Budget Development and Submission

SELDA

Department of Special Education Services and Supports
Scott Dorsey, Program Specialist
Learning Targets

- Creating MyGaDOE Portal Account
- Identifying IDEA Federal and State Grants
- Creating IDEA Budgets
- Initial IDEA Flowthrough Budget Requirements
- Budget Resources
Getting Started: Creating your MyGaDOE Portal Account:
Creating your MyGaDOE Portal Account

Start on the GaDOE website:  
gadoe.org

Select “MyGaDOE” toward the bottom of the page.
Creating Your MyGaDOE Portal Account

Please Log In

Username: [ ]
Password: [ ]

I forgot my passphrase!

Or sign up for an account

Helpful links
- MyGaDOE Online Guide
- GaDOE Public Website
- Information Systems
- AYP & NCLB
- Georgia Standards
- Data Collections
- Financial Reports
- Report Card

This website requires Cookies be enabled in your browser.
Adding Organizational Roles to your MyGaDOE Account
Adding Organizational Roles to your MyGaDOE Account

What organization roles and application roles does a new Special Education Director need to have access to in the portal?

➢ **Organizational Role**: A new Special Education Director will need to be provisioned for the organization role of Special Education Director.

➢ **Application Roles**: Directors will need the following applications:
  - FTE
  - Student Class
  - Student Record
  - SE CEIS
  - Special Education Applications Dashboard: Timelines, Post School, Transition, PreSchool Outcomes etc. are all within the SE Applications Dashboard. No need to request them separately.

**Disclaimer**: LEAs determine what organizational roles and applications roles Special Education Directors are given. Please be aware this is not exhaustive list.
Adding Organizational Roles to your MyGaDOE Account

Click on your name
# Adding Organizational Roles to your MyGaDOE Account

## Apply for a GaDOE Account

<table>
<thead>
<tr>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
<th>STEP 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter User Information</td>
<td>Select Districts And Roles</td>
<td>Select Applications And Roles</td>
<td>Request Submission Summary</td>
</tr>
</tbody>
</table>

## Step 2

### Select an Organization:

To select a School, first choose a District

- District
- School

To select a Dept, first choose an Agency
To select a Division, first choose a Dept

- Agency
- Department
- Division

To see additional Organizations, first choose a Type

- Other Type

Click on a **+** to select that role.

### Roles for Selected Organization:

Current Role Assignments (per Organization):

Click on a **-** to Remove that role.

For a list of District Organizational Role Descriptions, click [here](#).

To view Organization/Application Role Mapping, click [here](#).
Federal & State IDEA Grants
# IDEA Federal Grants

<table>
<thead>
<tr>
<th>Federal Grant Awards</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDEA 619 Preschool Grant</td>
<td>Provides Financial Assistance to School Districts that provide Educational Services for Students with Disabilities (ages 3-5)</td>
</tr>
<tr>
<td>IDEA 611 Flowthrough Grant</td>
<td>Provides Financial Assistance to School Districts that provide Educational Services for Students with Disabilities (ages 3-21)</td>
</tr>
<tr>
<td>IDEA Parent Mentor Grant</td>
<td>This grant assists in funding a parent mentor for special education. There are matching requirements for this grant.</td>
</tr>
<tr>
<td>GNETS Federal Grant</td>
<td>Funds to Support Georgia Network for Educational and Therapeutic Support (GNETS). Comprised of 24 Programs that support local school systems’ continuum of services for Students with disabilities (ages 5-21)</td>
</tr>
<tr>
<td>High Cost Grant</td>
<td>LEA to reimburse either State/Local funds or Federal funds for the expense of providing services to students with disabilities who have exceptionally high needs</td>
</tr>
</tbody>
</table>

**High-Cost Grant**: LEAs apply for this grant during current fiscal year.  
**IDEA Parent Mentor Grant**: LEAs apply for this grant during the prior fiscal year.
# STATE GRANTS for Students with Disabilities

<table>
<thead>
<tr>
<th>State Grants</th>
<th>Not Included on the QBE Allotment Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Preschool Disability Services Grant</strong></td>
<td>Provides State financial assistance to school districts that provide educational services for children with disabilities 3 and 4 year olds</td>
</tr>
<tr>
<td><strong>Tuition For Multiple Disabilities Grant (Residential and Reintegration Grant)</strong></td>
<td>Assist school system with full/partial funding for a high cost placement of a student with disabilities to a private residential program or reintegration back from a residential program</td>
</tr>
<tr>
<td><strong>Rule 10 State Grant</strong></td>
<td>Provides funding to designated state agencies and local school districts for teacher salaries in crisis stabilization programs and state programs providing specialized services for students with disabilities</td>
</tr>
<tr>
<td><strong>GNETS State Grant</strong></td>
<td>Supports Georgia Network for Educational and Therapeutic Support (GNETS) – 24 Programs which support the local school systems’ continuum of services for students with disabilities (ages 5-21)</td>
</tr>
</tbody>
</table>

**Rule 10 State Grant**: Select LEAs are awarded this grant based on need.

**Tuition for Multiple Disabilities Grant (Residential and Reintegration Grant)**: LEAs apply for this grant during the prior fiscal year.
Adding Programs to the Consolidated Application
Adding Programs to the Consolidated Application

**Step 1:** Select Consolidated Application
Adding Programs to the Consolidated Application

**Step 2:** Fiscal Year 2022 (The correct fiscal year should automatically generate)

### Applications

<table>
<thead>
<tr>
<th>Fiscal Year:</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>System:</td>
<td>Bartow County - 608</td>
</tr>
<tr>
<td>Plan Status:</td>
<td></td>
</tr>
</tbody>
</table>

#### Application List

<table>
<thead>
<tr>
<th>FY</th>
<th>System ID</th>
<th>System Name</th>
<th>Plan Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td>608</td>
<td>Bartow County</td>
<td>Approved</td>
</tr>
</tbody>
</table>

CLIP Status
Adding Programs to the Consolidated Application

**Step 3:** Select “Program” Drop Down Arrow
Adding Programs to the Consolidated Application

Step 4: Choose the IDEA Grant and click “Add”
INITIAL BUDGET REQUIREMENTS
Initial IDEA Budget Submission Requirements

Initial IDEA Budget Submission Checklist

- Verify Approved District CLIP
- Review Assurances Tab
- Review Special Education FY21 MOE Portal to plan for Eligibility and Compliance
- Review the Excess Cost Portal to ensure prior year’s Results and Base calculations are fully approved
- Review the FY21 CFM Monitoring Portal to ensure IDEA fiscal CAPS are complete and approved if applicable
- Attach FY22 MOE Eligibility Form
- Complete Proportionate Share Tab
- Complete CEIS Tab
- Complete IDEA Fiscal Monitoring Self-Assessment
- Check Suspension and Debarment for any contracted federally paid employee
- Enter detailed expenditures, including specifications for Proportionate Share, CEIS, and Parent Mentor(s) into the IDEA budget
- Enter details about purchases that require prior approval/seek prior approval when needed
Initial IDEA Budget Submission Requirements

- MOE ELIGIBILITY WORKSHEET: LOCATED ON GaDOE WEBSITE
- Budget and Grant Applications
# MOE Eligibility Worksheet

## Maintenance of Effort Eligibility Standard

<table>
<thead>
<tr>
<th>School Year</th>
<th>State and Local Amount</th>
<th>MOE Result</th>
<th>State and Local Per Pupil</th>
<th>MOE Result</th>
<th>Local Amount</th>
<th>MOE Result</th>
<th>Local Per Pupil</th>
<th>MOE Result</th>
<th>Students with Disabilities Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comparison Year (Last Met Effort)</td>
<td></td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>2019-2020 Expenditures</td>
<td>$</td>
<td>-</td>
<td>Met</td>
<td>$</td>
<td>-</td>
<td>Met</td>
<td>$</td>
<td>-</td>
<td>Met</td>
</tr>
<tr>
<td>2020-2021 Projected Expenditures</td>
<td>$</td>
<td>-</td>
<td>Met</td>
<td>$</td>
<td>-</td>
<td>Met</td>
<td>$</td>
<td>-</td>
<td>Met</td>
</tr>
</tbody>
</table>

**Directions:** Only enter data into WHITE cells. Use MOE portal information to find amounts for the comparison year. In the portal it is referred to as "Projected Effort". Use October FTE-1 SWD CHILD FIND Counts to complete enrollment information. For FY21, you may use projection or 20-1 FTE count. Complete the calculation worksheet tab to determine FY20 and FY21 amounts. Per Pupil Amounts are automatically entered when enrollment information is entered. Finally, to calculate Local MOE, please see instructions in Calculation Worksheet Tab. You must meet in at least one method category each year to be compliant and eligible. If you do not meet, you will need to request exceptions and adjustments.
Initial IDEA Flowthrough
Budget Submission Requirements

Upload Files: MOE Eligibility Worksheet uploaded here
Proportionate Share (Equitable Services): Tab must be completed
IDEA Fiscal Monitoring Self Assessment: Tab must be completed
CEIS: ONLY completed IF APPLICABLE
IDEA Budget Requirements
Proportionate Share – Location

How to access Proportionate Share Tab. Click on the following Tabs:

➢ Program Information
➢ Exceptional Students
➢ Proportionate Share

Worksheet: Proportionate Amount of Funds for Private School Children with Disabilities

The amended IDEA 2004 federal regulations require that a proportionate amount of IDEA and Preschool funds must be spent on providing special education and related services to private school children with disabilities unilaterally placed by their parents. The following worksheet allows you to calculate this proportionate amount.

NOTE: With passage of HB 1580, home school children are to be counted and treated as private school children when determining the proportionate share of federal funds. Remember that the parents of these students refused the IEP (FAPE) and placed their child in a private school. Submit as part of your plan.

<table>
<thead>
<tr>
<th></th>
<th>3-0 Only</th>
<th>3-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Number of eligible private/home schooled children with disabilities not having an IEP</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>B. Number of children with disabilities with IEPs (public, private and home)</td>
<td>41</td>
<td>560</td>
</tr>
<tr>
<td>C. Total number of children with disabilities (A + B)</td>
<td>41</td>
<td>560</td>
</tr>
<tr>
<td>D. Proportionate Percentage (A / C)</td>
<td>0.00000%</td>
<td>0.00000%</td>
</tr>
<tr>
<td>E. Allocation Amount</td>
<td>$5,357.00</td>
<td>$987,480.00</td>
</tr>
<tr>
<td>F. Proportionate Amount (D * E)</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>G. Carryover Amount</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>H. Total Proportionate Amount (F + G)</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Initial IDEA Flowthrough Budget Requirements CEIS Budget - If Applicable

Director Must Check the Appropriate Box

If Applicable must Complete CEIS Budget Worksheet: This budget should match the Coordinated Early Intervening Services (CEIS) Portal Budget.
Initial IDEA Flowthrough Budget Requirements

Allocating Funds

**Step 1:** Click on Tab “Add”
Initial IDEA Flowthrough Budget Requirements Allocating Funds

Step 2: Select function and object code of the budget expenditure.
Step 3: Enter budget description.
Budget Approval Process
Consolidated Application (Budget)

Budget Approval Flow Process:
1. Coordinator Signs Off (Coordinator is the Special Education Director)
2. Superintendent Signs Off or Request Revision
3. Program Manager Signs Off or Request Revision (Program Manager is GaDOE Staff)

Click on either Audit Trail Index to view budget audit trail

**Audit Trail**

<table>
<thead>
<tr>
<th>Old Status</th>
<th>New Status</th>
<th>Changed By</th>
<th>Changed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent Signed Off</td>
<td>Program Manager Signed Off</td>
<td></td>
<td>7/1/2019 2:40:13 PM</td>
</tr>
<tr>
<td>Coordinator Signed Off</td>
<td>Superintendent Signed Off</td>
<td></td>
<td>6/25/2019 11:14:45 AM</td>
</tr>
</tbody>
</table>

**District Name:**
**Fiscal Year:** 2019
**Status:** Program Manager Signed Off (Date: 07/01/2019 14:40:13)

**District Code:**
**Program:** Special Ed - Flowthrough - Amendment No. 3
**Superintendent Sign off date:** 06/25/2019 11:14:45
IDEA BUDGET COMPLETION TIPS
Creating Budgets - Chart of Accounts

Page 37 of the Federal Programs Handbook

• GA Code requires a statewide uniform computerized budget and accounting system.
• Updated chart of accounts is found here.
• Example from an expenditure report: 404-2824-1000-110
  • 404 (FUND: Government Funds),
  • 2824 (PROGRAM: VIB Flowthrough),
  • 1000 (FUNCTION: Instruction),
  • 110 (OBJECT: Teachers)
IDEA BUDGET COMPLETION TIPS

Best Practices:

• Number of personnel should be listed in budget description;
• Itemization of items as appropriate:
• Cost per item X number of items
• For required prior approval items, such as equipment with a per unit cost over 5k, the details should include that prior approval has been given
• Refrain from use of the phrases such as; will include; including but not limited to, etc.
• Spell out acronyms or abbreviations
FY22 Budget Due Dates

• October 1\textsuperscript{st} – FY22 Budget Submission Deadline
• October 30\textsuperscript{th} – FY22 Completion Reports Deadline
• December 1\textsuperscript{st} – Amend IDEA Budgets for CEIS Carryover and Proportionate Share Carryover
• Data Collection and Reporting
Grant Award Notification
Location
Grant Award Notice (GAN)

Information located Federal Programs Handbook
Federal Programs Handbook

- GAN loaded to the attachments tab on the consolidated application in the MyGaDOE portal for each federal award or competitive grant.
- Useful information includes:
  - Award Amount
  - Award Period
  - FAIN
  - Restricted Indirect Cost Rate
  - DUNS
  - LUA Program Code
  - CFDA
  - Contact Information
  - Important attachments
General Attachments Tab

![Image of the Georgia Department of Education (GaDOE) Consolidated Application page]

### Consolidated Application

#### Program Status
- **District Name**: [Redacted]
- **Fiscal Year**: 2018
- **District Code**: 008

<table>
<thead>
<tr>
<th>Programs</th>
<th>Applied As</th>
<th>Budget Status</th>
<th>CC Status</th>
<th>Program Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title I</td>
<td>Single District</td>
<td>Approved</td>
<td>Program Manager Signed Off</td>
<td>Original</td>
</tr>
<tr>
<td>Title II</td>
<td>Single District</td>
<td>Approved</td>
<td>Program Manager Signed Off</td>
<td>Amendment No. 1</td>
</tr>
<tr>
<td>Title III</td>
<td>Single District</td>
<td>Approved</td>
<td>Program Manager Signed Off</td>
<td>Amendment No. 2</td>
</tr>
<tr>
<td>Title IV</td>
<td>Single District</td>
<td>New</td>
<td>New</td>
<td>Original</td>
</tr>
</tbody>
</table>

#### Federal Grants

<table>
<thead>
<tr>
<th>Program</th>
<th>Applied As</th>
<th>Budget Status</th>
<th>CC Status</th>
<th>Program Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title III A</td>
<td>Single District</td>
<td>Approved</td>
<td>New</td>
<td>Original</td>
</tr>
<tr>
<td>Title III B</td>
<td>Single District</td>
<td>Approved</td>
<td>New</td>
<td>Amendment No. 1</td>
</tr>
</tbody>
</table>

#### State Grants

<table>
<thead>
<tr>
<th>Program</th>
<th>Applied As</th>
<th>Budget Status</th>
<th>CC Status</th>
<th>Program Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Learning</td>
<td>Single District</td>
<td>New</td>
<td>New</td>
<td>Original</td>
</tr>
</tbody>
</table>
Grant Award Notification (GAN)

Location

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>2020</th>
</tr>
</thead>
</table>

| Programs | Planning | Prayer Certification | Attachments | Audit Trail |

<table>
<thead>
<tr>
<th>Group</th>
<th>Grant Award Notices</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Upload File</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Item#</th>
<th>Uploaded File</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>FY20 619 County_GANS.pdf</td>
</tr>
<tr>
<td>8</td>
<td>FY20 611 County_GANS.pdf</td>
</tr>
</tbody>
</table>

| 9     |               |
| 10    |               |
| 11    |               |
| 12    |               |
| 13    |               |
| 14    |               |
| 15    |               |
| 16    |               |
| 17    |               |
| 18    |               |
Budget Resources
IDEA Fiscal Resources

Budget and Grant Application

**Budget, Grants and Consolidated Application**

**FY 2021 Allocations**
- FY 2021 Final Allocations
- FY 2020 Final Allocations
- Indirect Costs Calculator
- Sample District Budget Worksheet
- Budget Pages
- IDEA Allowable Expenditures

**FY 2021 Consolidated Application**
- IDEA Budget Submission Checklist
- Forms

**Maintenance of Effort**
- FY21 MOE Eligibility Worksheet
- Exceptions to MOE Compliance Requirement Form
- MOE Adjustment Form
- New Charter MOE Requirement Form

**LEA Excess Cost Calculation**
- Excess Cost Excel Template
- IDEA Excess Cost Handbook

**Resources for Guidance**
- Financial Management Complaints
- Equitable Services for Private and Home School Students Webinar
- FY20 Cross-Functional Monitoring Guidance Document
- FY20 IDEA Fiscal Monitoring Checklist for GNETS
- FY20 IDEA Fiscal Monitoring Checklist for LEAs

Resources
- 2021 IDEA Documents Available for Public Review and Comment
- Budget Liaison Map
IDEA Budget Unit Training Modules

**Step 1:** Click on SLDS Support

- **IDEA Training Module Include:**
  - Maintenance of Effort
  - High Cost & Residential and Reintegration Grants
  - Equitable Services

**Step 2:** Click on “PL” to access Modules
Federal Programs Handbook

Handbook located on GaDOE’s Federal Programs website.

Federal Programs Handbook

- Overarching Requirements for All Federal Programs: Consolidated LEA Improvement Plan, Fiscal Requirements, Inventory Management, Monitoring, Selecting Evidence-Based Interventions (Updated 6.07.2021)
- GaDOE Equitable Services Consultation Guide & Handbook

Contact Information

John Wight
Director
Federal Programs
Phone: 404-463-1857
jwright@doe.k12.ga.us
Offering a holistic education to each and every child in our state.

Questions?

www.gadoe.org

@georgiadeptofed

youtube.com/georgiadeptofed
Division for Special Education Services and Supports
Budget Liaisons

Budget Liaisons Contact Information:

Amber McCollum: Program Manager
Email: amccollum@doe.k12.ga.us
Office: 470-218-0381

Scott Dorsey: Program Specialist
Email: sdorsey@doe.k12.ga.us
Cell: 423-470-6989

Nicole Croom: Program Specialist
Email: ncroom@doe.k12.ga.us
Cell: 678-850-1171

Malissa Roberts: Program Specialist
Email: mroberts@doe.k12.ga.us
Cell: 470-316-8661

❖ All budget information and resources are located on the Special Education Services and Supports - Budget and Grant Applications Website

Link: Special Education Service and Supports Budget and Grant Applications