

IDEA Before the Beginning

Amber McCollum

IDEA Budgets and Grants Program Manager

New Directors Federal Programs Conference 2016

Learning Targets

- I can locate federal regulations
- I know how to find time and effort documentation
- I know where to submit our SSIP action steps
- I know how to find information about Proportionate Share
- I know what the FAIN is and where to find it
- I know Amber will help 😊

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Uniform Grant Guidance/EDGAR

- First rule: Breathe, we are in this together 😊
- Page 130 Subpart E – Cost Principles
 - Allowable costs, prior written notice, direct/indirect costs (200.401...)
- Pages 93 and 108 Internal Controls (200.61, 200.303)

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Uniform Grant Guidance/EDGAR

- Pages 89, 116, and 149 Equipment (200.33, 200.313, and 200.439)
- Page 116 Inventory (embedded in Equipment = 200.313)
- Pages 106-107 Suspension and Debarment (200.212)

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Checklist of Summer Budget Activities



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- Time and Effort paperwork completed May/June
- Proportionate Share Consultation Meeting should take place before the FY16-17 school year
- IDEA CLIP Submission
- Using Grant Award Notification - review

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Time and Effort Reporting

- Required by Federal Regulation 200.430 CFR
 - Involves documentation
 - Not new requirement—previously required by OMB Circular A-87
- New Flexibility built in to documentation
- Tools already used
 - Semi-annual certification for single cost objective
 - Personnel activity report (PARS)—or monthly time reports--for multiple cost objectives
 - These are located on our Budget Page

Time and Effort Reporting



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- Required when?
 - When any part of a person's salary is paid from a Federal program
- NEW: Uniform Grant Guidance
 - Charges for salaries must be based on records that accurately reflect the work performed
 - Calls for a system of INTERNAL CONTROLS
 - Reasonable assurance that charges are accurate and allowable
 - Is incorporated into official records
 - Complies with established accounting practices
 - Identifies if multiple cost objectives exist and what they are
 - As long as the records meet standards, no additional records are required
 - Signatures provide certification

What is a semi annual certification?



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- Statement individual(s) worked solely on activities related to single cost objective
- Completed at least every six months
- Signed by employee or supervisor with first-hand knowledge of work performed

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What is a monthly time report? (PAR)



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- Accounts for total time / activity
- Prepared & signed at least monthly
- Signed by employee
- Reflects actual work performed (not budgeted)
- Agrees to supporting documentation

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Time and Effort Reporting Resources



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FY 2017 Consolidated Application

- LEA Consolidated Application Navigation Manual
- Program Guidance
- Consolidated Application Requirements
 - 2017 IDEA Budget Submission Checklist
 - 2017 MOE Eligibility Worksheet
- Forms

Maintenance of Effort

- FY15 MOE Results for LEAs
- LEA Maintenance of Effort Training Webinar
 - LEA Maintenance of Effort Training PowerPoint
- FY14 MOE Audit or Compliance Correction Worksheet
- FY15 MOE Audit or Compliance Correction Worksheet
- Exceptions to MOE Compliance Requirement Form
- MOE Adjustment Form
- New Charter MOE Requirement Form

Resources for Guidance

- Cross-Functional Monitoring Webinar
 - Cross-Functional Monitoring Webinar PowerPoint
- Special Ed Directors Handbook
- 2016 Budget Meeting Powerpoint
- Proportionate Share Process Powerpoint
- Time and Effort Reporting Powerpoint
- Financial Management Complaints

Federal Grant for High Cost Fund

- Application for High Cost Funds
- Georgia's Plan for High Cost
- Grant for High Cost Funds - Sample Application
- Grant for High Cost Funds Q&A

Existing DOE Sample Forms



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First Semester Periodic Certification

Periodic Certification is required when any federal funds are used to pay employees. This certification ~~must~~ be completed at least semi-annually and after the fact. If the LEA pays employees from more than one funding source (state or local funds and federal funds) than a time log must be completed monthly **unless it's a single cost objective** (teach students with disabilities only - ex. preschool SWD).

Individual Periodic Certification Form

This form is to be completed by an employee being paid with any federal funds.

I understand that my position is supported by funds from IDEA or Federal Preschool. I certify that my job duties were related to special education activities performed from July 1 - Dec. 31, 2013 OR School Calendar of Aug. ____ - Dec. ____, 2013. The information recorded on this form is true/correct to the best of my knowledge.

Print Employee Position _____ Date _____
Employee's Signature _____ After above period

[NOTE: May change activity dates to match the school year if desired
Example: Aug. 15 - Dec. 22, 2013]
Ensure signature is dated after each ending date - Dec. 23 or later.

A	B	C	D	E	F
Name					Time Log March
Title	0				
Report time in increments of .25 rounding to nearest quarter hour. Example: 1 hour 10 min would be 1.25					
Day of Mo	Federal Duties	Hours	Non-Federal Duties	Hours	
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
	Federal Monthly Total	0.00	Non-Federal Monthly Total	0.00	
	Mo %	#DIV/0!	Mo%	#DIV/0!	
	YTD Tot	0.00	YTD Tot	0.00	
	YTD %	#DIV/0!	YTD %	#DIV/0!	
Supervisor's Signature					Employee's Signature
Date					Date

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CLIP/SSIP Submission

- SSIP is IDEA portion of Comprehensive LEA Improvement Plan – no other goals entered into Con App for Clip are needed
- Still need to sign off on CLIP
- Please submit with the FY17 Flowthrough Grant on uploaded files tab OR attachments tab
- Con App Navigation and Submission Webinar:

<http://www.gadoe.org/School-Improvement/Federal-Programs/title-i/Pages/Title-Meetings.aspx>



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CLIP/SSIP Submission

The screenshot shows the MyGaDOE Consolidated Application interface. The browser address bar displays the URL: <https://portal.doe.k12.ga.us/ConsolidatedApp.aspx?page=inboxSPECEDU&ProgCat=SPECEDU&oid=46041>. The page title is "Consolidated Application". The left sidebar contains navigation links: Home, Logout, Exceptional Students (Administration, Application, Reports, Online Help), and Amber McCollum (Account Information, Add to Favorites, Help - Dticket). The main content area is titled "Program Status" and shows the following information:

- District Name: Atkinson County
- Fiscal Year: 2016
- District Code: 602

The "Program Status" section includes tabs for Programs, Planning, Prayer Certification, Attachments, Audit Trail, Coordination, Tydings Amendment, and FLP Plan. The "Attachments" tab is selected, and a yellow arrow points to it. Below the tabs, there is a table titled "Exceptional Students" with the following columns: Program, Applied As, Budget Status, DC Status, and Program Type.

Program	Applied As	Budget Status	DC Status	Program Type
Pre-School Handicapped State Grant	Single District	Approved	New	Original
Rule 10 Special Education State Grant	Single District	New	New	Original
Special Ed - Flowthrough	Single District	Approved	New	Original
Special Ed - Flowthrough	Single District	Approved	New	Amendment No. 1
Special Ed - Flowthrough	Single District	Approved	New	Amendment No. 2
Special Ed - Preschool - Regular Project	Single District	Approved	New	Original
Special Ed - Preschool - Regular Project	Single District	Approved	New	Amendment No. 1

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https://portal.doe.k12.ga.us/ConsolidatedApp.aspx?page=inboxSPECEDU&ProgCat=SPECEDU&oid=46041

File Edit View Favorites Tools Help

Convert Select

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Welcome to MyGaDOE
Help - Docket | Online Documentation

Site Navigation
Home
Logout

Exceptional Students
Administration
Application
Reports
Online Help

Amber McCallum
Account Information
Add to Favorites
Help - Docket

Hide Navigation

Consolidated Application

Program Information

District Name : Atkinson County
Fiscal Year : 2016
Status : Approved (Date: 09/25/2015 12:19:37)

District Code : 602
Program : Special Ed - Flowthrough - Original
Superintendent Sign off date : 09/23/2015 13:57:42

Application > Programs

Program Information Budget Audit Trail Assurances Programs

Uploaded Files Fiscal Effort Exceptional Students IDEA Fiscal Monitoring Self Assessment

Print | Sign Off | Request Revision | Create Amendment

Item#	Uploaded File	Created Date
1	Student Success Template_May 26th DOE.docx	8/26/2015 2:04:55 PM
2	FY 16 MOE.pdf	8/26/2015 2:10:04 PM

Best viewed with Internet Explorer 6.0 or higher and Screen Resolution 1024 x 768 or greater

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Proportionate Share Regulations

34 CFR §300.129 - §300.142



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- **Children in Private Schools**
 - §300.129 State responsibility regarding children in private schools.
- **Children With Disabilities Enrolled by Their Parents in Private Schools**
 - §300.132 Provision of services for parentally-placed private school children with disabilities—basic requirement.
 - §300.133 Expenditures.

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Regulatory Guidance

- **Children With Disabilities Enrolled by Their Parents in Private Schools**
 - **§300.132 Provision of services for parentally-placed private school children with disabilities—basic requirement.**
 - (a) *General....*
 - (b) *Services plan for parentally-placed private school children with disabilities.* In accordance with paragraph (a) of this section and §§300.137 through 300.139, **a services plan must be developed and implemented for each private school child with a disability** who has been designated by the LEA in which the private school is located to receive special education and related services under this part.
 - (c) *Record keeping.* **Each LEA must maintain in its records**, and provide to the SEA, the following information related to parentally-placed private school children covered under §§300.130 through 300.144:
 - (1) The number of children evaluated;
 - (2) The number of children determined to be children with disabilities; and
 - (3) The number of children served.

§300.133 Expenditures.



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- (a) *Formula.* To meet the requirement of §300.132(a), each LEA must spend the following on providing special education and related services (including direct services) to parentally-placed private school children with disabilities:
 - (1) For children aged 3 through 21, an amount that is the same proportion of the LEA's total subgrant under section 611(f) of the Act as the number of private school children with disabilities aged 3 through 21 who are enrolled by their parents in private, including religious, elementary schools and secondary schools located in the school district served by the LEA, is to the total number of children with disabilities in its jurisdiction aged 3 through 21.
 - (2)(i) For children aged three through five, an amount that is the same proportion of the LEA's total subgrant under section 619(g) of the Act as the number of parentally-placed private school children with disabilities aged three through five who are enrolled by their parents in a private, including religious, elementary school located in the school district served by the LEA, is to the total number of children with disabilities in its jurisdiction aged three through five.
 - (ii) As described in paragraph (a)(2)(i) of this section, children aged three through five are considered to be parentally-placed private school children with disabilities enrolled by their parents in private, including religious, elementary schools, if they are enrolled in a private school that meets the definition of elementary school in §300.13.
- (3) If an LEA has not expended for equitable services all of the funds described in paragraphs (a)(1) and (a)(2) of this section by the end of the fiscal year for which Congress appropriated the funds, **the LEA must obligate the remaining funds for special education and related services (including direct services) to parentally-placed private school children with disabilities during a carry-over period of one additional year.**
- (b) *Calculating proportionate amount.* In calculating the proportionate amount of Federal funds to be provided for parentally-placed private school children with disabilities, the LEA, after timely and meaningful consultation with representatives of private schools under §300.134, must conduct a thorough and complete child find process to determine the number of parentally-placed children with disabilities attending private schools located in the LEA. (See appendix B for an example of how proportionate share is calculated).

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Proportionate Share Activities

- End of Year Activities
 - Timely and Meaningful Consultation with Stakeholders
 - Affirmation of attendance
 - Timelines for notices, consultation, funding and services provided.
 - Funding calculation including carryover and notification
 - Complete spending and record carryover
 - Proportionate Share PowerPoint Link:
<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Special-Education-Services/Pages/Budget-and-Grant-Applications.aspx>



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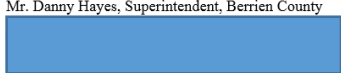

Award Letter Information

NEW GAN Capacity Building template.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW ADD-INS DESIGN LAYOUT

Clipboard Font Paragraph Styles Editing

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1 RECIPIENT NAME Mr. Danny Hayes, Superintendent, Berrien County 	2 AWARD INFORMATION PR/AWARD/FAIN NUMBER H027A150073 - 15B ACTION NUMBER 1 ACTION TYPE INITIAL AWARD TYPE Formula
3 LEA CONTACTS GaDOE SPECIAL EDUCATION SERVICES AND SUPPORTS Amber McCollum (404) 463-0535 amccollum@doe.k12.ga.us GaDOE GRANTS ACCOUNTING CONTACT Phyllis Raines (404) 656-5553 praines@doe.k12.ga.us	4 PROJECT DESCRIPTION IDEA Capacity Building Grant
5 AWARD PERIOD BUDGET PERIOD 7/1/16 - 9/30/17 FEDERAL FUNDING PERIOD 7/1/16 - 9/30/17	
6 AUTHORIZED FUNDING PL 108-446 PART B, INDIVIDUALS WITH DISABILITIES EDUCATION ACT Current Award Amount 35000 LUA PROG. CODE: 2836 Restricted Indirect Cost Rate n/a LUA FUND CODE: 404	
7 ADMINISTRATIVE INFORMATION DUNS # 1 REGULATIONS C  ABLE	

This is the FAIN!

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