

**Welcome to the 2019-2020 Special Education Annual Plan/Part B Flow-Through Application in Excel.  
Please Select your entity name**

ALEXANDRIA CITY PUBLIC SCHOOLS

**NOTE: Must Enable Macros to Proceed.**

Welcome to the 2019-2020 Special Education Annual Plan/Part B Flow-Through Application in Excel. Please use the tabs at the bottom of this spreadsheet to work your way through the certifications, assurances, budget forms, and other required components. Use your local personal computer to prepare the document for submission to the Virginia Department of Education via VDOE's Online Management of Education Grant Awards (OMEGA). The OMEGA submission and all documents must be completed no later than **May 10, 2019**.

Print Annual Plan

**To print Annual Plan/Part B Flow-Through Application Document, please select this button:**

**To view Annual Plan/Part B Flow-Through Application Document by pages, click on "Page Break Preview" under View.**

## **GENERAL INSTRUCTIONS ANNUAL PLAN/PART B FLOW-THROUGH APPLICATION PROCESS**

All local educational agencies (LEAs), which include local school divisions, state-operated programs (SOPs), and the Virginia School for the Deaf and the Blind (VSDB), are required to establish their eligibility to receive funding under the Individuals with Disabilities Education Improvement Act of 2004 (IDEA). IDEA, at 20 USC § 1413(a)(1), and its federal implementing regulations, at 34 CFR § 300.201, require that each LEA, in providing for the education of children with disabilities within its jurisdiction, has in effect policies, procedures, and programs that are consistent with the Virginia Department of Education's (VDOE's) policies and procedures, which have been established in accordance with the IDEA. This Annual Plan/Part B Flow-Through Application is a component of the VDOE's overall responsibility to ensure each LEA's compliance with the implementation of the requirements of IDEA and its federal implementing regulations. Links to the 2006 federal IDEA implementing regulations and the April 2007 and December 2008 revisions to the federal regulations are available online at:

<http://www.ed.gov/legislation/FedRegister/finrule/2006-3/081406a.pdf>

<http://www2.ed.gov/legislation/FedRegister/finrule/2007-2/040907a.pdf> (pages 17769-17774, and 17781)

<http://www.ed.gov/legislation/FedRegister/finrule/2008-4/120108a.pdf>

Please refer also to the information outlined below, and the Superintendent's Memorandum No. 193-18, dated July 27, 2018, for additional information and contact assistance.

### **A. Submission of the Annual Plan/Part B Flow-Through Application using the OMEGA System:**

Each LEA must submit its Annual Plan/Part B Flow-Through Application using the Online Management of Grant Awards (OMEGA) System. LEAs are requested to use the sequence of activities outlined below when completing and submitting their Annual Plan/Part B Flow-Through Application for approval. For LEAs to be eligible to receive Part B funds the following components are required: Excess Costs and Maintenance of Effort (MOE). Information will be collected concerning Excess Costs using an automated Web-based application. Projected Maintenance of Effort information will be collected within this application.

1. Verify completion of an "OMEGA User Permission Form OP1" - An OP1 Form must be on file with the VDOE's Fiscal Services Office for each person in the LEA's OMEGA approval queue for applications for Sections 611 or 619 funding. If your LEA has previously submitted an OP1 Form and has been granted permission for each individual in the approval queue to either "Create/Cancel," or to "Approve/Deny" an "Application Request" for "Section 611" and "Section 619," then you are not required to submit new OP1 Forms. However, if there are new staff members participating in the approval queue, please verify that an OP1 form, requesting the appropriate permissions, has been filed with the VDOE's Fiscal Services Office.

**B. Contact Information:**

If you have any questions during the completion of your Annual Plan/Part B Flow-Through Application, please contact a VDOE staff member using the following information:

<b>Plan Section</b>	<b>Contact Person</b>	<b>Telephone</b>	<b>E-mail Address</b>
IDEA, Part B Annual Plan Certifications, Policy Statements, OMEGA submission and General Questions	Tracie Coleman	(804) 225-2704	<a href="mailto:Tracie.Coleman@doe.virginia.gov">Tracie.Coleman@doe.virginia.gov</a>
Special Education in Local and Regional Jail Programs	Ellen Harrison	(804)-225-2709	<a href="mailto:Ellen.Harrison@doe.virginia.gov">Ellen.Harrison@doe.virginia.gov</a>
MOE Eligibility and PSA	Emilia Boothe	(804)-225-2701	<a href="mailto:Emilia.Boothe@doe.virginia.gov">Emilia.Boothe@doe.virginia.gov</a>
Report on the Implementation of the 2017-2018 Plan	Ella Barnes	(804) 225-3161	<a href="mailto:Ella.Barnes@doe.virginia.gov">Ella.Barnes@doe.virginia.gov</a>
Submission Statement, GEPA Statement and Section 611 Application	Ella Barnes	(804) 225-3161	<a href="mailto:Ella.Barnes@doe.virginia.gov">Ella.Barnes@doe.virginia.gov</a>
Section 619 Application	Charles Nicholson	(804) 225-2339	<a href="mailto:Charles.Nicholson@doe.virginia.gov">Charles.Nicholson@doe.virginia.gov</a>
	Ella Barnes	(804) 225-3161	<a href="mailto:Ella.Barnes@doe.virginia.gov">Ella.Barnes@doe.virginia.gov</a>
Comprehensive Coordinated Early Intervening Services Plans	Joseph Wharff	(804) 225-4024	<a href="mailto:Joseph.Wharff@doe.virginia.gov">Joseph.Wharff@doe.virginia.gov</a>
Coordinated Early Intervening Services Determination	Angela Phenicie	(804)-371-7582	<a href="mailto:Angela.Phenicie@doe.virginia.gov">Angela.Phenicie@doe.virginia.gov</a>
OMEGA Submission Support and OP1 Form	OMEGA Support	(804) 371-0993	<a href="mailto:OMEGA.Support@doe.virginia.gov">OMEGA.Support@doe.virginia.gov</a>

**C. Local Policies and Procedures:**

Each LEA must provide assurances via its Annual Plan/Part B Flow-Through Application that its local policies and procedures are in compliance with the requirements of, and any revisions to, the IDEA, its federal implementing regulations, and Virginia's state special education regulations. Approval of the electronic Annual Plan/Part B Flow-Through Application in OMEGA by the LEA's Level 4 approver serves as that assurance. Thus, LEAs are not required to submit copies of their local policies and procedures, or revisions to those policies and procedures to the VDOE. Nonetheless, LEAs are reminded that revisions to local special education policies and procedures must be approved by school boards for school divisions, or the Board of Visitors for the VSDB. State-operated programs must submit revisions to policies and procedures to the State Special Education Advisory Committee for review. A guidance document that provides technical assistance regarding those areas in which LEAs are required to have local special education policies and procedures is available online at:

[http://www.doe.virginia.gov/special\\_ed/regulations/state/developing\\_local\\_policies\\_procedures\\_guidance.pdf](http://www.doe.virginia.gov/special_ed/regulations/state/developing_local_policies_procedures_guidance.pdf)

#### **D. Private School Set-Aside Requirements:**

Approval of the electronic Annual Plan/Part B Flow-Through Application in OMEGA by the LEA's Level 4 approver will provide assurance that each school division will comply with the 2006 federal IDEA implementing regulations regarding parentally-placed private school students, at 34 CFR 300.129 to 300.144, and Virginia's special education regulations at 8 VAC 20-81-150 C. Nonetheless, each school division will be required to submit information demonstrating compliance with its proportionate set-aside (PSA) share of its Section 611 and Section 619 subgrant to provide services to the population. This information is subject to review and public disclosure. Preliminary PSA amounts should be included within this annual plan.

Upon notification of its grant award, each school division must calculate the proportionate share amounts from its 611 and 619 subgrants to be spent on parentally-placed private school students. These calculations will be submitted to the VDOE using the online Spec-ed PSA application. If set-aside funds received in accordance with the 2019-2020 Annual Plan/Part B Flow-Through Application are not spent by the end of the 2019-2020 fiscal year, any remaining funds must be obligated for one additional year to provide special education and related services to children with disabilities who are parentally placed in a private school or are home schooled, and may not be used for other purposes. The PSA funds may be reallocated for other uses after June 30, 2021. Note: A web-based application will be used to submit the information to the VDOE. Additionally, school divisions will identify these expenditures in OMEGA.

#### **E. Excess Costs and Maintenance of Effort Requirements:**

Each school division must comply with requirement provisions of the 2006 federal IDEA implementing regulations, and the Virginia Regulations, at 8 VAC 20-81-260 B and C. These local records are subject to review and public disclosure, including in the event of a financial audit, or if an applicable state complaint or due process action is filed. Each school division will use the new web-based Excess Costs application to submit information to the VDOE to complete its Excess Cost calculations. The federal mandates regarding Maintenance of Effort are in the federal IDEA implementing regulations, at §§ 300.154(g)(2), and 300.203-300.205. Preliminary Maintenance of Effort information is to be included with this annual plan. The Level 4 (Superintendent or Authorized Designee) approval will ensure compliance with Excess Costs and Maintenance of Effort requirements.

#### **F. Section 611 and Section 619 Grant Applications:**

Grant awards will be issued upon receipt of funds from the U.S. Department of Education (USED) and the VDOE approval of the LEA's Annual Plan/Part B Flow-Through Application. Awards will be made upon a determination that the LEA has met all eligibility requirements of IDEA. The amount of funds to be allocated to your LEA is based on a formula specified by the IDEA.

Additional Tips:

- **Required components:** In order for your LEA to receive funding under Part B of IDEA, all sections of this application must be completed in accordance with federal and state funding requirements. (LEAs not applying for Section 619 funding are not required to complete the tab entitled, "Section 619.")
- **Application Signature:** Approval by the LEA's Level 4 approver of this Annual Plan/Part B Flow-Through Application in OMEGA serves as an electronic signature for purposes of applying for federal funds.
- **Contact Information:** Please ensure the "Contact Person" identified in the application is available during the summer.
- **Proposed Budget:** We recommend that you base your 2019-2020 proposed budget, for both Section 611 and Section 619, on the LEA's 2018-2019 grant award for each funding stream, as specified in Superintendent's Memorandums #193-18 dated July 27, 2018. Please review both the proposed budget and the narrative budget description to ensure consistency.
- **Personnel:** 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 percent of their time serving children with disabilities

- **Reimbursements:** The VDOE is responsible for assuring that federal special education funds are used in accordance with all applicable federal and state requirements. Thus, reimbursement requests will be monitored closely to ensure compliance with such requirements. If you have any questions about the appropriateness of a proposed use of these funds, please contact either Ella Barnes for Section 611 or Charles Nicholson or Ella Barnes for Section 619. Their contact information is identified in section B above.
- **Technical Assistance Documents:** Additional technical assistance information regarding completion of the Annual Plan/Part B Flow-Through Application is available on the VDOE's website at:

[http://www.doe.virginia.gov/special\\_ed/grants\\_funding/lea\\_annual\\_plan/object\\_codes.pdf](http://www.doe.virginia.gov/special_ed/grants_funding/lea_annual_plan/object_codes.pdf)

These documents provide guidance regarding object codes and the types of expenditures to be included under each object code, and suggestions for the appropriate use of early childhood special education funds.

**SSWS Application Selection**

[Logout](#)

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Please select one of the Applications listed below

**APPLICATIONS**

[Educational Registry Application \(ERA\)](#) - Educational Registry Application maintains information on DOE divisions, offices and staff. This application also maintains division and school administration, superintendent, superintendent's designee, principal, central office staff, school calendar, school programs, paired schools, division contacts, and triennial census counts.

[Educational Directory](#)  
[Contact List](#)  
[Applications Contact Info](#)  
[Change Password](#)  
[Change E-mail](#)  
[Maintain Contacts](#)  
[Dropbox](#)  
[EIM Service Request](#)  
[Oracle Financial Reports](#)

**Virginia Department of Education Dropbox**

The Virginia Department of Education Dropbox provides a secure method of transferring files, containing sensitive or confidential information, between SSWS account owners. Click the Instruction link on the gray right-hand menu for full operating instructions.

**Upload Files**

**File information**

**To:** School Division :

**Receiver :**   
 Spec. Educ. Budget & Finance Mgr.  
 Virginia Department of Education  
 Special Education & Student Services  
 Financial & Data Services

**VIRGINIA DEPARTMENT OF EDUCATION  
DIVISION OF SPECIAL EDUCATION AND STUDENT SERVICES**

**Local Special Education Annual Plan/Part B Flow-Through Application and Report  
2019-2020**

**Division and Contact Information - to be Completed by School Division**

Division Applicant Name (Legal Name of Agency)	LEA	Questions regarding this plan should be directed to:		
ALEXANDRIA CITY PUBLIC SCHOOLS	Number	101	Theresa A. Werner	
Mailing Address (Street, City or Town, Zip Code)	DUNS	100079318		
1340 Braddock Place Alexandria, VA 22314				
Phone (ext):		(703) 619-8247		Fax:
		Numbers Only	Ext.	Numbers Only
Region:	4	E-mail: <u>theresa.werner@acps.k12.va.us</u>		

**SUPERINTENDENT'S CERTIFICATION**

**For the purpose of implementing the provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), I certify that throughout the period of the 2019-2021 grant award, this School Division will comply with the requirements outlined in each of the following:**

- (1) Part B of IDEA, including the eligibility requirements of Section 613;**
- (2) The IDEA federal implementing regulations, dated October 13, 2006, and revised April 9, 2007, and December 31, 2008, at 34 C.F.R. Part 300 et seq.; and**
- (3) Virginia's "Regulations Governing Special Education Programs for Children with Disabilities in Virginia," at 8 VAC 20-81 et seq., effective January 25, 2010, and any revisions.**

**I certify that this school division has developed local policies and procedures for the provision of special education and related services, which are kept current, and which ensure compliance with the requirements of, and any revisions to the IDEA, its federal implementing regulations, and the Virginia Board of Education's regulations.**

**I certify that all students, including those who may be placed in regional programs by this agency, are afforded all assurances as delineated in this document.**

**Finally, I certify that this Annual Plan/Flow-Through Application for Part B Funds under the provisions of IDEA, was approved by the School Board on April 25, 2019 Date**

\_\_\_\_\_  
**Division Superintendent (Signature)**  
 Gregory C. Hutchings, Jr., Ed.D.  
 \_\_\_\_\_  
**Typed Name**

\_\_\_\_\_  
**Date**

**ANNUAL PLAN/PART B FLOW-THROUGH APPLICATION POLICY STATEMENTS**  
**(continued on next page)**

This LEA assures that it has in effect policies, procedures, and programs which have been established and administered to comply with the IDEA, and its federal implementing regulations, including 34 CFR §§ 300.201-300.213, and which are consistent with the policies and procedures that VDOE has established in accordance with IDEA, and its federal implementing regulations, including 34 CFR §§ 300.101–300.163, and 300.165–300.174, to ensure each of the following:

- A free appropriate public education will be available for each child with disabilities, ages two to 21, inclusive.
- All children, ages two to 21, inclusive, residing in the LEA who have disabilities and need special education and related services, who have not been parentally-placed in a private or home school, are identified, located, evaluated, and placed in an appropriate educational program.
- An individualized education program (IEP) will be maintained for each child with a disability, as required.
- To the maximum extent appropriate, children with disabilities will be educated with children who are nondisabled in the Least Restrictive Environment.
- Children with disabilities and their parents or guardians are guaranteed procedural safeguards in the process of identification, evaluation, educational placement, or the provision of a free appropriate public education, including the right to access dispute resolution options.
- Surrogate parents will be appointed, when appropriate, to act as advocates to serve the education interest of children, ages two to 21, inclusive, who are suspected of being or are determined to be disabled.
- Testing and evaluative materials used for the purpose of classifying and placing children with disabilities are selected and administered so as not to be racially or culturally discriminatory.
- The confidentiality of personally identifiable information, that is collected, maintained, or used under IDEA, shall be protected.
- Children with disabilities, who are participating in Part C early intervention programs, and who will be participating in Part B preschool programs, will experience a smooth and effective transition between the programs.
- All children, ages two to 21, inclusive, who have disabilities and need special education and related services, and who are parentally-placed in a private school or home school, that is located within the geographic boundaries of the LEA, are identified, located, evaluated and provided services, in accordance with the results of a timely and meaningful consultation process.
- Homeless children with disabilities will be served in accordance with the requirements of the McKinney-Vento Homeless Assistance Act.
- Special education and related service personnel, including paraprofessionals, are appropriately and adequately prepared and trained, and measurable steps will be taken to recruit, hire, train, and retain highly qualified personnel to provide special education and related services to children with disabilities.
- Valid and reliable data is submitted to the VDOE, as requested, including data regarding the performance goals and indicators established by the VDOE to determine the progress of children with disabilities, and the performance of the LEA toward targets outlined in Virginia's State Performance Plan.
- Policies and procedures will be in effect that are designed to prevent the inappropriate overidentification, underidentification, or disproportionate representation by race and ethnicity of children as children with disabilities, including children with disabilities with a particular impairment.

**ANNUAL PLAN/FLOW-THROUGH APPLICATION POLICY STATEMENTS**  
(continued on next page)

- Children with disabilities are not required to obtain prescription medication as a condition of attending school, receiving an evaluation, or receiving special education and related services.
- Children with disabilities are given the right to participate in the state assessment system.
- There will be ongoing parent consultation.
- Funding will be used to develop and implement coordinated early intervening educational services, as required.
- Children with disabilities who attend charter schools are provided services in the same manner as other children with disabilities who attend public schools.
- Instructional materials will be provided to children with a visual impairment or other print disabilities in a timely manner.
- Efforts will be made to cooperate with the United States Department of Education (USED) to ensure the linkage of records pertaining to migratory children with disabilities.
- All documents relating to the LEA's eligibility under IDEA will be made available to the public.



**SUBMISSION STATEMENT (continued on next page)**

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

1. 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.
2. The local educational agency shall maintain records that 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.
3. 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.
4. 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.
5. 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.
6. The Virginia Department of Education assumes rights to all materials and/or products developed in this project, including equipment purchased with Part B funds.
7. 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.
8. The local educational agency shall provide students enrolled in private schools an opportunity to participate in programs funded through Part B of IDEA.
9. The local educational agency will ensure that projects involving construction, are consistent 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.
10. The local 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.
11. The local 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.
12. Except when used to provide Comprehensive Coordinated Early Intervening Services or Coordinated Early Intervening Services, the local educational agency will ensure that funds expended under Part B of IDEA 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, Appendix A of the IDEA federal implementing regulations, and as documented using the Web-based application.

**SUBMISSION STATEMENT (continued from previous page)**

13. The local educational agency will ensure that funds expended under Part B of IDEA 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 federal implementing regulations, and as documented using the web-based application.
14. The school division will ensure that, in accordance with 34 C.F.R. § 300.133, and Appendix B of the IDEA federal implementing regulations, during the grant award period, a proportionate share of the school division'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 within the school division, 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 within the school division. This school division 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 school division 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 within the school division. Actual proportionate set-aside amounts will be submitted using the web-based application.
15. The local educational agency shall maintain records demonstrating compliance with the provisions of IDEA 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.
16. The local educational agency certifies this application as a material representation of its compliance with the following provisions of Education Department General Administrative Regulations (EDGAR), as applicable: 34 CFR Part 82 § 82.110—New Restrictions on Lobbying; 34 CFR Part 85 § 85.105 and § 85.110—Governmentwide Debarment and Suspension (Nonprocurement); and 34 CFR Part 84 §§ 84.200 through 84.230, and 84.300 – “Governmentwide Requirements for Drug-Free Workplace” (Grants).

**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 the General Education Provisions Act (GEPA), enacted as a part of the Improving America's Schools Act of 1994 (P.L. 103-382) to include in its application a description of the steps in addressing equity concerns and full participation of students, teachers and other program beneficiaries with special needs in designing their federally-assisted projects or activities. 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.

Choose One:

Division has no barriers

Division has barriers (Please provide explanation in the space provided)

<p><b>OTHER FACTORS THAT MIGHT LIMIT PARTICIPATION</b></p>	
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**2019-2020 SPECIAL EDUCATION IN LOCAL AND REGIONAL JAILS**

Each local school division with a regional or local jail in its jurisdiction shall establish an interagency agreement with the sheriff or jail administrator responsible for the operation of the jail. The interagency agreement shall address staffing and security issues associated with the provision of special education and related services in the jail. It is suggested that you review your agreement annually.

**Interagency Agreement**

Name of Local or Regional Jail:
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William C. Truesdale Adult Detention Center
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1. Is there a local or regional jail located within the geographic boundaries of your school division?

yes
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**Please complete question 2**

2. Has the interagency agreement between your school division and the jail been revised since the submission of your most recent annual plan?

no
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**Your existing Interagency Agreement will remain in effect until revisions are made, you do not need to submit it**

[Instructions for Using drop box](#)

**REPORT ON IMPLEMENTATION  
OF THE 2017-2018 ANNUAL PLAN**

Submit a report indicating the extent to which the annual plan for the 2017-2018 school year has been implemented (*Code of Virginia*, Section 22.1-215). (Maximum capacity of each text box is 975 characters.)

The activities for the 2018-2019 IDEA grant are on schedule to be fully implemented by June 30, 2019. The funds were used to fund both Central Office Administrative and Instructional Support positions as well as school-based positions. Special Education services across the continuum, from pre-school to post secondary transition programs, were supported. In order to enhance teaching and learning, focus areas continue to be co-teaching, use of specially designed instructional strategies, and targeted academic intervention programs coupled with ongoing progress monitoring. These initiative areas continue to be the focus of the work carried out by the Office of Specialized Instruction. Coaching and modeling of effective co-teaching continues as well. Customized professional development was provided to the teachers of students in city-wide programs in order to enhance their practices. Funds for materials and supplies were used to purchase curriculum materials for city-wide classes as well as reading and math interventions for all schools.

**Maintenance of Effort**

The Virginia Department of Education (VDOE) is required by federal regulation to ensure all school divisions in Virginia comply with §300.203 of the Individuals with Disabilities Education Act (IDEA), which mandates that school divisions meet a maintenance of effort (MOE) obligation. This regulation requires school divisions to spend at least the same amount from at least one of the following sources: (i) local funds; (ii) state plus local funds; (iii) local per capita; or (iv) state plus local per capita for a current school year on the delivery of special education and related services, as were spent for the most recent fiscal year (i.e.g, 2017 - 2018) for which the information is available, subject to the Subsequent Years rule.

34 CFR §300.203(a) requires that in order for an LEA to be eligible for an IDEA Part B subgrant for the upcoming fiscal year, the LEA must budget, in each subsequent year, at least the same amount that it actually spent for the education of children with disabilities in the most recent fiscal year for which information is available, subject to the Subsequent Years rule. When establishing eligibility, an LEA is **not** required to use the same method it used to meet compliance standard in the most recent fiscal year for which the information is available. An LEA can change methods to establish eligibility from one year to the next, as long as the division uses the same method for calculating the amount it spent in the comparison year for which it is establishing eligibility.

Provide the total local and the total state plus local expenditure budget and per capita amount for the school division's total special education program for the years designated below. The projected/estimated expenditure budget amounts provided must come from the district's 2019-2020 preliminary budget, and must be reviewed and confirmed by the division's fiscal's office.

<b>Local</b>		<b>Local plus State</b>	
	School Year 2019-2020 (estimated/projected)		School Year 2019-2020 (estimated/projected)
Dollar \$	28,323,403.00	Dollar \$	30,003,083.00
	School Year 2019-2020 (estimated/projected)		School Year 2019-2020 (estimated/projected)
Per Capita	16,153.02	Per Capita	17,105.52

If an LEA determines that the budget above did not meet the eligibility standard in any of the four methods for which the information is available, an LEA is allowed to consider Exceptions under §300.204 and Adjustments to MOE under §300.205 to the extent the information is available. These exceptions and adjustments must also be taken in the intervening year (i.e., SY2018-2019) and that the LEA reasonably expect to take these exceptions and adjustments in the year it is budgeting (i.e., SY2019-2020). Please describe which allowable exceptions will be used and provide the corresponding dollar amount. For additional guidance, refer to:

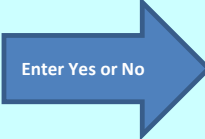
[http://www.doe.virginia.gov/special\\_ed/grants\\_funding/index.shtml](http://www.doe.virginia.gov/special_ed/grants_funding/index.shtml)

**NOTE: The Dec. 1, 2018 Child Count totals should be used to compute the per capita amounts. The Child Count should be adjusted to exclude students funded through CSA. Also, the budgeted amount must be based on the divisions's preliminary budget and must be within the same level or effort of higher to meet the MOE eligibility requirements by using either dollar or per capita amounts. Division's budgeting the same exact amount it spent in the comparable year (i.e., the year it met its MOE requirement) may be requested to provide additional documentation.**

**2019-2020 SPECIAL EDUCATION CEIS AND PROPORTIONATE SET ASIDE**

Each local school division shall ensure Comprehensive Coordinated Early Intervening Services and Coordinated Early Intervening Services and Proportionate Set-aside requirements have been addressed.

Is your school division required to set aside 15% for Comprehensive Coordinated Early Intervening Services or voluntarily setting aside upto 15% of Part B funds for Coordinated Early Intervening Services?

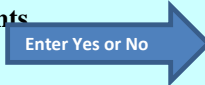


yes
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*If yes, provide a brief narrative of how funds will be used. An information packet requesting additional information will be sent at a later time.*

ACPS was informed that black students are disproportionately identified in the disability category of Emotional Disabilities. In order to address this discrepancy, ACPS proposes to use set aside funds to provide coordinated services for students in kindergarten through twelfth grade, who require behavioral support and have not yet been identified as requiring specialized instruction. Services will include a coordinated approach utilizing elements of PBIS and the ACPS multi-tiered intervention support system. Funds are slated for expenditure in the areas of: staff salaries, materials and supplies, and professional development.

Is your school division required to set aside funds for parentally-placed students in private schools or students identified during child find?



yes
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*If no, explain why the division is not required and if yes, explain how funds will be used. The actual budget will be determined when the division submits its data in the Proportionate Set-Aside (speced-PSA) application.*

The services will be used to provide direct Speech and Language Services for parentally placed private school students.

EXPENDITURE ACCOUNTS	OBJECT CODE	Section 611		Section 619	
		(D) CEIS	(E) Proportionate Set-Aside	(D) CEIS	(E) Proportionate Set-Aside
Personal Services	1000	260,743.88	79,227.76		
Employee Benefits	2000	100,560.96			
Purchased Services	3000	141,090.16			
Internal Services	4000				
Other Services	5000				
Materials / Supplies	6000				
Capital Outlay	8000				
<b>TOTAL PROPOSED BUDGET</b>		<b>502,395.00</b>	<b>79,227.76</b>	<b>0.00</b>	<b>0.00</b>

For additional instructions for completing this section of the Annual Plan/Part B Flow-Through Application, please review Section F of the "LEA Instructions" tab.

**VIRGINIA DEPARTMENT OF EDUCATION  
PART B, SECTION 611 (Flow-Through Funds)  
GRANT PERIOD: JULY 1, 2019 – SEPTEMBER 30, 2021  
*Joint Applications Only!***

For joint applications, please select the Fiscal Agent below, and provide the requested contact information.

**If this is not a joint application move directly to the next section below.**

Fiscal Agent:		LEA Code:
Joint Application Project Director:		
Mailing Address of Project Director:		
Phone:		
E-mail:		

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 and the amounts to be combined into a single award. Note: All participating agencies must still complete the remainder of this tab.

Participating Agency Name	Code Number	Amount Released
<b>Total Amount to be issued to Fiscal Agent:</b>		\$0.00



**PROPOSED USE OF PART B, SECTION 611 FUNDS**  
**GRANT PERIOD: JULY 1, 2019 – SEPTEMBER 30, 2021**

In narrative format, please provide a description and budget outline of all personnel (i.e., teachers, instructional assistants, administrators, clerical, support personnel, and others) to be supported in whole or in part with IDEA, Part B, Section 611 grant funds (with proposed amounts and FTEs).

6.0 FTE Instructional Specialists, 1.0 FTE Eligibility and Data Coordinator, 1.0 Clinical Specialist, 1.0 FTE Early Childhood Coordinator, 1.0 FTE Citywide Placement Coordinator, 3.0 Behavior Support/BCBA Specialists, 2.0 Behavior Support Specialists, 1.0 Placement Specialist, 1.0 Assistive Technology Instructional Specialist, 1.0 Parent Support Specialist, 1.0 Speech and Language Pathologist, 1.0 ACC Specialist, 1.0 FTE Assistant Director of Related Services and Special Programs, 2.0 FTE Employment Support Specialists, 1.0 Child Find Specialist

In narrative format, please provide a detailed description and budget outline of all additional activities, goods and services to be supported with IDEA, Part B, Section 611 grant funds.

Object Code 6000 funds will be apportioned for material and supplies to support reading and math instructional programming for students with disabilities. Additional funds will be allocated for online software charges, therapy services, assistive technology, software, and augmentative communication devices. Object Code 5000 are funds for indirect costs. Object 3000 funds will be used to purchase contract services for teacher training and professional development activities.

**Virginia Department of Education  
SPECIAL EDUCATION FEDERAL PROGRAM  
PROPOSED GRANT BUDGET**

**Part B, Section 611, Flow-Through Funds (July 1, 2019-September 30, 2021)**

Complete column C, by allocating PROPOSED grant funds to object code categories 1000 through 8000. A description of the object code categories is available on the VDOE's Web site. See the instruction tab for the Web address. In determining appropriate assignment of items to object codes, applicants are strongly encouraged to consult with the individual(s) within the LEA who have responsibility for completing the Annual School Report – Financial Section.

List all equipment items costing five thousand dollars (\$5,000) or more and also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc., to be purchased with grant funds, and provide information on proposed out-of-state/country travel to be supported with grant funds.

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) Budget	(D) CEIS	(E) Proportionate Set-aside	(F) Total Budget
Personal Services	1000	1,777,489.10	260,743.88	79,227.76	2,117,460.74
Employee Benefits	2000	617,761.46	100,560.96	0.00	718,322.42
Purchased Services	3000	100,000.00	141,090.16	0.00	241,090.16
Internal Services	4000		0.00	0.00	0.00
Other Services	5000	122,902.01	0.00	0.00	122,902.01
Materials / Supplies	6000	64,923.67	0.00	0.00	64,923.67
Capital Outlay	8000		0.00	0.00	0.00
<b>TOTAL PROPOSED BUDGET</b>		<b>2,683,076.24</b>	<b>502,395.00</b>	<b>79,227.76</b>	<b>3,264,699.00</b>

**Proposed Equipment: List items costing \$5,000 or more. Also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc.**

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

For additional instructions for completing this section of the Annual Plan/Part B Flow-Through Application, please review Section F of the "LEA Instructions" tab.

**VIRGINIA DEPARTMENT OF EDUCATION  
PROPOSAL SUMMARY  
PART B, SECTION 619 (EARLY CHILDHOOD SPECIAL EDUCATION GRANT)  
GRANT PERIOD: JULY 1, 2019 – SEPTEMBER 30, 2021**

ECSE Contact Person:	
Title:	
Mailing Address:	
Phone:	
E-mail:	

***Joint Applications Only!***

For joint applications, please select the Fiscal Agent below, and provide the requested contact information.

**If this is not a joint application move directly to the next section below.**

Fiscal Agent:		LEA Code:
Joint Application Project Director:		
Mailing Address of Project Director:		
Phone:		
E-mail:		

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 and the amounts to be combined into a single award. Note: All participating agencies must still complete the remainder of this tab.

Participating Agency Name	Code Number	Amount Released
<b>Total Amount to be issued to Fiscal Agent:</b>		\$0.00

**PART B, SECTION 619 (EARLY CHILDHOOD SPECIAL EDUCATION GRANT)****GRANT PERIOD: JULY 1, 2019 – SEPTEMBER 30, 2021**

In narrative format, please provide a description and budget outline of all personnel (i.e., teachers, instructional assistants, administrators, clerical, support personnel, and others) to be supported in whole or in part with IDEA, Part B, Section 619 grant funds (with proposed budget amounts and FTEs).

1.0 ECSE Teacher

In narrative format, please provide a detailed description and budget outline of all additional activities, goods and services to be supported with IDEA, Part B, Section 619 grant funds.

Object Code 5000 will cover indirect costs. Object Code 6000 will be used to purchase early childhood curriculum support materials.

**Virginia Department of Education  
PART B, SECTION 619 (EARLY CHILDHOOD SPECIAL EDUCATION GRANT) APPLICATION  
PROPOSED GRANT BUDGET**

**Part B, Section 619, Preschool Funds (July 1, 2019-September 30, 2021)**

Complete column C, by allocating PROPOSED grant funds to object code categories 1000 through 8000. A description of the object code categories is available on the VDOE's Web site. See the instruction tab for the Web address. In determining appropriate assignment of items to object codes, applicants are strongly encouraged to consult with the individual(s) within the LEA who have responsibility for completing the Annual School Report – Financial Section.

List all equipment items costing five thousand dollars (\$5,000) or more, and also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc., to be purchased with grant funds, and provide information on proposed out-of-state/country travel to be supported with grant funds.

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) Budget	(D) CEIS	(E) Proportionate Set-aside	(F) Total Budget
Personal Services	1000	51,432.76	0.00	0.00	51,432.76
Employee Benefits	2000	12,700.72	0.00	0.00	12,700.72
Purchased Services	3000		0.00	0.00	0.00
Internal Services	4000		0.00	0.00	0.00
Other Services	5000	3,468.00	0.00	0.00	3,468.00
Materials / Supplies	6000	16,998.92	0.00	0.00	16,998.92
Capital Outlay	8000		0.00	0.00	0.00
<b>TOTAL PROPOSED BUDGET</b>		<b>84,600.40</b>	<b>0.00</b>	<b>0.00</b>	<b>84,600.40</b>

**Proposed Equipment: List items costing \$5,000 or more. Also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc.**

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