

PART III

- Applications for Federal Funds

TABLE OF CONTENTS

Page

Section I – General Assurances and Compliance Documents

Submission Statement.....	4
GEPA Assurance	6
Lobbying, Debarment/Drug-free Work Place Certification	9

Section II – Section 611 Funds

Form JE 0016 – Section 611, Joint Flow-Through Application.....	12
Proposed Use of Section 611, Flow-Through Funds	13
Instructions for Form SE006 – Proposed Grant Budget, Section 611 Funding.....	14
Form SE006 – Proposed Grant Budget, Section 611 Funding	15
Appendix A – Additional Instructions for Section 611 Grant Application	16
Appendix B – Object Code Descriptions.....	18

Section III – Section 619 Funds

Proposal Summary – 2009-2010 Early Childhood Special Education Grant Application.....	27
Instructions for Form SE006 – Proposed Grant Budget, Section 619 Funding.....	28
Form SE006 – Proposed Grant Budget, Section 619 Funding	29
619 Grant – Project and Budget Description	30
Appendix C – Additional Instructions for Section 619 Grant Application	31
Appendix D – Suggestions for Appropriate Use of 619 Funds	33

SECTION 1

GENERAL ASSURANCES & COMPLIANCE DOCUMENTS

SUBMISSION STATEMENT

Under the provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA '04), and its 2006 federal implementing regulations, at 34 C.F.R. Part 300 *et al.*, a local educational agency, which desires to receive funds under the Act, must provide the following assurances:

- (1) The attached Application for Part B Funds under the provisions of IDEA has been approved by the _____ on _____.
Name of School Board (if LEA) Date
- (2) The local educational agency shall be responsible for (1) the control of funds provided under part B of the Act; (2) title to property acquired with those funds; and (3) the local educational agency will administer such funds and property.
- (3) The local educational agency shall maintain records which show that where Part B funds are used to supplement existing services or to provide additional services to meet special needs, those services shall be at least comparable to services provided to other children with disabilities in the local educational agency with state and local funds.
- (4) The local educational agency application and all pertinent documents related to such application, including all evaluations and reports relative to the application, shall be made available for public inspection.
- (5) The local educational agency shall maintain records showing that Part B funds are used to supplement and, to the extent practicable, increase the level of state and local funds expended for the education of children with disabilities. Part B funds shall, in no case, be used to supplant local and state funds.
- (6) The funds provided under Part B of the Act shall be used to employ only those professional personnel who meet appropriate State standards. In addition, all other professional personnel employed, such as therapists, etc., shall be properly licensed.
- (7) The Virginia Department of Education assumes rights to all materials and/or products developed in this project, including equipment purchased with Part B funds.
- (8) No person shall, on the grounds of race, color, national origin, sex, disabling condition or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received financial assistance under the provisions of the Act.
- (9) The policies, procedures, and programs established and administered by the local educational agency shall meet eligibility requirements for assistance under this Act.
- (10) The local educational agency shall provide students enrolled in private schools an opportunity to participate in programs funded through Part B of IDEA '04.

- (11) The local educational agency will ensure that projects involving construction, are not inconsistent with overall State plans for the construction of school facilities. In developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed under section 504 of the Rehabilitation Act of 1973 and subsequent amendments in order to ensure that facilities constructed with the use of Federal funds are accessible to, and usable by, individuals with disabilities.
- (12) The educational agency has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in Part B programs significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects.
- (13) The educational agency will ensure that none of the funds expended under Part B programs will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization.
- (14) Except when used to provide coordinated early intervening services, the local educational agency will ensure that funds expended under Part B of IDEA '04 will only be used for the costs which are directly attributable to the education of children with disabilities, and which exceed the average annual per student expenditure during the preceding year as computed in accordance with 34 C.F.R. § 300.202, and Appendix A of the IDEA '04 federal implementing regulations.
- (15) The local educational agency will ensure that funds expended under Part B of IDEA '04 will not be used to reduce the level of expenditures made from local funds below the amount expended for the education of children with disabilities from state or local funds during the preceding fiscal year, in accordance with 34 C.F.R. §§ 300.203 to 300.205 of the IDEA '04 federal implementing regulations.
- (16) The local educational agency will ensure that in accordance with 34 C.F.R. § 300.133, and Appendix B of the IDEA '04 federal implementing regulations, during the grant award period, a proportionate share of the local educational agency's Section 611 subgrant will be set aside to be expended for children with disabilities, ages 3 through 21, who are parentally-placed in a private school, and a proportionate share of its Section 619 subgrant will be set aside to be expended for children with disabilities, ages 3 through 5, who are parentally-placed in a private school. This local educational agency further assures that if it has not expended for equitable services all of its set-aside funds by the end of the fiscal year for which it was appropriated, the local educational agency will obligate any remaining funds for one additional year to provide special education and related services to children with disabilities who are parentally placed in a private school.
- (17) The local educational agency shall maintain records demonstrating compliance with the provisions of IDEA '04 and its federal implementing regulations, including each of the assurances outlined above, and afford the Virginia Department of Education access to those records that it may find necessary to ensure the correctness and verification of the information required under this Act.

Authorized Signature – Superintendent/SOP Director

Title

Name – Typed or Printed

Date

**IDENTIFICATION OF BARRIERS AND DESCRIPTIONS OF
STEPS TO OVERCOME THEM IN ACCORDANCE
WITH PROVISIONS IN SECTION 427 OF
THE GENERAL EDUCATION PROVISIONS ACT**

Applicants for federal assistance are required under Section 427 of Title II, the General Education Provisions Act (GEPA), enacted as a part of the 2001 No Child Left Behind Act amendments to the Elementary and Secondary Education Act of 1965, to address equity concerns that may affect full participation of potential program beneficiaries (teachers, students or parents) in designing their federally-assisted projects. Section 427 requires identification of barriers to full participation, if any, and a description of steps taken, or that will be taken to overcome them. The legislation highlights six characteristics that describe broad categories of persons or groups that may more frequently encounter barriers to participation. The characteristics are: Gender, Race, National Origin, Color, Disability, and Age.

Several strategies that may be used to overcome barriers that might affect participation of individuals described by these characteristics are identified on this form. (In this document, race and color have been combined. At the division’s discretion, the two characteristics may be treated separately). Space has been provided for the division to describe other strategies, if any, to overcome barriers that might exist related to the identified characteristics, and to identify other barrier subjects and provide a descriptive statement of corrective steps related to overcoming those barriers. If the division deems it necessary, a more detailed description of a barrier related to any one of the identified characteristics may be provided in the blank space allocated below the characteristic.

Check all of the federally-assisted program areas to which the attached GEPA statement applies	--
Improving the Academic Achievement of the Disadvantage -- Title I-Basic	
Title I- Even Start	
Title I- Migrant	
Title I- Neglected or Delinquent	
Title II-The Eisenhower Professional Development Program	
Title IV-Safe and Drug Free Schools and Communities	
Title VI-Innovative Education Program Strategies	
Stewart B. McKinney Homeless Assistance Act, Part B-Education for Homeless Children and Youth	
Title II-The Carl D. Perkins Vocational and Applied Technology Education Program	
Title III, Part A, Subpart 2 ESEA: Technology Literacy Challenge Fund	
Title III, Part B, Star Schools Program	
IDEA	
Comprehensive School Reform Demonstration Grant	

GENERAL EDUCATION PROVISIONS ACT STATEMENT AS REQUIRED UNDER SECTION 427

CHECK IDENTIFIED SUBJECT OF BARRIER

CHECK STEPS TAKEN TO OVERCOME EACH BARRIER IDENTIFIED BELOW

___ GENDER	___ RACE AND/OR COLOR	___ NATIONAL ORIGIN
<p>Provide awareness-of/sensitivity-to issues of gender bias through ___ Workshops ___ Exchange programs ___ group counseling ___ individual counseling other _____</p> <p>Provide awareness of people functioning in non-traditional roles/jobs/professions through ___ Shadowing ___ Mentorships ___ Internships ___ field trips ___ awareness/career days ___ advisory committees ___ highlighting current/former students who have succeeded in non-traditional jobs ___ tours of school facilities, classrooms, laboratories that prepare students for nontraditional roles other _____</p> <p>Encourage participation in all programs and activities through ___ active recruitment of under-represented genders ___ providing transportation or child care ___ exchanges between educators and business representatives other _____</p> <p>Ensure appropriate representation of genders ___ in all activities ___ in all instructional materials ___ in all promotional materials other _____</p>	<p>Provide awareness-of/sensitivity-to issues of race/color bias through ___ Workshops ___ exchange programs ___ group counseling ___ individual counseling other _____</p> <p>Provide awareness of people of different racial/color groups functioning in all roles/jobs/professions through ___ Shadowing ___ Mentorships ___ Internships ___ field trips ___ awareness/career days ___ advisory committees ___ highlighting current/former students who have succeeded in non-traditional jobs ___ tours of school facilities, classrooms, laboratories that prepare students for nontraditional roles other _____</p> <p>Encourage participation of all students and staff, regardless of race or color, in all programs and activities through ___ active recruitment of under-represented groups ___ added support such as providing transportation or child care ___ exchanges between educators and business representatives other _____</p> <p>Ensure appropriate representation of all races and colors ___ in all activities ___ in all instructional materials ___ in all promotional materials other _____</p>	<p>Provide awareness-of/sensitivity-to issues of cultural and social differences related to ethnicity/national origin through ___ workshops ___ exchange programs ___ group counseling ___ individual counseling other _____</p> <p>Provide awareness of people of different nationalities functioning in all roles/jobs/professions through ___ shadowing ___ mentorships ___ internships ___ field trips ___ awareness/career days ___ advisory committees ___ highlighting current/former students of different nationalities who have succeeded in their chosen career ___ tours of school facilities, classrooms, laboratories that prepare students for jobs and careers other _____</p> <p>Encourage participation of all students and staff, regardless of national origin, in all programs and activities through ___ active recruitment of under-represented ethnic groups ___ added support such as providing transportation or child care ___ providing program information in home language ___ exchanges between educators and business representatives other _____</p> <p>Ensure appropriate representation of all nationalities ___ in all activities ___ in all instructional materials ___ in all promotional materials other _____</p>

GENERAL EDUCATION PROVISIONS ACT STATEMENT AS REQUIRED UNDER SECTION 427

CHECK IDENTIFIED SUBJECT OF BARRIER		
CHECK STEPS TAKEN TO OVERCOME EACH BARRIER IDENTIFIED BELOW		
___ DISABILITIES	___ AGE	___ OTHER FACTORS THAT MIGHT LIMIT PARTICIPATION
<p>Identify accommodations ___ in the IEP ___ in the 504 plan</p> <p>Provide program activity materials ___ in Braille ___ in large print ___ on audio tape ___ on video tape</p> <p>___ Provide accommodations required in Americans with Disabilities Act or 504</p> <p>Provide program accessibility to students/staff with disabilities through ___ Orientation and mobility training ___ interpreter services ___ closed captioning ___ assistive technology devices ___ personal assistants ___ program accessibility ___ early identification and intervention ___ elimination of architectural barriers</p> <p>Provide awareness-of/sensitivity-to issues of bias related to disabilities through ___ Workshops ___ exchange programs ___ group counseling ___ individual counseling other _____</p> <p>Ensure that personnel/other administrators are aware of and refrain from unfair activities related to issues through ___ equitable hiring practices ___ equitable assignment of responsibilities ___ workshops ___ special activities ___ group counseling ___ individual counseling other _____</p> <p>Ensure appropriate representation of people with disabilities ___ in all activities ___ in all workshop materials ___ in all promotional materials other _____</p>	<p>Provide awareness-of/sensitivity-to issues of bias related to issues of age and the aging process through ___ Workshops ___ exchange programs ___ group counseling ___ individual counseling other _____</p> <p>Ensure that personnel/other administrators are aware of and refrain from unfair activities related to issues of age through ___ equitable hiring practices ___ age-free assignment of responsibilities ___ workshops ___ special activities ___ group counseling ___ individual counseling other _____</p> <p>Ensure objective and positive representation of age groups ___ in all activities ___ in all workshop materials ___ in all promotional materials other _____</p>	

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications 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.

1. LOBBYING

As required by Section 1352, title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 34 CFR Part 82, Sections 82.110, the applicant certifies that:

- (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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (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 contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85.105 and 85.110—

- 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 judgement 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 (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; and
- B. Where the applicant is unable to certify to any of the statement in this certification, he or she shall attach an explanation to this application.
-

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Section 85.605 and 85.610 –

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
 - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an on-going drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education,

400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248.

Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance of rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

C Place of Performance (Street address, city, county, state, zip code):

Check [] if there are workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.506 and 85.610 –

- A. As a Condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S. W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Name of Applicant	PR/Award Number and/or Project Name
Printed Name and Title of Authorized Representative	
Signature	Date

ED 80-001312/9

SECTION 2

**INSTRUCTIONS AND APPLICATION
FOR
IDEA PART B SECTION 611 FUNDS
(FLOW-THROUGH FUNDS)**

(Grant Period: July 1, 2009 – Sept. 30, 2011)

**VIRGINIA DEPARTMENT OF EDUCATION
PART B, SECTION 611 (Flow-Through Funding) APPLICATION
GRANT PERIOD: JULY 1, 2009 – SEPTEMBER 30, 2011**

LEA/SOP (or Fiscal Agent) Name: Three Digit Code Number: <hr/> Address:	<p align="center">PROJECT DIRECTOR</p> Name _____ Email _____ Fax _____ Telephone (_____)
---	---

If this is a joint application and allocations are to be combined into a single award issued to the fiscal agent designated above, list participating LEAs/SOPs and the amounts to be combined into a single award. Individual letters from the participating LEAs/SOPs authorizing release of funds to the designated fiscal agent must accompany this application. Note: All participating agencies must still complete and return all documents contained in Part III – 2009-2010 Special Education Annual Plan.

<u>Participating Agency Name</u>	<u>Code Number</u>	<u>Amount Released</u>

STATE EDUCATIONAL AGENCY ACTION (To be completed by State educational agency)			
DATE RECEIVED	SEA OFFICIAL	REVISIONS	DATE APPROVED
		Y: N	

LEA/SOP

PROPOSED USE OF PART B, SECTION 611, FLOW-THROUGH FUNDS

GRANT PERIOD: JULY 1, 2009 – SEPTEMBER 30, 2011

(Add additional sheets as necessary.)

List and briefly describe all personnel (i.e. teachers, instructional assistants, administrators, clerical, support personnel, and other) to be supported in whole or in part with grant funds (with proposed budget amounts and FTEs).

Briefly describe all additional activities, goods and services (with proposed budget amounts) to be supported with grant funds.

SCHOOL DIVISIONS ONLY:

The school division plans to utilize up to 15% of its Part B, Section 611 grant award for this grant period to implement coordinated early intervening services.

 Yes

 No

INSTRUCTIONS FOR FORM SE006 – PROPOSED 611 GRANT BUDGET
(following page)

Complete Form SE006, column C, by allocating PROPOSED grant funds to object code categories 1000 through 8000. Descriptions of object code categories are provided in Appendix B. In determining appropriate assignment of items to object codes, applicants are strongly encouraged to consult with the individual(s) within the applicant agency who have responsibility for completing the Annual School Report – Financial Section.

List all equipment items costing five thousand dollars (\$5,000) or more, to be purchased with grant funds.

Provide information on proposed out-of-state/country travel to be supported with grant funds.

Note: Where equipment items and/or travel details are not known at the time this application is submitted, applicants may budget for equipment and travel and seek specific approval at a later date (prior to purchase or travel).

**VIRGINIA DEPARTMENT OF EDUCATION
SPECIAL EDUCATION FEDERAL PROGRAM
PROPOSED GRANT BUDGET**

Part B, Section 611, Flow-Through Funds (July 1, 2009 – September 30, 2011)

Applicant Name: _____ Applicant 3-digit Code Number: _____

Contact Person Name: _____ Contact Person Title: _____

Telephone No.: _____ E-mail: _____ Fax No.: _____

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) PROPOSED BUDGET AMOUNT	(D) FOR DOE USE ONLY
Personal Services	1000		
Employee Benefits	2000		
Purchased Services	3000		
Internal Services	4000		
Other Charges	5000		
Materials/Supplies	6000		
Joint Operations	7000		
Capital Outlay (list below)	8000		
<u>TOTAL PROPOSED BUDGET</u>			

Proposed Equipment: (List items costing \$5,000 or more):

Proposed Out-of-State/Country Travel (destination, purpose, estimated cost, # of people):

DO NOT WRITE BELOW THIS LINE – DOE USE ONLY

Date Received:	Total Award Amount: \$	Grant Manager:
Date Approved:	DOE Award #:	Payee Code #:
SEA Official:	CFDA#: 84.027A	Proposal Modified: Y / N
Project Code:	Fed. Award #:	In the Amount of: \$

APPENDIX A

**ADDITIONAL INSTRUCTIONS for
SECTION 611, FLOW-THROUGH APPLICATION**

**ADDITIONAL INSTRUCTIONS FOR COMPLETING
PART B, SECTION 611, FLOW-THROUGH APPLICATION FOR 2008-2009**

PROJECTED GRANT AWARD

The amount of flow-through funds to be allocated to your school division/SOP is based on a revised formula required under the IDEA Amendments of 1997. **We recommend that you base your 2009-2010 proposed budget on the 2008-2009 grant award.**

Grant awards will be issued upon receipt of funds from the U.S. Department of Education (USED) and VDOE approval of the local school division's or state operated program's Annual Plan components, including the application for use of federal funds. Awards will be made upon a determination that the local school division or state operated program has met the entire eligibility requirements of IDEA.

In order for your LEA to receive funding under Part B of the Individuals with Disabilities Education Act, **all** sections of this application must be completed in accordance with Federal and State funding requirements.

ADDITIONAL INSTRUCTIONS

In the narrative description of the proposed use of project funds, please provide a **SUCCINCT** description of how funds will be used during the grant award period. The information provided here, and on Form SE006, will form the basis for approval of subsequent reimbursement requests submitted following the grant award. Should changes in your project be necessary following approval of this application, amendment requests may be submitted in accordance with the policies and procedures in effect at that time.

For personnel to be paid from project funds, please clearly indicate percentages of salaries (FTEs) to be covered by Part B funds. For personnel who do not spend 100% of their time serving children with disabilities, only the amount of time (i.e. percentage of salary and fixed charges) spent serving children with disabilities may be charged to Part B funds.

For equipment purchases, approval for specific items of equipment is required for items costing \$5,000.00 or more. You must obtain approval of each equipment item prior to purchase. For items not included in this application, approval must be obtained prior to purchase by amending this application in accordance with the policies and procedures in effect at that time.

Applicants are encouraged to consider budgeting for "indirect costs" (restricted rate). Please consult with your school division's chief financial officer for information pertinent to indirect costs and the restricted cost rate(s) computed for your school division.

APPENDIX B
OBJECT CODE DESCRIPTIONS

Object Codes/Object Code Definitions¹

1000	Personal Services
2000	Employee Benefits
3000	Purchased Services
4000	Internal Services
5000	Other Charges
6000	Materials and Supplies
7000	Payment to Joint Operations
8000	Capital Outlay
9000	Other Uses of Funds

Personal Services

All compensation for the direct labor of persons in the employment of the local government. Salaries and wages paid to employees for full- and part-time work, including overtime, shift differential, and similar compensation. Includes payments for time not worked, including sick leave, vacation, holidays, jury duty, military leave, and other paid absences that are earned during the reporting period. Object codes displayed here are the only object codes that are valid on the Annual School Report template.

For the purposes of this report, the term “salaries” means all compensation including base wage. This also includes amounts paid through salary reduction plans, such as tax-sheltered annuities and flexible benefit plans. Do not confuse this definition with the Virginia Retirement System (VRS) definition, which excludes supplements for retirement calculation purposes in some circumstances.

- 1110 Administrative Salaries and Wages***
- 1111 Board Members Salaries and Wages***
- 1112 Superintendent Salaries and Wages***
- 1113 Assistant Superintendent Salaries and Wages***
- 1120 Instructional Salaries and Wages***
(Include teachers, instructional supervisors, and instructional specialists, including speech therapists who are considered instructors)
- 1122 Librarian Salaries and Wages***
- 1126 Principal Salaries and Wages***
- 1127 Assistant Principal Salaries and Wages***
- 1130 Other Professional Salaries and Wages*** (Include psychologist, social worker)

¹ Adapted from the 2002-2003 Annual School Report – Financial Section

- 1131 School Nurse Salaries and Wages*** (Attendance & Health Function only)
- 1132 Attendance and Health – Psychologist*** (cost center 9 only)
- 1133 Technical Development*** (Technology and Contingency Reserve Function only – addresses implementation or modification of technology programs/applications for instructional or administrative purposes. Positions include data processors, telecommunications specialists, programmers, systems analysis and engineers.)
- 1140 Technical Salaries and Wages***
- 1141 Technical Support*** (Technology and Contingency Reserve Function only - addresses responsibility for supporting and maintaining the functionality of on-going technology applications, both instructional or administrative. Positions include software, hardware, and network support and maintenance personnel.)
- 1142 Operations and Maintenance – Security Guard*** (cost center 9 only)
- 1150 Clerical Salaries and Wages***
- 1151 Instructional Classroom – Teacher Aides***
- 1160 Trades Salaries and Wages***
- 1170 Operative Salaries and Wages*** (Include bus drivers)
- 1180 Laborer Salaries and Wages***
- 1190 Service Salaries and Wages***
- 1520 Substitute Salaries and Wages***
- 1620 Supplemental Salaries and Wages**
Overtime and supplements included in a contract for extracurricular activities, fixed travel supplements, coaching, and advanced educational degree supplements

**Denotes FTE codes that are included in function 69000 (new for the 2002-2003 ASR)*

2000 Employee Benefits

Job related benefits provided to employees as part of their total compensation. Fringe benefits include the employer’s portion of FICA, pensions, insurance (life, health, disability income, etc.) and employee allowances.

- 2100 Federal Old-Age Insurance (FICA)**
Payments into the contribution fund for payment to the U.S. Treasury on behalf of old-age survivor’s benefits (Social Security).
- 2210 VRS (Retirement)**
Payments into the trust fund of the Virginia Retirement System.
- 2300 Hospital/Medical Plans**
Payments on behalf of employees in a group insurance program providing hospital, medical, surgical, and/or dental coverage.
- 2400 Group Life Insurance**
Payments on behalf of employees for life insurance plans.
- 2500 Disability Insurance**
- 2600 Unemployment Insurance**
- 2700 Worker’s Compensation**
- 2800 Other Fringe Benefits**
Include annual and sick leave payments for personnel who terminate employment. Also, report pension/retirement plans that are specific to your locality under this object code in the appropriate functions.

NOTE: Fringe Benefits are a significant component of employee compensation and, like salaries and wages, are charged to the appropriate object of expenditure within each program. If possible, fringe benefit costs should be charged to the applicable educational program or activity on an ongoing basis. An alternative is to charge all fringe benefits to various benefit accounts. As part of the year-end closing process, these accounts are closed, and all costs are allocated to the appropriate educational program or activity. The following methods are suggested for allocating such cost at year-end. If these methods do not provide reasonable allocations based on circumstances within the school division, then the school division should use another reasonable allocation method. Consistency in application should be maintained at all times.

1. Allocation by percentage of payroll dollars
2. Allocation by Head Count
3. Direct to Program or Activity

3000 Purchased Services

Services acquired from outside sources (i.e., private vendors, public authorities, or other governmental entities, including payments to state mental health/mental retardation institutions for the education of students with disabilities and/or tuition payments to the School for the Deaf and the Blind at Staunton that are made by the Virginia Department of Education on behalf of the school division). Purchase of the service is on a fee basis or fixed time contract basis. Payments for rentals and utilities are not included in this account description.

3410 Transportation Services Public Carriers

Payments to public carriers for transportation of pupils on vehicles that are used by the public. Include payments for pupils transported in intracity transit buses, taxicabs, airplanes, and intercity/interstate passenger buses.

3420 Transportation Services Private Carriers

Payments (either cash or tokens) to parents for transportation of pupils in lieu of providing transportation on school buses. Include allowable payments to parents for pupils attending public, private, and non-sectarian schools. Include costs associated with transporting special education students in school board-owned vehicles to and from school.

3430 Transportation Services by Contract

Payments to private owners of school buses who contract with the school board to transport pupils to and from public schools. Include payments to owners of private vehicles that contract with the school board to transport pupils to and from designated public and private schools.

3800 Purchase of Service from Other Governmental Entities

Payments for services purchased from other governmental entities (i.e., other local governments, public authorities, state agencies, and other LEAs) on a contract/fee basis. **Tuition payments to other local governments for a jointly operated center are not included here but are reported under "Payments to Joint Operations" (object code 7000).**

3810 Tuition Paid – Other Divisions In-State

3820 Tuition Paid – Other Divisions Out-of-State

3830 Tuition Paid – Private Schools

4000 Internal Services

Charges from an internal service fund to other activities/elements of the local government.

5000 Other Charges

5000 Other Charges

Include expenditures that support the use of programs. Include expenditures that would be charged under object codes 5100 through 5800, among other expenditures.

5001 Telecommunications

Include expenditures for recurring telecommunications services for the use of on-line computer technology (e.g., telephone/telecommunications line charges). Telephone charges for line service for Internet connectivity and the Electronic Classroom program.

5100 Utilities

Payments for heat, electricity, water, and sewer services regardless of whether the service is provided by a private enterprise authority or an enterprise fund operated by a local government.

5200 Communications

Payments for postal, messenger, and telecommunications services, typically office voice telephone charges. (Telecommunication costs directly related to technology uses should be coded under 68000.) In addition, office telephone charges would be coded under this code; however, Internet access charges should be coded under object code 5001.

5300 Insurance

Payments for insurance except those that relate to personal services (i.e., hospitalization, group life, worker's compensation, unemployment)

5400 Leases and Rentals

Includes payments for leases that are not capitalized and rental of land, structures, and equipment. Do not include payments made under a lease-purchase agreement.

5500 Travel

5600 Contributions to Other Entities

Includes payments to other governmental entities or community organizations that are not related to the direct purchase of a service on a fee basis (which is reported under object code 3800) or payments to joint operations (which are reflected under object code 7000).

5700 Public Assistance Payments

Payments to individuals for public assistance programs (general government use only).

5800 Miscellaneous

For the 67000 function only, include capitalized lease payments for lease-purchase agreements.

6000 Materials and Supplies

Includes articles and commodities that are consumed or materially altered when used and minor equipment that is not capitalized.

6000 Other Materials and Supplies

6002 Food Supplies

Food for human consumption.

6008 Vehicle and Powered Equipment Fuels

Gasoline, lubricating oils, or such other fuel used in the operation of vehicles and powered equipment (e.g., lawnmowers) purchased from private sources or governmental agencies.

6009 Vehicle and Powered Equipment Supplies

Tires, spark plugs, batteries, and chains used in the operation of vehicles and powered equipment purchased from private sources or governmental agencies.

6020 Textbooks

All textbooks and workbooks purchased to be used in the classroom.

6030 Instructional Materials

Books (not textbooks) and other materials.

6040 Technology Software/On-line Content

Include expenditures for videodiscs and computer programs used in the classroom for instructional purposes, operating system software (i.e., standalone software, not software that is pre-installed and included in hardware costs), application software, and on-line or downloadable software and content. Include expenditures for both additions and replacement.

6050 Non-Capitalized Technology Hardware

Include expenditures for hardware or classroom technology equipment that is not capitalized.

6060 Non-Capitalized Technology Infrastructure

Include expenditures for technology infrastructure that is not capitalized.

7000 Tuition Payments to Joint Operations

Include tuition payments to the fiscal agent for operations that are jointly operated by two or more local governments. An operation is defined as jointly operated if the local governments have responsibility of ownership and policymaking. Policymaking may be handled directly by the local governing bodies or indirectly through an appointed board.

8000 Capital Outlay

Outlays that result in the acquisition of or additions to fixed assets. Capital Outlay includes the purchase of fixed assets both replacement and/or additional.

8100 Capital Outlay Replacement

8110 Technology – Hardware Replacements

Include capital outlay for replacement of hardware or classroom technology equipment. (For further clarification on which expenditures should be included in this object code, see the “Special Note” below.)

8120 Technology – Infrastructure Replacements

Include capital outlay for replacement of technology infrastructure. (For further clarification on which expenditures should be included in this object code, see the “Special Note” below.)

8200 Capital Outlay Additions

Include machinery, equipment, furniture, fixtures, communications equipment, motor vehicles, etc. that are capitalized.

8210 Technology – Hardware Additions

Include capital outlay for additional hardware or classroom technology equipment. (For further clarification on which expenditures should be included in this object code, see the “Special Note” below.)

8220 Technology – Infrastructure Additions

Include capital outlay for additional technology infrastructure. (For further clarification on which expenditures should be included in this object code, see the “Special Note” below.)

Special Note - Classification of Hardware and Infrastructure Expenditures:

Report expenditures under technology “hardware” for computers, associated peripheral equipment, and other specialized technology equipment. Computers include desktop and laptop machines, handheld computers (i.e., Personal Digital Assistants or PDAs), and mainframe machines. Peripheral equipment includes devices attached to computers, such as monitors, keyboards, disk drives, modems, printers, scanners, cameras and speakers, etc.

Report other specialized computer devices under technology “hardware” such as fax-back and voice-mail resources; videoconferencing and other distance education tools, including satellite transmitters and receivers; cable-based receivers; and modem or codec-based video equipment; projection devices, from transparent and opaque projectors to video monitors; and graphing calculators and other specialized computational aids.

Report expenditures under technology “infrastructure” for equipment and devices that enable the linking of computers or video hardware to networks (such as routers, hubs, switches, access servers, modems, or codecs). Infrastructure also refers to cabling installations, whether wire, fiber optic, or coaxial, as well as electrical capacity expansion or HVAC upgrades to support networks. In wireless networking systems, include receivers and transmitters under infrastructure.

THE FOLLOWING CODES DO NOT APPLY TO THE PART B APPLICATION

9000 Other Uses of Funds

This series of codes is used to classify transactions that are not properly recorded as expenditures of the LEA but require budgetary or accounting control. For function 67000, these include

redemption of principal and interest on long-term debt, housing authority obligations, and fund transfers. Used with governmental funds only.

9000 Other Uses of Funds

Include principal, interest, capitalized lease payments for lease-purchase agreements, and other debt-related expenditures.

9100 Redemption of Principal

Expenditures for principal on bonds, notes, and capitalized lease-purchase agreements.

9200 Interest

Expenditures for interest on bonds, notes, and capitalized lease-purchase agreements.

9300 Fund Transfers – Principal and Interest

Transfer of funds to a local governing body for debt service paid on behalf of the school division. This code is intended to capture debt service payments appropriated to the school division but transferred back to and paid by local governments.

9400 Fund Transfers – Deposits to Escrow

Transfer of funds to lottery or school construction escrow accounts. These escrow accounts are authorized by the *Code of Virginia*, Sections 22.1-100.1 and 22.1-175.1 and 175.2.

9500 Fund Transfers – Service Provided by Locality

Transfer of funds to the local governing body that cannot be recorded in the 3000 object series under activities 61100 to 66600 and 68000 to 69000. Examples of services provided by a locality are: (1) school resource officers; (2) vehicle maintenance; (3) payroll, accounting, and purchasing services; (4) information technology; and (5) legal services.

9600 Fund Transfers – Capital Purchased by Locality

Transfer of funds for capital purchases made by the local governing body on behalf of the school division that cannot be recorded in the 8000 series object code under activities 61100 to 66600 or 68000 to 69000.

9700 Fund Transfers – Transfer to Regional Program

Include transfers of state funds to a regional vocational, special education, or alternative education program or to a regional Academic Year Governor’s school. This code should only be used when a school division is acting as a fiscal agent for a regional program. In its role as a fiscal agent, the school division will use this code to “pass-through” state funding to a regional program. This code should not be used by a school division to account for funding that is directly related to the division’s participation in a regional program. Codes 7000 and 3810 are to be used for this purpose.

9800 Fund Transfers – Other

Transfer of funds for items that cannot be recorded in codes 9400 through 9700. If you intend to use this code to report data, it is recommended that you contact the department to discuss use of this code prior to submission of the ASR.

SECTION 3

**INSTRUCTIONS AND APPLICATION
FOR
IDEA PART B SECTION 619 FUNDS
(PRESCHOOL FUNDS)**

(Grant Period: July 1, 2009 – Sept. 30, 2011)

PROPOSAL SUMMARY
2009-2010 EARLY CHILDHOOD SPECIAL EDUCATION GRANT
APPLICATION

(Grant Period: July 1, 2009 – Sept. 30, 2011 – H173A070112)

LEA/SOP: _____

Mailing Address: _____

ECSE Contact Person: _____

Title: _____

Phone: (_____) _____

Email: _____

Provide the following information IF this is a JOINT APPLICATION:

Amount Allocated to LEAs if Joint Application \$ _____

COOPERATING SCHOOL DIVISIONS	AMOUNT ALLOCATED
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$

INSTRUCTIONS FOR FORM SE006 – PROPOSED 619 PROJECT BUDGET
(following page)

Complete Form SE006, column C, by allocating PROPOSED grant funds to object code categories 1000 through 8000. Descriptions of object code categories are provided in Appendix B. In determining appropriate assignment of items to object codes, applicants are strongly encouraged to consult with the individual(s) within the applicant agency who have responsibility for completing the Annual School Report – Finance Section.

Provide information on proposed out-of-state/county travel to be supported with grant funds.

Note: Where equipment items and/or travel details are not known at the time this application is submitted, applicants may budget for equipment and travel and seek specific approval at a later date (prior to purchase or travel).

**VIRGINIA DEPARTMENT OF EDUCATION
SPECIAL EDUCATION FEDERAL PROGRAM
PROPOSED GRANT BUDGET**

Part B, Section 619, Preschool Funds (July 1, 2009– September 30, 2011) – H173A070112

Applicant Name: _____ Applicant 3-digit Code Number: _____

Contact Person Name: _____ Contact Person Title: _____

Telephone No.: _____ E-mail: _____ Fax No.: _____

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) PROPOSED BUDGET AMOUNT	(D) FOR DOE USE ONLY
Personal Services	1000		
Employee Benefits	2000		
Purchased Services	3000		
Internal Services	4000		
Other Charges	5000		
Materials/Supplies	6000		
Joint Operations	7000		
Capital Outlay (list below)	8000		
<u>TOTAL PROPOSED BUDGET</u>			

Proposed Equipment: (List items costing \$5,000 or more):

Proposed Out-of-State/Country Travel (destination, purpose, estimated cost, # of people):

DO NOT WRITE BELOW THIS LINE – DOE USE ONLY

Date Received:	Total Award Amount: \$	Grant Manager:
Date Approved:	DOE Award #:	Payee Code #:
SEA Official:	CFDA#:	Proposal Modified: Y / N
Project Code:	Fed. Award #:	In the Amount of: \$

LEA/SOP

**619 GRANT - EARLY CHILDHOOD SPECIAL EDUCATION PROJECT AND
BUDGET DESCRIPTION
GRANT PERIOD: July 1, 2009 – September 30, 2011**

In narrative format, provide a general description and budget outline of the goods and services to be purchased with the IDEA, Part B, Section 619, ECSE funds listed in the previous section.

SCHOOL DIVISIONS ONLY:

The school division plans to utilize up to 15% of its Part B, Section 619 grant award for this grant period to implement coordinated early intervening services.

Yes

No

APPENDIX C

**ADDITIONAL INSTRUCTIONS FOR COMPLETING THE SECTION 619 EARLY
CHILDHOOD SPECIAL EDUCATION GRANT APPLICATION**

(Grant Period: July 1, 2009 - September 30, 2011)

ADDITIONAL INSTRUCTIONS FOR COMPLETING THE SECTION 619 EARLY CHILDHOOD SPECIAL EDUCATION GRANT APPLICATION FOR 2009-2010

PROJECTED GRANT AWARD

Every attempt has been made to streamline the process of applying for local preschool funding through IDEA, Part B, Section 619. Please be aware that the Department of Education will continue to be responsible for assuring that the funds are used appropriately. Reimbursement requests will be monitored closely for appropriate use of funds. If you have any questions about the appropriateness of a proposed use of these funds, please refer to the Handbook of Procedures and Forms (available at: <http://www.doe.virginia.gov/VDOE/spedfinance/>) and/or contact the Office of Special Education and Instructional Services for guidance.

The amount of 619 funds to be allocated to your LEA is based on a revised formula required under the IDEA Amendments of 1997. **We recommend that you base your 2009-2010 budget on the same amount received in your 2008-2009 award.**

Only the application pages for each grant are required to apply for ECSE funds. Please do not submit these directions, appendices, or the Superintendent's Memorandum with your application. **Applications must include original signature(s).**

PROPOSAL SUMMARY

LEA/SOP: (mailing address, name of contact person and phone number): List the proposed amount to be awarded to your division by the Department of Education. Where several divisions are applying jointly, list the fiscal agent and all pertinent information.

Cooperating Divisions: List the names of all those divisions involved when applying jointly (no addresses are necessary). List the amount each division has been allocated.

PROJECT BUDGET – Provide information requested on the forms.

Form SE006: This form must be completed with approximate amounts. The total must equal the proposed amount to be allocated to the local school division. The only proposed expenditures that must be itemized are those to be included under Capital Outlay, Category 8000. For requirements regarding expenditures, please refer to the HANDBOOK OF PROCEDURES AND FORMS available on the Department of Education's Web site. If there is a question about approvable expenditures, please call the Department prior to expenditure to avoid unnecessary frustration. Descriptions of object codes are provided in Appendix B.

PROJECT AND BUDGET DESCRIPTION

Provide detailed narrative description of program/services being funded and budget as indicated.

APPENDIX D

**SUGGESTIONS FOR APPROPRIATE USE OF EARLY CHILDHOOD SPECIAL
EDUCATION FUNDS**

SUGGESTIONS FOR APPROPRIATE USE OF EARLY CHILDHOOD SPECIAL EDUCATION FUNDS

ADAPTIVE EQUIPMENT/ASSISTIVE TECHNOLOGY:

Includes corner chairs, prone standers, wheelchair inserts, bolsters and wedges, therapy equipment, adaptive toys and switches, augmentative/alternative communication devices, and other specialized equipment and assistive technology for use by ECSE students during the hours they are in school.

CHILD FIND:

Includes expansion of Child Find activities (e.g., screening, publicity, materials) specifically for use in identifying preschoolers with disabilities. May include a Child Find Coordinator's salary and benefits if it has not been funded previously from state or local monies.

CLASSROOM FURNITURE:

Includes child-sized furniture and storage units for an early childhood special education program.

COMPUTERS:

Includes computer hardware for direct use by ECSE students.

DIAGNOSTIC SERVICES:

Includes cost of diagnostic services for preschoolers beyond the level of expenditure for the total ECSE program in any prior year.

INSTRUCTIONAL MATERIALS:

Includes classroom supplies, books, toys, and puzzles, assessment instruments, manipulatives, therapy materials, instructional software, computer adaptations, adaptive toys and switches, laundry and cleaning supplies, disposable gloves, and other materials necessary for the day-to-day operation of educational services to ECSE students.

INTEGRATION:

Includes activities designed to integrate ECSE students with their peers without disabilities. May include tuition payments for children, rental of classroom space for an early childhood special education classroom in a community-based early childhood program, and in-service training or personnel involved in or planning for integrated service delivery.

LOCAL COORDINATION:

Includes activities for coordination of early intervention activities at the local level. May include staff time to attend Local Interagency Coordinating Council for Part C, Early Intervention meetings, coordination with Head Start or other early childhood providers, or joint in-service activities for the purpose of planning and developing a comprehensive service delivery system in the community, if such activities have not previously been funded from state or local monies.

OCCUPATIONAL, PHYSICAL, OR SPEECH-LANGUAGE THERAPY:

Includes therapy beyond the level of expenditure for the total ECSE program in any prior year. The division must be able to document this increased level of service.

OUTDOOR EQUIPMENT:

Includes permanent and portable playground equipment, resilient surfaces, riding toys, sandboxes, and other instructional equipment for outdoor use. Equipment must be suitable for children ages 2-5.

PARENT SERVICES:

Includes parent in-service, books and periodicals for a parent library, and a pro rata contribution to a local Parent Resource Center based on the proportionate number of ECSE students in the local division. May include reimbursement to parents for costs associated with participation in conferences and workshops. Does not include payment to parents to attend workshops or seek family counseling.

PROGRAM EVALUATION:

Includes summative and formative program evaluation activities for the purpose of program improvement or expansion. A third party evaluator could be engaged to conduct an evaluation or a portion of staff time could be allocated for this activity.

SALARIES FOR ECSE ADMINISTRATORS, TEACHERS, AND PARAPROFESSIONALS:

Includes salaries and fringe benefits for administrator, teacher and paraprofessional positions for early childhood special education programs over and above the expenditures in any previous year. Funds proportionate to the amount of time devoted to ECSE programs may also be used for positions only partially working in ECSE programs. Divisions which have paid teacher and/or paraprofessional salaries out of Part B funds may use Section 619, Early Childhood Special Education Grant funds for those expenditures.

TEACHER STIPENDS/STAFF DEVELOPMENT:

Includes travel, food, lodging, registration fees, and substitute teacher wages for ECSE teachers (special and general if students with disabilities are assigned to their classrooms (to attend in-service offerings, professional conferences, and specialized training related to early childhood special education. Please note that any out-of-state travel must have prior approval from the DOE and that all travel expenses must adhere to State Travel Regulations. (See page 28 of the Handbook) May also include reimbursement for unendorsed Early Childhood Special Education teachers to take course work toward early childhood special education (ECSE) endorsement, at the discretion of the local superintendent.

TRANSITION:

Includes activities for transition to and from early childhood special education programs. May include transition materials for parents and staff, joint in-service with sending and

receiving programs, staff release time to attend planning and evaluation meetings, and other transition activities.

TRANSPORTATION:

Includes transportation of preschool children to and from programs or related services, transportation of staff to and from home-based or community-based programs, and parent transportation when needed to promote parental involvement in their child's education. This should not supplant the basic per pupil transportation allowance available through state funds.