Plans and Parentally Placed Private School Students (PPPSS) are brought together to determine a Proportionate Share calculation below. It is required for LEAs that have private (not for profit) schools which fall within the district's geographical boundaries, regardless of whether the students have or do not have a services plan to complete this action. The formula is based upon <https://sites.ed.gov/idea/regs/b/appendix-b>.

Not Applicable: There are no private schools in operation within the physical boundaries of our school district.

Proportionate Share Worksheet Chart

Calculation for Proportionate Share	611 Grant (3-21 yr old)	619 Grant (3-5 yr old)
# PPPSS not counted in Services Plan 10/1 data	* <input type="text" value="0"/>	* <input type="text" value="0"/>
# Services Plan Students from 10/1 data	<input type="text" value="0"/>	<input type="text" value="0"/>
Total # PPPSS	<input type="text" value="0"/>	<input type="text" value="0"/>
# in-district SPED students from 10/1 data	* <input type="text" value="0"/>	* <input type="text" value="0"/>
Total # district SPED students (private+public)	<input type="text" value="0"/>	<input type="text" value="0"/>
Percent PPPSS	<input type="text" value="0.00"/> %	<input type="text" value="0.00"/> %
Total Grant Award	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>
Proportionate Share of Total Award (Minimum Obligation)	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>
Additional amount from the LEA	\$ <input type="text" value=""/>	\$ <input type="text" value=""/>
Proportionate Share set-aside for Private School on Budget Page	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>

Reminder - Complete the "Meaningful Consultation Sign Off Form" with the name of the Private School, Date of Meeting and indications (signatures) of attendance. If any private/nonpublic school did not attend the consultation meeting, please forward information with additional consultation forms completed, indicating the LEA's efforts of contact and status.

Documents		
Type	Document Template	Document/Link
IDEA Consultation with Private Schools	IDEA Consultation with Private Schools	

NEXT STEPS: The Proportionate Share set-aside amount must be placed as set-aside in the Private School Budget as appropriate.



Not Applicable: There are no private schools in operation within the physical boundaries of our school district.



Private/Nonpublic Schools

Proportionate Share Obligation (Set Aside):

- * IDEA regulations mandate that school districts receiving IDEA Part B funding expend a proportionate amount of funding for the benefit of eligible students who had a free appropriate public education (FAPE) made available and whose parents elected to place their child in private elementary or secondary schools.
- * Private School Activities Budget (02) is to be developed with a Goal/Activity then tagged in the budget for the set aside.



Nonpublic/Private Schools Proportionate Share Calculation

10/1 Child Count from SEDAC for Students with Disabilities Chart

Nexus District		Ages 3-5			Ages 6-21			Ages 3-21		
		IEP	Service Plan	Total	IEP	Service Plan	Total	IEP	Service Plan	Total
2 pc d	Anytown	57	1	58	469	3	472	526	4	530

Be aware the 10/1/20 Child Count numbers may be used as preliminary placeholders throughout the applications for formulas and will be updated to the 10/1/21 certified Child Count numbers when available or upon the final allocation upload.

NOTE: The LEA needs to look for asterisks “*” in order to place in required data (including “0” as data place holders). If the LEA does not place in the data in the required sections – the application will not be able to be sent along for approval and an “error” message will be noted.



EGRANT

Private School Proportionate Share Calculation Worksheet/Chart

10/1 Child Count from SEDAC for Students with Disabilities Chart

Ages 3-5			Ages 6-21			Ages 3-21		
IEP	Service Plan	Total	IEP	Service Plan	Total	IEP	Service Plan	Total
57	1	58	469	3	472	526	4	530

The LEA's total number of students with disabilities as recorded from the October 1st Child Count, Services Plans and Parentally Placed Private School Students (PPPSS) are brought together to determine a Proportionate Share calculation below. It is required for LEAs that have private (not for profit) schools which fall within the district's geographical boundaries, regardless of whether the students have or do not have a services plan to complete this action. The formula is based upon <https://sites.ed.gov/idea/regs/b/appendix-b>.

Not Applicable: There are no private schools in operation within the physical boundaries of our school district.

Proportionate Share Worksheet Chart

Calculation for Proportionate Share	611 Grant (3-21 yr old)	619 Grant (3-5 yr old)
# PPPSS not counted in Services Plan 10/1 data	96	19
# Services Plan Students from 10/1 data	4	1
Total # PPPSS	100	20
# in-district SPED students from 10/1 data	526	57
Total # district SPED students (private+public)	626	77
Percent PPPSS	15.87 %	25.64 %
Total Grant Award	\$ 635,172.00	\$ 7,740.00
Proportionate Share of Total Award (Minimum Obligation)	\$ 100,801.80	\$ 1,984.62
Additional amount from the LEA	\$	\$
Proportionate Share set-aside for Private School on Budget Page	\$ 100,801.80	\$ 1,984.62

Additional PPPSS (Arrow pointing to 96 and 19)

Additional Amt. (Arrow pointing to empty cells)



Coordinated Early Intervening Services

(CEIS)

Things to know:

- CEIS Activities Budget (03) is to be developed with a Goal/Activity then tagged in the budget for the set aside.
- Services to help children who need additional academic or behavioral support to be successful in school. They can include professional development and educational and behavioral evaluations, services, and supports Under IDEA, the provision of CEIS can be voluntary or mandatory. (34 CFR §300.226(b); 34 CFR §300.646(d)(1)(i)).
- **If mandated** the LEA is required to set aside 15% of the grants total. Comprehensive Early Intervening Services (CCEIS) is used with a plan completed due to significant disproportionality and serve both non-disabled and disabled students.
- **If voluntary** CEIS – the LEA identifies the “set-aside” funds utilized to set aside up to 15% of the grant total. A plan needs to be completed and serve high risk non-disabled students.
- Expend set aside funds in year one.
- Regardless of intention - required to track the numbers of students who have received these services, including PD for teachers for a 2 year period and must report how many of these students are later identified as requiring special education services. Tracking for a 2 year period.
- Reporting mandated electronic form which will be sent to all CCESI/CEIS participating directors in the summer each year. It will be due in August/September.



Notice of Intent to Use IDEA Part B funds for CEIS in eGMS

Three options on the Sub-grantee Application

“My district is not voluntarily using CEIS up to 15% nor is it mandated to use CCEIS as 15% set aside of IDEA Part B.”

- *Clicking* this allows for the LEA to identify – they are:
Not doing Coordinated Early Intervening Services (CEIS) / Comprehensive Early Intervening Services (CCEIS).
- *Not clicking* allows for the LEA to identify – they are either:
Voluntary: allows the LEA to set aside up to 15% of grant to fund *non-special education* early intervening services for at-risk non-disabled students in K-12.

OR

Mandated is *clicked on* in the eGMS: Required set-aside 15% of their IDEA Part B grant as a result of data analysis by the CSDE which has identified an LEA with (potential) significant disproportionality.



Notice of Mandated Use IDEA Part B funds for CCEIS in eGMS

Mandated:

- Required Comprehensive Coordinated Early Intervening Services (CCEIS) set-aside 15% of their IDEA Part B total award (both 611 & 619 grants combined) - see Column “D” on CEIS section page.
- Require completion of Box 1a/1b and Box 2 (explanation of activities to address the area(s) identified).
- Preliminary notification to LEA will automatically clicked and numbers calculated.
- **Use for Disabled (cannot be exclusively) and Non-Disabled students ages 3 through grade 12.**



Excess Costs Section/ Calculations

- Special Education kids are General Education kids first.
- LEA is to compute the minimum average amount of per pupil expenditure (PPE) to ensure supplement not supplant (Section 300.16).
- Separately for students in both **Elementary** and **Secondary levels**.
- Based upon the General Education Expenditures (different than MOE – which is Special Education Expenditures).

NOTE: This is a federal requirement and has **nothing to do with CT's Excess Costs Reimbursement Grant.**



IDEA Part B- Excess Cost Section

Excess Costs Calculations

Directions

The LEA must use the October 1st student census to determine per pupil expenditure (PPE). Average daily attendance cannot be used. This is a federal requirement and is NOT the same as CT's Excess Costs Reimbursement Grant. LEAs must compute the minimum average amount of PPE - separately for students in both elementary and secondary levels.

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 PPE in an LEA during the preceding school year. An LEA must spend at least the average annual PPE 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.

The LEA is required to compute the minimum average amount separately for children in elementary schools and for children in secondary schools. LEAs may not compute the minimum average amount it must spend on the education of children with disabilities based on a combination of the enrollments in its elementary schools and secondary schools (Section 602(8) of the Act and Section 300.16.)

Not Applicable

Elementary Level Excess Cost

A: The LEA expended the following amounts of funds from the preceding school year:

1.	From local tax funds (elementary only)	* \$	9,019,079.00
2.	From state funds (elementary portion only)	* \$	348,884.00
3.	From federal grants (elementary portion only)	* \$	146,470.00
4.	TOTAL Expenditures on elementary portion	\$	9,514,433.00

B: Capital outlay and debt services must be subtracted from the above total:

5.	Total expenditure on elementary portion (from #4)	\$	9,514,433.00
6.	Less capital outlay and debt services (elementary portion only)	* \$	0.00
7.	TOTAL Expenditures on elementary less outlay/debt	\$	9,514,433.00

C: The LEA received the following funds from various sources (include only awards for the school year in question-DO NOT include any carry-over funds):

8.	Local funds for special education expenditures-elementary (from End of the Year Report)	* \$	1,543,681.00
9.	Federal IDEA Part B - 619 funds	* \$	3,734.00
10.	Federal IDEA Part B - 611 funds (Elementary portion)	* \$	98,959.00
11.	Federal Title I (part A), III (parts A and B) or other federal programs, excluding federal school lunch funds (proportion)	* \$	43,777.00
12.	Title I (part A), III (parts A and B) programs from state and local funds	* \$	0.00
13.	Other elementary non-local funds (gifts, etc.) (proportion)	* \$	0.00
14.	Sub-total elementary funds	\$	1,690,151.00
15.	TOTAL (#7 - #14)	\$	7,824,282.00

D: Average per pupil expenditures (PPE) for all elementary students:

16.	TOTAL (from #15)	\$	7,824,282.00
17.	Preceding school year LEA elementary student census	*	511
18.	Per Pupil Expenditure (PPE) (#16 / #17)	\$	15,311.71

E: Total minimum amount of State and/or local funds the LEA must spend of the education of their elementary students with disabilities:

19.	Current school year LEA elementary of students with disabilities census	*	54
20.	PPE-elementary level (from #18)	\$	15,311.71
21.	Total minimum amount of local funds LEA must spend for education of enrolled elementary students with disabilities before accessing IDEA funds (#19 x #20)	\$	826,832.15

Calculation for Excess Costs

Directions

The LEA must use the October 1st student census to determine per pupil expenditure (PPE). Average daily attendance is used in both elementary and secondary levels.

Excess costs are those costs for the education of an elementary school or secondary school student with a disability that school child with a disability before funds under Part B of the Act are used to pay the excess costs of providing special ed

The LEA is required to compute the minimum average amount separately for children in elementary schools and for children in elementary schools and secondary schools (Section 602(8) of the Act and Section 300.16.)

Not Applicable

Elementary Level Excess Cost

A: The LEA expended the following amounts of funds from the preceding school year:

- | | |
|----|---|
| 1. | From local tax funds (elementary only) |
| 2. | From state funds (elementary portion only) |
| 3. | From federal grants (elementary portion only) |
| 4. | TOTAL Expenditures on elementary portion |

B: Capital outlay and debt services must be subtracted from the above total:

- | | |
|----|---|
| 5. | Total expenditure on elementary portion (from #4) |
| 6. | Less capital outlay and debt services (elementary portion only) |
| 7. | TOTAL Expenditures on elementary less outlay/debt |



Calculation for Excess Costs

C: The LEA received the following funds from various sources (include only awards for the school year in question-DO NOT include any carry-over funds):

8.	Local funds for special education expenditures-elementary (from End of the Year Report)
9.	Federal IDEA Part B - 619 funds
10.	Federal IDEA Part B - 611 funds (Elementary portion)
11.	Federal Title I (part A), III (parts A and B) or other federal programs, excluding federal school lunch funds (proportion)
12.	Title I (part A), III (parts A and B) programs from state and local funds
13.	Other elementary non-local funds (gifts, etc.) (proportion)
14.	Sub-total elementary funds
15.	TOTAL (#7 - #14)

D: Average per pupil expenditures (PPE) for all elementary students:

16.	TOTAL (from #15)
17.	Preceding school year LEA elementary student census
18.	Per Pupil Expenditure (PPE) (#16 / #17)

E: Total minimum amount of State and/or local funds the LEA must spend of the education of their elementary students with disabilities:

19.	Current school year LEA elementary of students with disabilities census
20.	PPE-elementary level (from #18)
21.	Total minimum amount of local funds LEA must spend for education of enrolled elementary students with disabilities before accessing IDEA funds (#19 x #20)

“Related Documents”/ Uploading Documents

Related Document pages

- IDEA MOE Calculator Version 1.4 Extended – need to be uploaded for all LEAs with expenditures.

NOTE: Application will not validate without MOE Calculator – ENSURE PROPER VERSION IS UPLOADED with both standards completed.

AS NEEDED:

- IDEA Consultation with Private Schools
- IDEA Consortium Letter of Agreement
- IDEA Schoolwide Program Budget Narratives
- Other IDEA Documentation



Funding Application Review for Consortium LEAs

Consortium Member:

- * Only the Sections of IDEA information are available and to be completed.
- * There is no “IDEA Budget” for that is forwarded to the Fiscal Agent to manage rather the allocation is in red due to award was sent to the Fiscal Agent.
- * Ensure to upload IDEA Consortium Letter of Agreement !!



Funding Application Review for Consortium LEA / Fiscal Agent

- **FISCAL AGENT:**

There are multiple districts listed on the home page. The user would have to select which district the Fiscal Agent wants to access.

The fiscal agent has “view only” access to the member districts but would have edit privileges for the IDEA grant in the fiscal agent district.



Allocation page for Consortium LEA

DEPARTMENT OF EDUCATION

- eGMS Home
- Administer ▶
- Search ▶
- Inbox ▶
- CSDE Resources
- Information for this Page
- Request Help
- eGMS Sign Out

eGrants Management System Home

Associated Organizations

Organization Number	Organization Name
005-000	Barkhamsted School District
029-000	Colebrook School District
065-000	Hartland School District
098-000	Norfolk School District
207-000	Regional School District 07
223-100	Shared Services

Krassner, Kathy

Test Site

Session Timeout

00:59:57

Announcements

Opportunity District SIG is Now ESSA SIG (1/15/2019)

The Opportunity District SIG application has been renamed to the ESSA SIG application.

Reminders

Help is Always Here! (7/20/20

To help with your transition the blue Main Menu to the



Allocation page for Consortium LEA

[eGMS Home](#)
[Search](#)
[Inbox](#)
[Planning](#)
[Funding Application](#)
[Grant Summary](#)
[LEA Document Library](#)
[Address Book](#)
[CSDE Resources](#)
[Information for this Page](#)
[Request Help](#)
[eGMS Sign Out](#)

Allocations

Barkhamsted School District (005-000) Public School District - FY 2019 - IDEA - Rev 0 - Allocations

[Go To](#)

(1)	IDEA 611 (2)	IDEA 619	Total
LEA	\$1,000.00	\$500.00	\$1,500.00
Consortium	(\$1,000.00)	(\$500.00)	(\$1,500.00)
Total	\$0.00	\$0.00	\$0.00

[Go To](#)



Budget - EGRANT

XGMS Home	<h2>Budget</h2> <hr/> <p>Andover School District (001-000) Public School District - FY 2020 - IDEA - Rev 0 - IDEA 611</p> <p>Go To</p> <p>Download Budget Data</p> <p>Budget by Object</p> <table border="1"><thead><tr><th>Action</th><th>Purpose</th></tr></thead><tbody><tr><td>View</td><td>01 - Public School Activities</td></tr><tr><td>View</td><td>02 - Private School Activities</td></tr><tr><td>View</td><td>03 - Coordinated Early Intervening Services Activities</td></tr></tbody></table>	Action	Purpose	View	01 - Public School Activities	View	02 - Private School Activities	View	03 - Coordinated Early Intervening Services Activities
Action		Purpose							
View		01 - Public School Activities							
View		02 - Private School Activities							
View		03 - Coordinated Early Intervening Services Activities							
Administer									
Search									
Reports									
Inbox									
Funding Application									
Grant Summary									
IDEA Document Library									
Address Book									
CSDE Resources									
Information for this Page									
Request Help									



Budget EGRANT

Things to know:

- * 611 and 619 have own budget sections.
- * If set aside (CEIS/Private School Activities) for either 611/619 each has these have own budgets.
- Justify each proposed line-item expenditure. Identify personnel by type (e.g., teacher, aide, etc.) and FTE.
- Include FTEs for staff listed under Codes code 111A/B.

NOTE: Related services staff (SLP, SchPsy, OT) place under 111B (Instructional Salaries) if on payroll. If contract out (Pupil Services-Non Payroll) then record under code 323.

Example: Funding a Social Worker full-time equals 1.0 FTE; but, if you are funding a Social Worker only half-time with this grant even if they work for the district full time - would record as 0.5 FTE.



Validation Messages

Error and Warnings

Error – Cannot submit (NOTE: Look for asterisk ... “require response” even if 0.)

IDEA Part B Information

Private School Proportionate Share		
Review	Questions marked with an asterisk (*) require a response.	Error
CEIS		
Review	Questions marked with an asterisk (*) require a response.	Error
Excess Cost		
Review	Questions marked with an asterisk (*) require a response.	Error

Warnings – Answer the question and can still submit

Related Documents		
Review	At least 1 document(s) must be uploaded for the required Related Document 'IDEA MOE Calculator 1.3'.	Error
Review	At least 1 document(s) must be uploaded for the required Related Document 'IDEA MOE Calculator 1.4'.	Error
Review	The optional Related Document 'IDEA Consortium Letter of Agreement' has not been uploaded. Please be certain this is the intention.	Warning
Review	The optional Related Document 'IDEA Consultation with Private Schools' has not been uploaded. Please be certain this is the intention.	Warning
Review	The optional Related Document 'Other IDEA Documentation' has not been uploaded. Please be certain this is the intention.	Warning



Returned Applications

1. ALWAYS go to “Checklist” for CSDE Returned application to view issues.
2. “CSDE Returned for Revision” status unlocks application for editing.
3. Use “Change Log” to view all edits before resubmitting.



CSDE Checklist

1. 1. Goals reflective for preschool and kindergarten (3-5-year olds)			
2. 2. Listed CEIS/CCEIS activities are aligned with the goals			
<input type="checkbox"/> 6. 619 - CCEIS/CEIS Budget	Not Applicable	Andrea Brinell	5/6/2021 11:38:45 AM
1. 1. Allocation is appropriately calculated			
2. 2. Line Items have adequate detail as needed			
<input type="checkbox"/> 7. 611 Public School Goals	OK	Tom Boudreau	5/6/2021 11:43:50 AM
1. Goals reflective for equitable access (3-21year olds)			
2. Listed activities are aligned with the goals.			
<input type="checkbox"/> 8. 611 Public School Budget	OK	Tom Boudreau	5/6/2021 11:43:50 AM
1. Allocations are appropriately aligned to goals			
2. Line Items have adequate detail as needed			
<input type="checkbox"/> 9. 611 - Private Schools Goals/Meeting	OK	Tom Boudreau	5/6/2021 11:43:50 AM
1. Goals reflective for Private School			
2. Listed activities are aligned with the goals			
3. Evidence that Meaning Consultation occurred with related document uploaded			
<input type="checkbox"/> 10. 611 - Private Schools Budget	OK	Tom Boudreau	5/6/2021 11:43:50 AM
1. Additional allocation is appropriately calculated (+/-)			
2. Line Items have adequate detail as needed			
<input type="checkbox"/> 11. 611 CCEIS/CEIS Goals	OK	Tom Boudreau	5/6/2021 11:43:50 AM
1. Goals reflective for CEIS/CCEIS			
2. Listed activities are aligned with the goals			
<input type="checkbox"/> 12. 611 - CCEIS/CEIS Budget	OK	Tom Boudreau	5/6/2021 11:43:50 AM
1. Allocation is appropriately calculated			
2. Line Items have adequate detail as needed			
<input type="checkbox"/> 13. LEA Maintenance of Effort (MOE)	OK	Tom Boudreau	5/6/2021 11:43:50 AM
1. Evidence MOE Calculator was completed			
2. Evidence MOE Calculator was completed			
3. Evidence MOE Compliance completed			
4. MOE Calculator(s) uploaded as a related document			
<input type="checkbox"/> 14. Excess Cost Calculation	OK	Tom Boudreau	5/6/2021 11:43:50 AM
1. Evidence Excess Cost was completed as needed			
<input type="checkbox"/> 15. Consortiums	OK	Tom Boudreau	5/6/2021 11:43:50 AM
1. Consortium letter is uploaded, signed and money broken down			
<input type="checkbox"/> 16. Revision Summary (Revisions only)	Not Reviewed		
1. Revision Summary explanation is acceptable			

How to file a budget revision:



Editing Budget Details

1. From the Budget page, open the Budget Detail page by clicking on Modify (in front of the Object Code or Purpose code (depending on which view you are using)).

NOTE: If you see the word **View**, your application is not in an editable status.

[Upload Budget Data](#) | [Download Budget Data](#)

[Budget by Purpose](#)

Action	Object	Total
Modify	111A - Non-Instructional Salaries	\$132,977.00
Modify	111B - Instructional Salaries	\$3,463,236.00
Modify	200 - Personal Services - Employee Benefits	\$1,516,272.00
Modify	224 - Tuition (Instructional Non-Personal)	\$0.00

2. The budget details page will list all the details for that budget code. If you have more than 10 details, you will have multiple pages.

NOTE: You can opt to show more on the page or just go through the pages if there are not very many.

[Download Budget Data](#)


<< First < Previous 1 2 3 4 5 Next > Last >> Items 1-10 out of 45 Items/Page: 10 ▼



Editing the Budget Details

3. Find the detail you need to edit and click on the Edit (pencil icon

[Download Budget Data](#)

Add Budget Detail		<< First	< Previous	1
Delete	Edit			
				
		Object:	111A	
		Purpose:	01 - I	
		LEA / School:	Bridg	
		Quantity:	<input type="text"/>	

4. Make the changes that are needed and click on Update.

Update Budget Detail

Bridgeport School District (015-000) Public School District - FY 2020 - IDEA - Rev 0 - IDEA 611

Budget Detail	Narrative Description
Object: 111A - Non-Instructional Salaries	1 FTE parent special education ombudsperson, 1 FTE transition coordinator, 1 PT bus
Purpose: 01 - Public School Activities	
LEA / School: Bridgeport School District (015-000)	
Quantity: 1.00	
Cost: \$132,977.00	
Budget Detail Total: \$132,977.00	121 of 2000 characters
Total for all other Budget Details: \$5,172,340.00	
Total for all Budget Details: \$5,305,317.00	
Allocation: \$5,305,317.00	
Remaining: \$0.00	



Budget Revisions

1. First year budget revisions are due on or before May 1st; final second-year budget revisions covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but recommended to be no later than February 1st of the second year.
2. All budgets are done electronically.
3. **Include a narrative in the appropriate box as to the reasons for the revisions.**
4. Refer to *Budget Revision Policy -3/06*



Budget Revision

- In order to process quickly - Send an email explaining what changes are placed in “Comments”. Place all needed information for lack of information will delay approval of revision.
- Do multiple smaller revisions – rather than one big one.
- If older years (not current FFY) for changes... forward request to BGM (if trouble contact BSE).



UPDATES

- **eGrant for IDEA Part B subgrantee will be**

**posted March
due May**

- **Recalculating grant with Final Award Dollars**
 - **Proportionate Share**
 - **CEIS - Mandated**



IDEA Part B Grant

More ... DATEs to know:

FY21 (7/1/20-6/30/22) IDEA Part B Sec. 611/619 - “Second Year”

- Budget Revisions for second year completed by 2/1/22
- All funds obligated or expended by final date of grant 6/30/22
- All funds liquidated within 60 days (8/31/22) and closed out by the final date of grant (9/30/22)

FY22 (7/1/21-6/30/23) IDEA Part B Sec. 611/619 & FY22 ARP IDEA Sec. 611/619 - “First Year”

- Budget revisions for first year to be completed by 5/1/22
- All set-aside funds obligated or expended by 6/30/22*
- Budget Revisions for second year completed by 2/1/23
- All funds obligated or expended by final date of grant 6/30/23
- All funds liquidated within 60 days (8/31/23) and closed out by the final date of grant (9/30/23)

FY23 (7/1/22-6/30/24) IDEA Part B Sec. 611/619 – Subrecipient Application

- Application will be posted on the CSDE website in 3/2022
- Applications can be completed and forwarded any time with a final due date of 5/2022
- Use FY22 IDEA Part B Section 611 and Section 619 final award as the preliminary amounts

*In the past Connecticut has been required to return federal funds to the Office of Special Education Programs (OSEP) due to some districts have not fully liquidated IDEA Part B funds. Please ensure 100% of the IDEA Part B allocated funds are obligated and expended in a timely manner.



UPDATES

*** eGrant for IDEA Part B subgrantee is in the process of the Prepayment Grant (PPG).**

- **Monitoring the use of Federal Funds –**
Uniform Grant Guidance: Conducting risk assessments of grantees ... if the identified risks are significant, the SEA can impose specific conditions under 2 CFR § 200.207 during the course of the award and, in appropriate circumstances, designate those conditions as “high risk” conditions under 2 CFR § 3474.10.



IDEA Part B
Fiscal Monitoring for Risk and Level of Engagement

**Process for monitoring risk associated with the use of
IDEA Part B funds:**

- January 1st through December 31st
- Risk factors monitored throughout the year
- Risk score - through a combination or singular factors and an LEA's level of engagement or "risk status" is determined.
- Letters for 2018 have been sent and responses are being analyzed.



IDEA Part B

Fiscal Monitoring for Risk and Level of Engagement

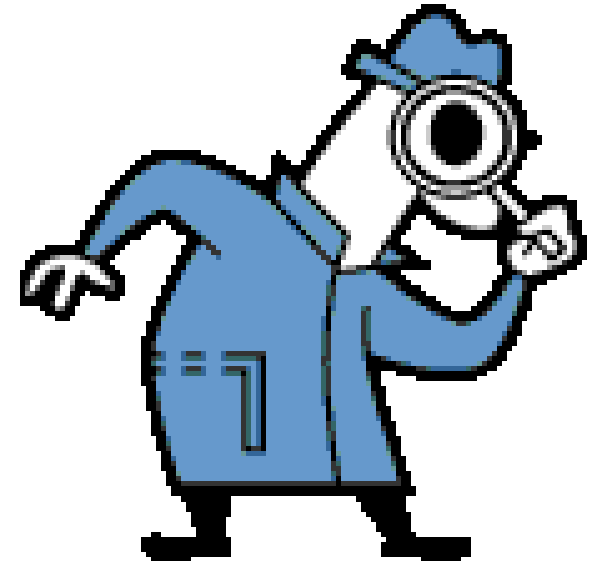
Non-active Risk Status	No actions required
Minor Active Risk Status	Universal supports
Low Active Risk Status	Advanced supports
Moderate Active Risk Status*	Targeted supports LEA Correspondence required
High Active Risk Status*	Intensive Supports LEA Correspondence required <ul style="list-style-type: none"> a. FISCAL-Compliance worksheet completed b. Review the Excess Cost (EC) process and “test EC” c. Explain elevated risk d. Items for compliance
DMS/FRT consultation	<ul style="list-style-type: none"> a. Findings review b. Compliance visitation as warranted



Statewide virtual training on
FY23 Application
will be offered
February 17th
1.5 hour ZOOM learning opportunity
(SAVE THE DATE)

Thursday, February 17, 2022
9:00 A.M. to 10:30 A.M.

Or
Thursday, February 17, 2022
1:00 P.M. to 2:30 P.M.



Chinese Proverb:

“The best time to
plant a tree is 20
years ago....

The next best time
is today.”



QUESTIONS/COMMENTS?

