

# Fiscal Year (FY) 2022 IDEA Consolidated-Entitlement Funding Application

Budget Examples

02/25/2021

- Instructional staff paid by the grant will require the Educator ID number for:
  - Special education certified teachers
  - Instructional Assistants working under the supervision of special education certified teachers
- The Educator ID numbers will be validated by ESS Program Management Staff to verify that the instructional staff meet the requirements of IDEA personnel qualifications.
- “Special education teacher that holds a special education certificate” may be used as a placeholder until the position is filled, then a revision will be required to add the Educator ID number

## Changes for Fiscal Year 2022 – Instructional Staff

### Sec. 300.156 Personnel qualifications

Arizona Educator ID numbers will be required on applications at the time of the grant application.

Revisions will be needed throughout the project period if your PEA has shifts in personnel.

### ADE Educator Certification

[Certificates & Requirements](#)

[Endorsements](#)

# Special education teachers

## 34 CFR 300.156 (c)

### The IDEA states “Qualifications for special education teachers...

...must ensure that each person employed as a public school special education teacher in the State who teaches in an elementary school, middle school or secondary school—

- (i) Has obtained full State Certification as a special education teacher (including certification obtained through an alternate route to certification as a special educator...
- (ii) Has not had any special education certification or licensure requirements waived on an emergency, temporary, or provisional basis;
- (iii) Holds at least a bachelors degree.”

### Currently Arizona offers the following certificates and endorsements

#### Certificates

- [Early Childhood Special Education, Birth through Grade 3](#)
- [Mild/Moderate Disabilities, K-12](#)
- [Moderate/Severe Disabilities, K-12](#)
- [Hearing Impaired Special Education, Birth-Grade 12](#)
- [Visually Impaired Special Education, Birth-Grade12](#)
- [Alternative Teaching](#)

#### Endorsements

- [Mild/Moderate Disabilities, PreK-12](#)
- [Moderate/Severe Disabilities, PreK-12](#)



# Special Education Teachers budget example

## Previously approved budget narrative

- 3 Certified Special Education teachers and 1 FTE Instructional Aide working under the direct supervision of a certified Special Education teacher

PEAs may opt to include a spreadsheet in the related documents section to show instructional aide/supervisor relationships

## FY2022 budget narrative

- 1 early childhood special education certified teacher (1234567) and 1 special education certified teacher (2345678)
- 1 special education teacher that holds a special education certificate (TBD)
- 1 instructional aide working under the direct supervision of a special education certified teacher (2345678)



- No longer allow training or technical assistance on grant writing or to obtain federal funds.
  - These are not driven or primarily bound to providing services to special education students within a classroom.
  - These are general activities for PEAs and are services rendered regardless if the federal award is given or not.
  - The only possibility grant writing may be approved is if the ONLY grant funds received by the PEA is for special education (IDEA Basic and/or IDEA Preschool).
    - If you seek requests for this cost in the future, it will be rejected unless your PEA is granted an exception.

## Changes for Fiscal Year 2022 – Grant Writing Services

Grant writing services and administration are not excess costs for special education.

See [34 C.F.R. § 300.208](#) Permissive use of funds.

*IDEA Part B funds may be used only to pay the excess costs of activities that directly relate to providing, and ensuring the continuity of, special education and related services to children with disabilities.*

# Indirect Costs & Exceptions for Grant Writing

## Indirect Cost Recovery

- PEAs may consider applying for indirect cost rates with ADE Grants Management to pay for grant writing and grant administration services
- Charges for County administration of the grant should also be charged to Indirect Costs, not a direct charge to the grant(s)

## Requests for exceptions must be made to ESS Program Management

- The PEA must submit a justification of excess cost for grant writing services to [ESS Program Management](#) before including these services as a direct charge to the IDEA Basic and/or IDEA Preschool grants.



FY2022 Proportionate Share obligations for districts have been posted to the ESS Program Management website.

Districts may only spend funds on **equitable services** for parentally-placed private school (homeschool) students with disabilities.

Review the Q&A on Serving Children with Disabilities Placed by Their Parents in Private Schools (December 2020).

Updated on: 02/04/2021 [Contact essprogmgmt@azed.gov for questions.](mailto:essprogmgmt@azed.gov)

Entity ID	CTDS	Name	Preliminary Allocation to PEA - 611		Preliminary Allocation to PEA - 619		Proportionate Share Obligation - 619	
			Basic	Students	Preschool	Students	Preschool	Maximum Amount that can be used for CEIS (15%)
4289	070516000	Agua Fria Union High School District	\$ 1,116,077.79	\$ 12,039.67	\$ -	\$ -	\$ -	\$ 167,411.67
4249	070363000	Aguilera Elementary District	\$ 32,359.81	\$ 1,470.90	\$ 353.91	\$ -	\$ -	\$ 4,907.06
4280	070468000	Alhambra Elementary District	\$ 1,965,388.03	\$ 7,372.05	\$ 57,673.05	\$ -	\$ -	\$ 303,459.16
4406	100210000	Amphitheater Unified District	\$ 2,518,280.25	\$ 29,795.60	\$ 71,551.73	\$ 2,266.34	\$ 388,474.80	\$ 388,474.80
4471	130231000	Ash Fork Joint Unified District	\$ 41,747.06	\$ 927.71	\$ 656.63	\$ 164.16	\$ 6,360.55	\$ 6,360.55
4272	070444000	Avondale Elementary District	\$ 863,499.69	\$ 40,296.65	\$ 11,765.87	\$ 971.49	\$ 131,289.83	\$ 131,289.83
4268	070431000	Balsz Elementary District	\$ 469,150.00	\$ 14,046.41	\$ 15,965.92	\$ -	\$ 72,767.39	\$ 72,767.39
4169	020202000	Bisbee Unified District	\$ 111,737.85	\$ 4,138.44	\$ 942.03	\$ 376.81	\$ 16,901.98	\$ 16,901.98
4397	090232000	Blue Ridge Unified School District No. 32	\$ 357,067.58	\$ 4,739.84	\$ 10,071.13	\$ -	\$ 55,070.81	\$ 55,070.81
4284	070501000	Buckeye Union High School District	\$ 631,490.90	\$ 994.47	\$ -	\$ -	\$ 94,723.64	\$ 94,723.64
4378	080415000	Bullhead City School District	\$ 419,172.95	\$ 1,297.75	\$ 9,636.36	\$ -	\$ 64,321.40	\$ 64,321.40
4470	130228000	Camp Verde Unified District	\$ 294,338.95	\$ 1,501.73	\$ 15,509.75	\$ -	\$ 46,477.31	\$ 46,477.31
4282	070483000	Cartwright Elementary District	\$ 2,718,568.34	\$ 16,586.75	\$ 96,761.37	\$ -	\$ 422,299.46	\$ 422,299.46
4446	110404000	Casa Grande Elementary District	\$ 1,089,462.48	\$ 4,563.19	\$ 27,306.03	\$ -	\$ 167,515.28	\$ 167,515.28

# Changes to Proportionate Share

Visit ESS Program Management [website](#) to view Proportionate Share webinar from November 2020.

[PowerPoint Presentation](#)

[Zoom Recording Link](#)

[E-mail ESS Data Management for assistance on how to report your parentally-placed private school students.](#)

Check your private school student counts on the second tab of this workbook.



# Budget Narratives

- Specificity is important
- Remember requirements of coding according to USFR/USRFCS
- Revise as your scope of work changes

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6300 - Purchased Professional Services	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1	\$177,355.98	\$177,355.98
<b>Narrative Description</b>					
Contract services through [redacted]: occupational therapy, physical therapy, speech therapy, and psychologist.					



# Proportionate Share or CEIS Budget Narratives

- Must be listed in separate line items, not lumped together with typical IDEA Activities
- Identified as “Proportionate Share” or “CEIS” in the narrative
  - Note the fiscal year – whether for current year or carryover
- Description of use of funds, follow USFR/USFRCS coding structure

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6100 - Salaries	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)	0	1	\$30,500.00	\$30,500.00
Narrative Description					
Proportionate Share: Salaries for SLP and OT to serve parentally-placed private school students for FY22 obligation.					

# Instructional Personnel Example

## Example

- 6100/1000: “To fund contracted highly qualified special education teachers and special education classroom paraprofessional and special education instruction aides working under the direct supervision of a highly qualified special education teacher to provide instruction to our special education population”

## Revision

- 6100/1000: “To fund 3 special education certified teachers (1234567, 2345678, 4567890) and a paraprofessional working under the direct supervision of a special education certified teacher (2345678) to provide instruction to our special education population.”

# Professional Development Example

## Example

- 6300/2100: “Fees for professional development for special education teachers”
- 6300/2100: “Substitutes for HQ special education teachers in the special education classroom”

## Revision

- 6300/2100: “Fees for early childhood special education certified teacher to attend Arizona Early Childhood Special Education (ECSE) Summit”
- 6300/2100: “Substitutes to allow early childhood special education certified teacher to attend ADE ECSE professional development summit”

# Contracted Services Example

## Example

- 6300/2100: “Contracted services to include Speech, OT, PT services and contracted SPED Compliance Specialist.”

## Revision

- 6300/2100: “Contracted services to include Speech, OT, and PT services.”
- 6300/2100: “Contracted SPED Compliance Specialist, a special education certified teacher who will be involved with compliance monitoring of our IEPs.”

# Supplies Example

## Example

- 6600/2100: “Funds used to pay for paper, binders, dividers, highlighters, folders, etc. used in the Special Education and Speech rooms.”

## Revision

- 6600/2100: “Funds used to pay for paper, binders, dividers, highlighters, folders, etc. used in the Special Education and Speech rooms to develop supplemental materials to align with students’ IEP goals and send progress reports to families on IEP goals.”

# Software/APPs Example

## Example

- 6600/1000: “Student supplies to include computer program subscriptions.”

## Revision

- 6600/1000: “APPs or software license subscriptions determined as Assistive Technology Considerations for students with disabilities (such as Co-writer, Dragon Naturally Speaking, etc.) to align with their IEP goals.



## Reminders

ESS Program Management specialists will validate Educator ID numbers for all budget narratives in the 1000-Instruction Function Code.

A placeholder may be used if the position has not been filled at the time of initiating the funding application.

- Educator ID numbers are required for all instructional personnel who are paid by the grant or supervising paraprofessionals/instructional assistants paid by the grant.
  - Special Education Certified Teacher
  - Early Childhood Special Education Certified Teacher

# Contact Us

ESS Program Management website

[essprogmgmt@azed.gov](mailto:essprogmgmt@azed.gov)

[Sign up for our listserv](#) to get updates from our team

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