

Budget Development & Submission

SELDA FY24

**Department of Special Education Support & Services
IDEA Fiscal Unit**

July 19, 2023

Budget Development & Submission

- Review of IDEA Federal & State Grants
- Navigating the Con App
- Laying the Groundwork:
 - IDEA Fiscal Self-Assessment
 - FY24 MOE Worksheet
 - Proportionate Share Set-Aside
 - CEIS & CCEIS Set-Aside





Budget Development & Submission (cont'd)

- Writing Clear & Concise Budgets
- Accounting for Federal Grants
- The Chart of Accounts

IDEA ARP 619
Parent Mentor
GNET Federal
High-Cost Fund
PreSchool Disability
IDEA 611 Flowthrough
PreSchool Disability
IDEA 611
Parent Mentor Grant
IDEA 619
Residential Reintegration
GNET State
Capacity Building
Rule 10
IDEA 611
IDEA ARP 611

IDEA Federal Grants

Federal Grants to LEAs	Federal Regulation Guiding Use
IDEA 619 Preschool Grant	Provides Financial Assistance to LEAs that provide Educational Services for Students with Disabilities (ages 3-5)
IDEA 611 Flowthrough Grant	Provides Financial Assistance to LEAs that provide Educational Services for Students with Disabilities (ages 3-21)
GNETS Federal Grant	Funds to Support Georgia Network for Educational and Therapeutic Support (GNETS) that support local school systems' continuum of services for Students with disabilities (ages 5-21).
High Cost Grant	Partially reimburses either State, Local, and/or Federal funds for the expense of providing services to students with disabilities who have exceptionally high needs.
Parent Mentor Grant	Parent mentor salary, travel/conference costs, professional learning opportunities

State Grants

State Grants to LEAs	Use of Funds
Preschool Disability Services Grant	Provides State financial assistance to school districts that provide educational services for children with disabilities who are 3 and 4 years old.
Tuition for Multiple Disabilities Grant	Assists school system with partial funding for a high cost placement of a student with disabilities to a private residential program or reintegration back from a residential program.
Rule 10 State Grant	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.
GNETS State Grant	Supports Georgia Network for Educational and Therapeutic Support (GNETS) which support the local school systems' continuum of services for students with disabilities (ages 5-21).

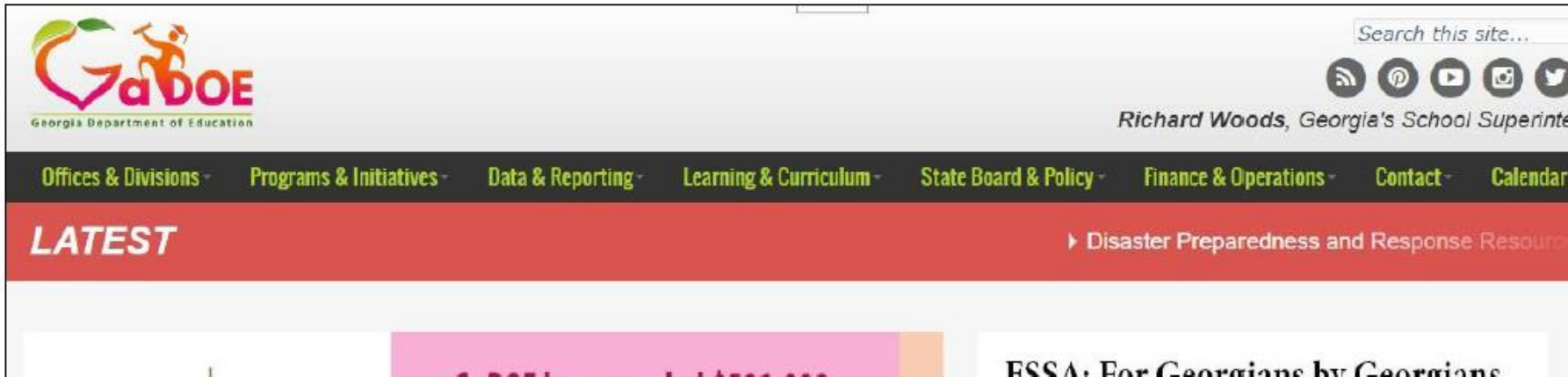
Two Expiring Grants

- IDEA ARP 611
- IDEA ARP 619

**These grants expire
September 30, 2023.
Unexpended funds will
be lost.**



Creating your MyGaDOE Portal Account



Go to
GaDOE
Website:
gadoe.org



Select "MyGaDOE"
toward the bottom of the
page.

Creating your MyGaDOE Portal Account

MyGaDOE

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.

Disclaimer: LEAs determine what organizational roles and applications roles Special Education Directors are given. Please be aware this is not an exhaustive list.

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?

- ***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 an exhaustive list.

Adding Organizational Roles to your MyGaDOE Account



Site Navigation

Home

Logout

Andrew Britt

Account Information

Add to Favorites

Help Desk

Click on your name

Adding Organizational Roles to your MyGaDOE Account

Apply for a GaDOE Account

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

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

For a list of District Organizational Role Descriptions, click [here](#).
To view Organization/Application Role Mapping, click [here](#).

Click on a  to select that role.
Roles for Selected Organization:

Current Role Assignments (per Organization):
Click on a  to Remove that role.

Adding Programs to ConApp

Step 1: Select Consolidated Application

The screenshot displays the GaDOE ConApp interface. At the top left is the GaDOE logo. A search bar for districts is visible, with tabs for 0-9 and letters A through M. A notification bar indicates 2345 new messages. The left sidebar contains a 'Site Navigation' menu with 'Home' and 'Logout', and an 'Exceptional Students' menu with various options. The main content area shows a 'Surveys' dashboard with a table of survey counts: New (0), Saved (0), Submitted (0), and Approved (0), along with a 'Reports' link. A 'More' link is also present. The 'Exceptional Students' menu is expanded, showing a sub-menu for 'Special Education Programs' with options: Special Education, Special Ed Excess Cost, and Special Ed MOE.

Site Navigation

- Home
- Logout

Exceptional Students

- SLDS Support
- Consolidated Application
- Data Collection
- View Documents
- GAORS
- Monitoring
- Message Center
- Grants Application
- Security Administration
- EOPA Reports
- SE Applications Dashboard
- Financial Review Application
- Coordinated Early Intervening Services (CEIS)
- CLIP State Administration
- Equitable Services Administration
- Request Services Administration
- Georgia Learns - PD Hub

Special Education Programs

- Special Education
- Special Ed Excess Cost
- Special Ed MOE

Surveys Dashboard

New (0)	Saved (0)	Submitted (0)	Approved (0)	Reports
No new surveys available				

[More](#)

Adding Programs to the Con App

Step 2: Fiscal Year 2024 (The correct fiscal year should automatically generate)

Applications

Fiscal Year: ▾

System: ▾ System Name:

Plan Status: ▾

Application List			
<u>FY</u>	<u>System ID</u>	<u>System Name</u>	<u>Plan Status</u>
2024	605	<u>Baldwin County</u>	Approved

CLIP Status



Adding Programs to the Con App

Step 4: Choose the IDEA Grant and click “Add”

Consolidated Application

Program Status Application

District Name : Rome City District Code : 785

Fiscal Year : ██████

Programs | Planning | Prayer Certification | Attachments | Audit Trail

Add Program

Add an applicable program to the application

Program : Add

Title Programs

Program	Status	Program Type
Title I-A, Improving The Academic Achievement		Original 📄 ✖

- Charter School - Dissemination Grant
- Charter School - Facility Grants
- Charter School - Federal Implementation
- Charter Schools - Federal Planning Grant
- Homeless Education
- Professional Learning
- RESA - ELA Professional Learning Specialist
- RESA - ETC Services State Grant
- RESA - Math Mentor State Grant
- Residential Treatment Centers
- School Improvement - 1003G Grant
- School wide Program
- Schoolwide Fund Consolidated Pilot
- Title I National Distinguished Schools
- Title I-A Reward Districts Award
- Title I-A, Neglected & Delinquent
- Title I-A, Reward Schools Award
- Title I-A, School Improvement
- Title I-A, School Improvement - Set Aside
- Title I-C, Migrant Education
- Title I-D, Neglected and Delinquent - DJJ
- Title I-D, Neglected and Delinquent - GDC
- Title II-A, Advanced Placements Grants
- Title II-A, Improving Teacher Quality
- Title II-B, MSP
- Title III-A, Immigrant - 681
- Title III-A, Language Instruction for English Lear
- Title IV-A, Student Support and Academic Enrichmen
- Title IV-B, 21st Century Community Learning Center
- Title VI-B, Rural and Low Income

Best viewed with internet Explorer 11.0 or higher and Screen Resolution 1024 x 768 or greater



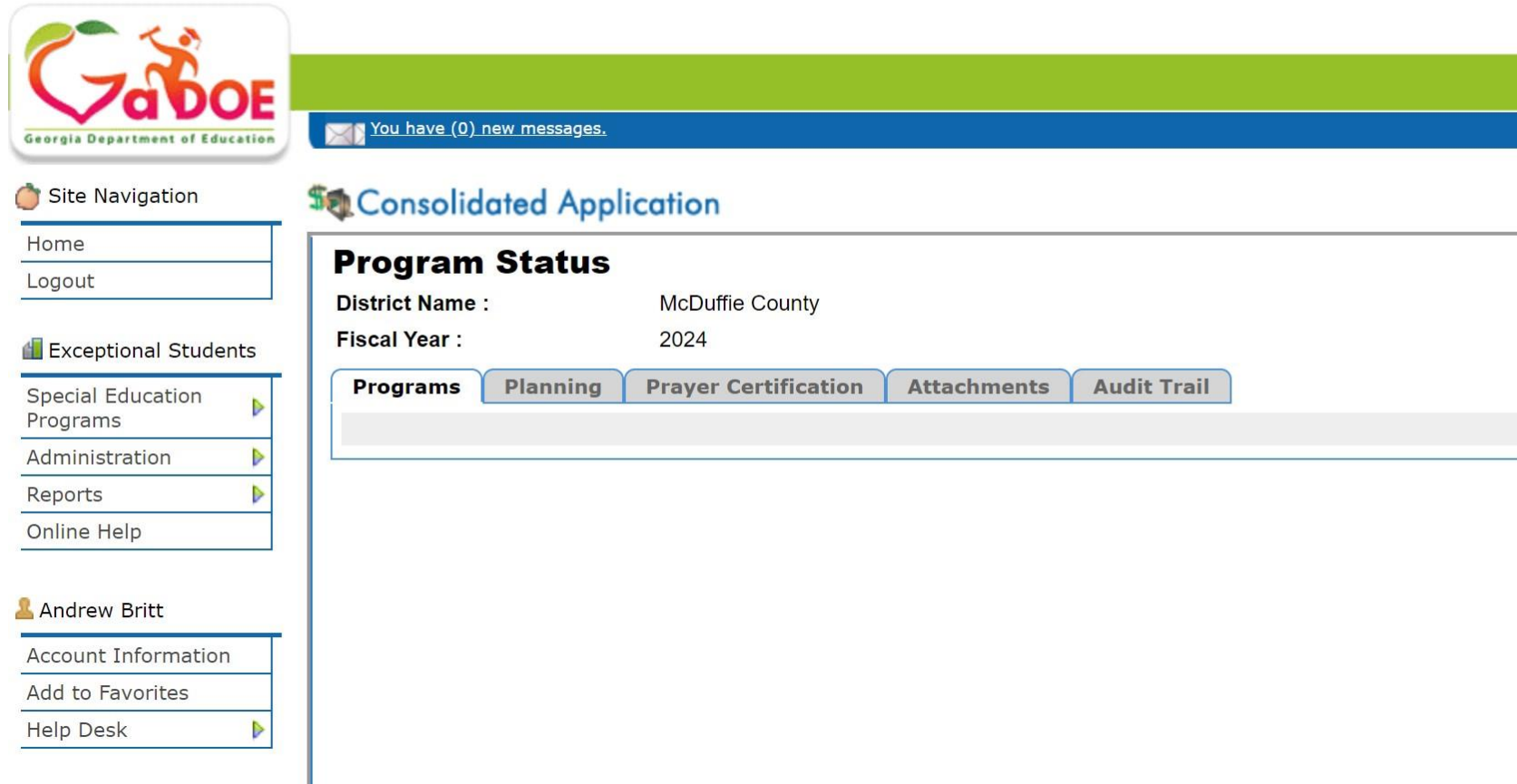
Budget Prerequisites



Basic Components for IDEA Budget Approval


- Approved CLIP
- Con App Tabs
 - Proportionate Share tabs
 - CEIS/CCEIS Budget Worksheet tab
 - IDEA Fiscal Self-Assessment tab
- FY24 Maintenance of Effort (MOE) Eligibility Worksheet uploaded to “Uploaded Files”

Accessing the Proportionate Share & CEIS/CCEIS Tabs



The screenshot displays the GaDOE website interface. At the top left is the GaDOE logo with the text "Georgia Department of Education". A blue notification bar at the top right states "You have (0) new messages." Below the logo is a "Site Navigation" menu with links for "Home" and "Logout". To the right of this is the "Exceptional Students" section with links for "Special Education Programs", "Administration", "Reports", and "Online Help". Below that is a user profile for "Andrew Britt" with links for "Account Information", "Add to Favorites", and "Help Desk". The main content area is titled "Consolidated Application" and features a "Program Status" section. This section displays "District Name : McDuffie County" and "Fiscal Year : 2024". Below this are five tabs: "Programs", "Planning", "Prayer Certification", "Attachments", and "Audit Trail". The "Programs" tab is currently selected and highlighted.

Accessing the Proportionate Share & CEIS/CCEIS Tabs



Georgia Department of Education

You have (0) new messages.

Site Navigation

- Home
- Logout

Exceptional Students

- Special Education Programs
- Administration
- Reports
- Online Help

Andrew Britt

- Account Information
- Add to Favorites
- Help Desk

Consolidated Application

Program Information

District Name : ██████████ County

Fiscal Year : 2023

Status : Approved (Date: 05/10/2023 11:13:28)

[Program Information](#)
[Budget](#)
[Comments](#)
[Audit Trail](#)
[Assurances](#)
[Programs](#)

[Uploaded Files](#)
[Exceptional Students](#)
[IDEA Fiscal Self Assessment](#)

Item#	Uploaded File	Created Date

Accessing the Proportionate Share & CEIS/CCEIS Tabs

The screenshot displays a software interface with a top navigation bar containing the following tabs: Program Information, Budget, Comments, Audit Trail, Assurances, and Programs. Below this, a secondary row of tabs includes Uploaded Files, Exceptional Students, and IDEA Fiscal Self Assessment. A red rectangular box highlights two tabs: Proportionate Share and CEIS Budget Worksheet. Below the highlighted tabs, a blue header reads "Worksheet: Proportionate Amount of Funds for Private School Children with Disabilities". The main content area contains the following text: "The amended IDEA 2004 federal regulations require that a proportionate amount of **IDEA 611** funds must be spent unilaterally placed by their parents. The following worksheet allows you to calculate this proportionate amount. **NOTE:** Board Rule 160-4-7.13 (3)(a)(1) Home school children are to be counted and treated as private school children."

Accessing Proportionate IDEA Fiscal Self Assessment



You have (0) new messages.

Site Navigation

- Home
- Logout

Exceptional Students

- Special Education Programs
- Administration
- Reports
- Online Help

Andrew Britt

- Account Information
- Add to Favorites
- Help Desk

Consolidated Application

Program Information

District Name : McDuffie County
Fiscal Year : 2023
Status : Approved (Date: 05/10/2023 11:13:28)

- Program Information
- Budget
- Comments
- Audit Trail
- Assurances
- Programs

- Uploaded Files
- Exceptional Students
- IDEA Fiscal Self Assessment

Item#	Uploaded File	Created Date
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Important Considerations



Important Preliminary Questions

- How do you make decisions about how you will spend IDEA funds? Have you really considered the “why” of your expenditures?
- How are your budgeting decisions driven by data, particularly student achievement?
- Is your budget aligned to your CLIP?
- How are you determining the IDEA expenditures are allowable?

Important Preliminary Questions

- Have you considered the Excess Cost factor in budgeting?
Are you supplementing and not supplanting?
- What system(s) do you have in place to monitor effectiveness?
- Can you justify your purchases?



Writing Budgets



Budget Descriptions

- Use the Budget Submission Checklist as a guide
- Include numbers and/or quantities in the budget description or show per unit cost
- Budget Description should be a brief, concise narrative describing goods or services being purchased
- Include evidence base for all interventions
 - [Selecting Evidence-Based Interventions](#)

Budget Descriptions

- Place CEIS/CCEIS expenditures on separate line
- Place CEIS/CCEIS at the top of the budget description, use upper case “CEIS”, when describing CEIS/CCEIS set-aside purchases
- Place Proportionate Share expenditures on a separate line
- Place Proportionate Share at the top of the budget description for these expenses
- Separate carryover from current FY set-aside
- Ensure that CEIS/CCEIS and Proportionate Share sum to required totals

Examples of Budget Descriptions



Budget Description Completion Tips

Best Practices:

- Number of personnel should be listed in budget description or in the units column
- Required prior approval items (equipment with a per unit cost over 5k) the details should include that prior approval has been granted
- Put proportionate share and CEIS/CCEIS expenditures on a separate line
- Spell out acronyms or abbreviations

Budget Descriptions: Clear & Concise

1000	118	1	\$998,439.00		\$998,439.00	16 Special Education Adapted PE Teachers/Specialists
1000	140	1	\$1,250,607.00		\$1,250,607.00	66 Special Education Paraprofessionals supporting students with disabilities
1000	140	1	\$165,811.00		\$165,811.00	6 Braille Clerks supporting students with vision impairment
1000	140	1	\$178,020.00		\$178,020.00	4 Registered Behavior technicians supporting special education classrooms and students with behavioral needs

Budget Descriptions: Set-Aside Placement

Separate carryover from current year.

2100	595	1	\$164,639.00		\$164,639.00	FY22 Unexpended Proportionate Share
2100	595	1	\$108,773.00		\$108,773.00	Required FY2023 Proportionate Share support to serve private/home school students in our district.

Budget Descriptions: Evidence- Based...

EVIDENCE-BASED.-

- (A) IN GENERAL. - Except as provided in subparagraph (B), the term “evidence-based”, when used with respect to a State, local educational agency, or school activity, means an activity, strategy, or intervention that –
- (i) Demonstrates a statistically significant effect on improving student outcomes or other relevant outcomes based on-
 - (I) **Strong evidence** from at least 1 well-designed and well-implemented experimental study;

Note: For IDEA, the evidence base can be in any of the categories.

EVIDENCE-BASED.-

(II) **Moderate evidence** from at least 1 well-designed and well-implemented quasi-experimental study; or

(III) **Promising evidence** from at least 1 well-designed and well-implemented correlational study with statistical controls for selection bias; or

(ii) (I) demonstrates a rationale based on high-quality research findings or positive evaluation that such activity, strategy, or intervention is likely to improve student outcomes or other relevant outcomes; and

(II) includes ongoing efforts to examine the effects of such activity, strategy, or intervention.

Note: For IDEA, the evidence base can be in any of the categories.

Budget Descriptions : Evidence Based..

2100	532	1	\$15,000.00		\$15,000.00	To purchase instructional software to enhance the learning of students with disabilities ages 3 - 21 during therapy sessions (Strength of Evidence Rating: Moderate)
------	-----	---	-------------	--	-------------	--

Do you Know?

- What is the single item equipment price point at which Prior Approval is required from your GADOE Budget Liaison?
- What are the procurement thresholds in your district where:
 - Two or more quotes are required?
 - Sealed bids are required?
 - Board of Education approval or Superintendent's approval is required.
- What do the Federal Regulations require?

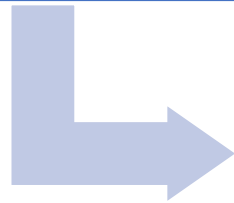
Accounting for Federal Grants



Accounting for Federal Grants

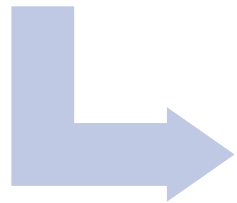
Fund

- Describes the purpose for which dollars are to be used.
- Example: Special Education – 404



Function

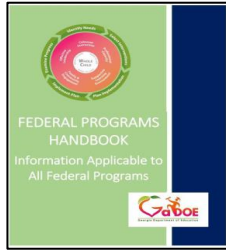
- Describes the activity for which a service or material is acquired.
- Example: Instruction – 1000



Object

- Describes the service or commodity obtained.
- Example: Teacher Salaries - 110

Accounting for Federal Grants



Page 37 of the Federal Programs Handbook

- GA Code requires a statewide uniform computerized budget and accounting system.
- Example from an expenditure report: 404-2824-1000-110
 - 404 (FUND: Government Funds),
 - 2824 (PROGRAM: VIB Flowthrough),
 - 1000 (FUNCTION: Instruction),
 - 110 (OBJECT: Teachers)

LUA Chart of Accounts – Location

Offices & Divisions ▾	Programs & Initiatives ▾	Data & Reporting ▾	Learning & Curriculum ▾	State Board & Policy ▾	Finance & Operations ▾
Teaching and Learning		Policy, Flexibility, and External Affairs			Finance & Business Operations
Curriculum and Instruction		Charter Schools and District Flexibility			Accounting Services
Georgia Virtual Learning		External Affairs			Budget Services
Student Support Teams		Policy			Facilities Services
Educator Support and Development		State Board of Education			Financial Review

Budget and Financial Data Reporting


- LUA Chart of Accounts 
 - Chart of Account Changes (05-16-2023).pdf
 - COA Changes for GASB 87 and 96 (new & revisions).pdf
 - COA Changes - object code additions for GASB 96.pdf
 - Chart of Accounts New Portal User Guide.pdf
- Financial Management for Georgia LUAS Manual

Chart of Accounts - Location

Chart of Accounts

Chart Of Accounts - Search

Search Classification Relationship

Print

Chart of Accounts

Code : Classification:

Name :

Export to Ex

Classification Name	Sub Classification Name	Code	Name	Description	Active
No records available.					

A Few Reminders...



Budget Approval Workflow

LEA Coordinator

The LEA program coordinator will submit the budget to the GaDOE program specialist for approval.



Superintendent

After reviewing the budget, the LEA superintendent will either return the budget to the LEA coordinator for revision or approve and send to Grants Accounting for final approval.



GaDOE Program Specialist

After reviewing the budget, the GaDOE program specialist will either return the budget for revision or approve and send to the LEA Superintendent for approval.

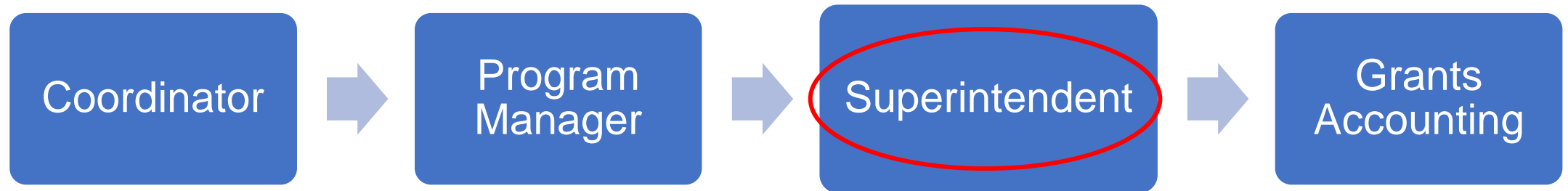


Grants Accounting

Grants Accounting will make the final approval and load into GAORS.



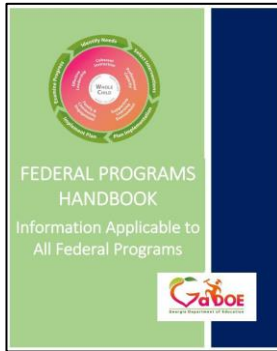
Budget Approval Process: Simplified - “The Workflow”



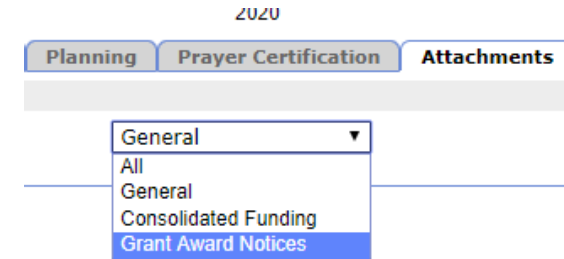
Grant Award Notification Location



Grant Award Notice (GAN)



Information located Federal Programs Handbook
[Federal Programs Handbook](#)



Georgia Department of Education
 Atlanta, Georgia 30334
 GRANT AWARD NOTIFICATION

1 RECIPIENT NAME Dr. Scarlett Copeland Superintendent XXXXX County Schools XXXXX Highway City, Georgia 12345	2 AWARD INFORMATION PR/AWARD NUMBER S010A170010 ACTION TYPE New AWARD TYPE Formula												
3 PROJECT STAFF RECIPIENT ----- GaDOE TITLE I EDUCATION PROGRAM CONTACTS Ken Banter (404) 463-3467 kbanter@doe.k12.ga.us Kandy Phillips (404) 463-1955 rphillips@doe.k12.ga.us GaDOE GRANTS ACCOUNTING CONTACT Regina Hailey (404) 656-4676 rhailey@doe.k12.ga.us	4 PROJECT DESCRIPTION 84.010A Title I Grants to LEAs												
5 AWARD PERIOD BUDGET PERIOD 07/01/2017 - 09/30/2018 FEDERAL FUNDING PERIOD 07/01/2017 - 09/30/2018													
6 AUTHORIZED FUNDING													
<table border="1"> <thead> <tr> <th>FEDERAL GRANT</th> <th>CURRENT AWARD AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Reservation for Neglected/Delinquent</td> <td>\$50,194</td> </tr> <tr> <td>Total Title I, Part A (Includes the Reservation for Neglected/Delinquent)</td> <td>\$1,000,000</td> </tr> <tr> <td>Total Title I, Part D, Subpart 2</td> <td>\$0</td> </tr> <tr> <td>RESTRICTED INDIRECT COST RATE</td> <td>3.26</td> </tr> </tbody> </table>		FEDERAL GRANT	CURRENT AWARD AMOUNT	Reservation for Neglected/Delinquent	\$50,194	Total Title I, Part A (Includes the Reservation for Neglected/Delinquent)	\$1,000,000	Total Title I, Part D, Subpart 2	\$0	RESTRICTED INDIRECT COST RATE	3.26		
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Total Title I, Part D, Subpart 2	\$0												
RESTRICTED INDIRECT COST RATE	3.26												
7 ADMINISTRATIVE INFORMATION DUNS 078124831 REGULATIONS C.F.R. PART 200 EDGAR AS APPLICABLE 2 C.F.R. AS APPLICABLE													
8 LEGISLATIVE AND FISCAL DATA AUTHORITY PL 100-297 I-A ELEMENTARY & SECONDARY EDUCATION ACT OF 1965, TITLE I PROGRAM TITLE TITLE I GRANTS TO LOCAL EDUCATION AGENCIES CFDA/SUBPROGRAM # 84.010A													
<table border="1"> <thead> <tr> <th>LUA PROGRAM CODE</th> <th>FUNDING YEAR</th> <th>AWARD YEAR</th> <th>CFDA</th> <th>OBJECT CLASS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>XXXX-1750</td> <td>2018</td> <td>2018</td> <td>84.010</td> <td>551</td> <td>\$1,000,000</td> </tr> </tbody> </table>		LUA PROGRAM CODE	FUNDING YEAR	AWARD YEAR	CFDA	OBJECT CLASS	AMOUNT	XXXX-1750	2018	2018	84.010	551	\$1,000,000
LUA PROGRAM CODE	FUNDING YEAR	AWARD YEAR	CFDA	OBJECT CLASS	AMOUNT								
XXXX-1750	2018	2018	84.010	551	\$1,000,000								

- 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**



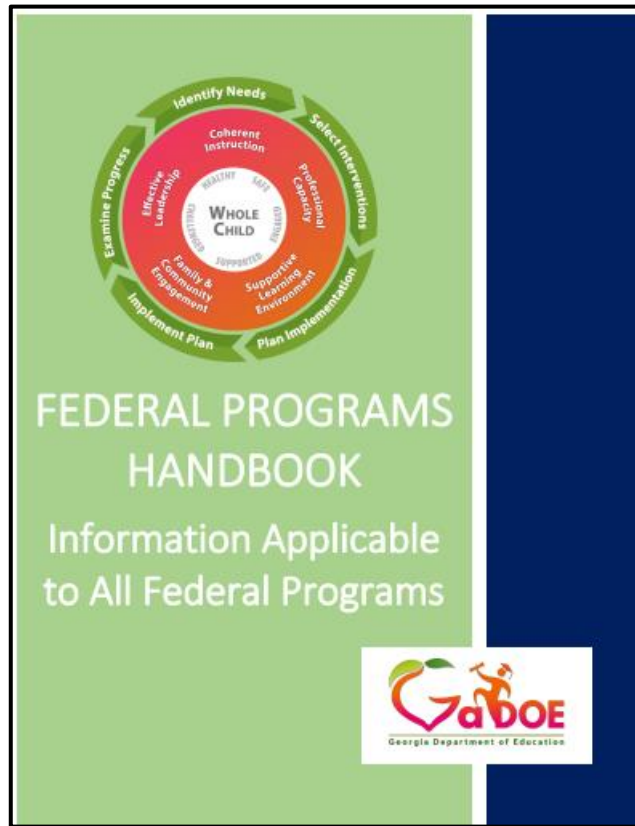
Budget Management - Drawdowns

Through the first 15 months, the generally anticipated rate of draw for LEAs running full-year federal program funded supports and services is as follows:

October 31st	Up to 27% of funds used		April 30 th	Up to 67% of funds used
November 30th	Up to 33% of funds used		May 31st	Up to 73% of funds used
December 31st	Up to 40% of funds used		June 30th	Up to 80% of funds used
January 31st	Up to 47% of funds used		July 31st	Up to 87% of funds used
February 28th	Up to 53% of funds used		August 31st	Up to 93% of funds used
March 31st	Up to 60% of funds used		September 30th	100% of funds used

Budgeting Resources

Federal Programs Handbook



- Chapter 4: Fiscal Requirements for Federal Programs
- Budget Management
 - Fiscal regulations and guidance
 - Budget planning
 - Creating budgets
 - Chart of accounts

Important Budget Due Dates

October 2023

Date	Item	Location
October 1	Budget submission deadline for ALL fiscal year (FY) 2024 budgets (Superintendent signed off)	FY 2024 Consolidated Application (Con App)
October 30	Completion Reports deadline for FY 2023 IDEA grants	Completion Report portal



Questions

Contact Us

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Program Specialist

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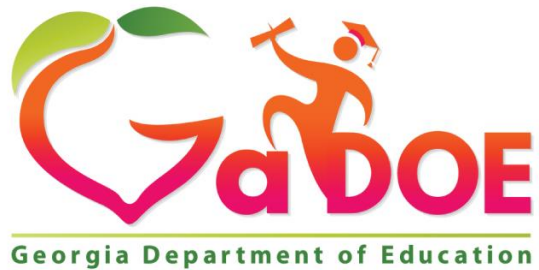
Carla.Rose@doe.k12.ga.us



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 youtube.com/user/GaDOEmedia



**EDUCATING
GEORGIA'S FUTURE**

