

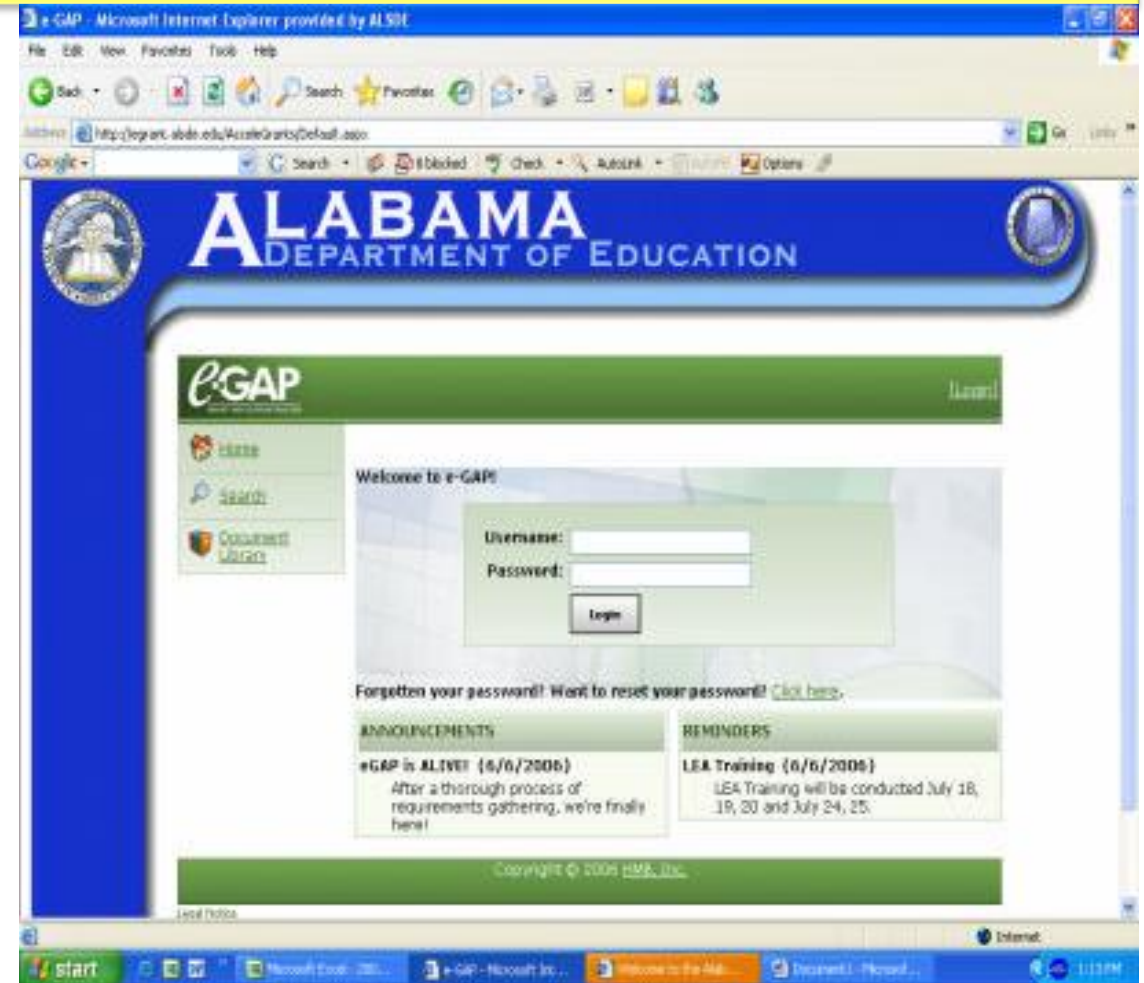
e-GAP 101: An Overview of the Electronic Grant Application Process for the IDEA Part B & Preschool Grant Budgets



*Alabama State Department of Education
Special Education Services
January 2017*

What is e-GAP?

- Electronic Grant Application Process (e-GAP)
- The Federal Application for the following:
 - Federal Programs Consolidated
 - Career Technical Education
 - Safe and Drug-Free Schools
 - **Special Education (*Individuals with Disabilities Education Act-IDEA Part B & Preschool*)**
 - Technology Initiatives



What does e-GAP do?

e-GAP allows LEAs to:

- ✓ develop budget plans
- ✓ submit applications and receive electronic approval
- ✓ request funding
- ✓ track the budget application status
- ✓ send and receive email correspondence
- ✓ complete all necessary financial processing

The *e-GAP* Process

- The IDEA Part B and Preschool applications are typically initiated and completed by the LEA Special Education Coordinator
- The application must also be reviewed and approved by the following:
 - ✓ Chief School Financial Officer (CSFO) of the LEA
 - ✓ Superintendent of the LEA
 - ✓ ALSDE Special Education Services Delegate
- Once all respective steps in the approval process are achieved, an electronic notification is sent to the ALSDE Team Accountant Delegate, who will check the funding application using the Desk Review Compliance Checklist.
- Fund expenditures cannot be made prior to budget approval

The *e-GAP* Process Continued

- Original Allocations load into the ES-2 section of e-GAP once the original e-GAP application is approved by your ALSDE, SES delegate.
- Carryover Allocations load into the ES-2 section once the following happens:
 - ✓ General Purpose Financial Statements from previous year are approved.
 - ✓ The e-GAP application must be completed and approved by the ALSDE, SES Delegate.
 - ✓ Final Expenditure report in e-GAP is approved, which loads the carryover into the application
 - ✓ A system-wide budget amendment that includes carryover must be submitted to and approved by the ALSDE, LEA accounting section. The approval of the system-wide amendment is verified by the ALSDE funds management accountant assigned to the LEA.

Electronic Communication in the e-GAP Portal

General Announcement Messages

The screenshot shows the e-GAP Home page. At the top left is the e-GAP logo with the text 'GRANT APPLICATION PROGRAMS'. Below the logo is a navigation menu with links for Home, Search, Document Library, Contact ALSDE, and Help. The main content area has a 'Home' heading and a 'Welcome to eGap!' message. A login form is centered, featuring fields for 'Username:' and 'Password:', and a 'Login' button. Below the login form, there is a link: 'Forgotten your password? Want to reset your password? [Click here.](#)' At the bottom, there are two sections: 'ANNOUNCEMENTS' and 'REMINDERS', both indicating 'No Announcements' and 'No Reminders' exist in the system at this time.

Specific Comments

The screenshot shows the 'Status/Comments History Log' page. At the top, there is a breadcrumb trail: 'Home > Funding Applications > Funding Application Sections > Status/Comments History Log'. The page title is 'Status/Comments History Log'. On the right side, there is a label 'Special Education - F'. Below the title, there is a link 'Create a new Comment'. The main content is a table with the following data:

| DATE | USER | STATUS/COMMENT |
|--------------------|----------------|---|
| 10/17/2016 8:38 PM | Erika Richburg | Status Changed to 'ALSDE Special Education Specialist Returned Not Approved'. |
| 10/17/2016 8:38 PM | Erika Richburg | Please review the IDEA Part B and Preschool budgets. Identify and correct the fiscal warnings. Resubmit the FY17 IDEA budgets for review approval when the budget corrections are complete. Feel free to contact me if additional assistance is needed. |
| 9/15/2016 4:58 PM | [REDACTED] | Status Changed to 'School System Superintendent/Authorized Rep Approved'. |
| 9/15/2016 4:56 PM | [REDACTED] | Status Changed to 'School System Chief Financial Officer Approved'. |

Timeline for *e-GAP* Submissions:

- Initial e-GAP Funding Applications are due by September 15th -annually
- Funding Applications submitted will be reviewed and must be in an approvable form before funds can be dispersed.
- Funding Applications that are not received by the due date may not be approved so that funds are available by October 1st , the first day of the fiscal year.
- Funding Application amendments that include Carryover Funds are generally submitted in January- annually
- General Funding Application amendments are accepted throughout the fiscal year

ALSDE Review of an LEA Budget

Funding Application (Budget Matrix)

| | SALARIES (210 - 299) | EMPLOYEE BENEFITS (200 - 299) | PURCHASED SERVICES (300 - 399) | MATERIALS + SUPPLIES (400 - 499) | CAPITAL OUTLAY (500 - 599) | OTHER OBJECTS (600 - 899) | INDIRECT COSTS (900) | FUND TRANSFERS (920 - 929) | OTHER FUND USES (930 - 999) | TOTAL | |
|--|----------------------|-------------------------------|--------------------------------|----------------------------------|----------------------------|---------------------------|----------------------|----------------------------|-----------------------------|--------------|--|
| INSTRUCTION (2100) | 1,242,851.75 Δ | 517,762.27 Δ | 0.00 | 58,825.79 Δ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,819,439.81 | INSTRUCTION (2100) |
| ATTENDANCE SERVICES (2110) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | ATTENDANCE SERVICES (2110) |
| GUIDANCE AND COUNSELING SERVICES (2120) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | GUIDANCE AND COUNSELING SERVICES (2120) |
| TESTING SERVICES (2130) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | TESTING SERVICES (2130) |
| HEALTH SERVICES (2140) | 27,480.00 | 1,138.00 | 10,000.00 Δ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 38,618.00 | HEALTH SERVICES (2140) |
| SOCIAL SERVICES (2150) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | SOCIAL SERVICES (2150) |
| WORK STUDY SERVICES (2160) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | WORK STUDY SERVICES (2160) |
| PSYCHOLOGICAL SERVICES (2170) | 0.00 | 0.00 | 17,000.00 Δ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 17,000.00 | PSYCHOLOGICAL SERVICES (2170) |
| SPEECH PATHOLOGY AND AUDIOLOGY SERVICES (2180) | 0.00 | 899.00 | 10,200.00 | 10,000.00 Δ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 20,899.00 | SPEECH PATHOLOGY AND AUDIOLOGY SERVICES (2180) |
| OTHER STUDENT SUPPORT SERVICES (2190) | 0.00 | 0.00 | 12,000.00 Δ | 100,914.79 Δ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 112,914.79 | OTHER STUDENT SUPPORT SERVICES (2190) |
| INSTRUCTIONAL IMPROVEMENT AND CURRICULUM DEVELOPMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | INSTRUCTIONAL IMPROVEMENT AND CURRICULUM DEVELOPMENT |
| INSTRUCTIONAL STAFF DEVELOPMENT SERVICES (2215) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | INSTRUCTIONAL STAFF DEVELOPMENT SERVICES (2215) |
| EDUCATIONAL MEDIA SERVICES (2220) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | EDUCATIONAL MEDIA SERVICES (2220) |
| OTHER INSTRUCTIONAL STAFF SERVICES (2290) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | OTHER INSTRUCTIONAL STAFF SERVICES (2290) |
| SCHOOL ADMINISTRATIVE (2300-2399) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | SCHOOL ADMINISTRATIVE (2300-2399) |

Improvement Planning (Budget Narrative)

1.8.) Interventions and Special Education

Strategy Details

Description:

Align interventions and special education with scientifically based research curriculum, instruction and assessment and with the state's academic content standards.

Performance Measures

Scores on state-wide assessments will be analyzed for the school system, individual schools and individual students. Federal compliance indicators will also be monitored for individualized education plans (IEP) and evaluation compliance.

Estimated Costs

\$6,305,269.00

1.8.1.) Special Education - Instruction

Action Step Details

Description:

Funding will be provided to support the implementation of students' Individualized Education Programs (IEP). This will include inclusive special education teachers, students' embedded within a general education classroom and resource setting based on the students' Least Restrictive Environment (LRE) as directed by the IEP. Para-educator support will also be provided as directed by the IEP. Materials and supplies will be provided to support instruction and IEP implementation as well as contracts for professional services. This will include providing Extended School Year (ESY) for students who qualify for those services. Salaries and benefits = \$4,969,257.30, Purchased Services = \$183,115.10, M&S = \$1000.00

Performance Measures

Scores on state-wide assessments will be analyzed for the school system, individual schools and individual students. Federal indicators will also be monitored for IEP compliance.

Estimated Costs

\$5,057,428.00

Grant Relationships

| GRANT | NOTES |
|--------------------------------|---|
| Special Education | |
| Special Education, Part B-IDEA | Notes Salaries and Benefits \$5,023,886.00; Materials and Supplies \$33,542.00 |

1.8.2.) Special Education - Testing Services

Funding Application: Allocations

GAP GRANT APPLICATION PROCESS Erika Richburg [Logout]

[Home](#) [Administration](#) [Search](#) [Funding Application](#) [Improvement Planning](#) [Address Book](#) [Document Library](#) [Reports](#) [Contact ALSDE](#) [My Profile](#) [Help](#)

Home > Funding > Funding Application Sections > Allocations

Allocations











Special Education - Fiscal Year 20██ (Rev 2) - ██████████

Go To ▶

| | IDEA-B | IDEA-PRE |
|---------------------|----------------|------------|
| ORIGINAL ALLOCATION | 1,888,249.00 ▲ | 84,695.00 |
| INCOMING CARRYOVER | 393,626.94 | 19,275.43 |
| OUTGOING CARRYOVER | 0.00 | 0.00 |
| RE-ALLOCATED FUNDS | 0.00 | 0.00 |
| ADDITIONAL FUNDS | 0.00 | 0.00 |
| RELEASE FUNDS | 0.00 | 0.00 |
| CONSORTIUM | 0.00 | 0.00 |
| FORFEITED FUNDS | 0.00 | 0.00 |
| TOTAL ALLOCATION | 2,281,875.94 | 103,970.43 |
| ADJUSTED ALLOCATION | 2,281,875.94 | 103,970.43 |
| BUDGETED | 2,281,875.94 | 103,970.43 |

Session Timeout in 00:19:47 Copyright © 2006 HMB, Inc.

Funding Application: IDEA Budgets

| ALLOCATIONS | MESSAGES | PRINT |
|---|---|---|
| Allocations |  |  |
| SUPPLEMENTAL INFORMATION | MESSAGES | PRINT |
| Assurances | |  |
| Capitalized Equipment/Building Improvements | |  |
| LEA Superintendent Assurances Confirmation | |  |
| Substantially Approved Dates | |  |
| DESCRIPTION (CLICK HERE TO SHOW SECTIONS ONLY) | MESSAGES | PRINT |
| Special Education, Part B-IDEA |  |  |
| Budget | | |
| Budget Details | | |
| Related Documents | | |
| IDEA Preschool |  |  |
| Budget | | |
| Budget Details | | |
| Related Documents | | |
| All |  |  |



Funding Application: Warnings

Warning Symbols

This screenshot shows a list of funding application sections. Each section has a 'MESSAGES' column with a warning icon (a yellow triangle with an exclamation mark) indicating a warning. A red arrow points to the warning icon for the 'Special Education, Part B-IDEA' section.

| ALLOCATIONS | MESSAGES | PRINT |
|--|----------|-------|
| Allocations ▲ | | |
| SUPPLEMENTAL INFORMATION | | |
| Assurances | | |
| Capitalized Equipment/Building Improvements | | |
| LEA Superintendent Assurances Confirmation | | |
| Substantially Approved Dates | | |
| DESCRIPTION (CLICK HERE TO SHOW SECTIONS ONLY) | | |
| Special Education, Part B-IDEA | | |
| Budget ▲ | | |
| Budget Details ▲ | | |
| Related Documents | | |
| IDEA Preschool | | |
| Budget | | |
| Budget Details | | |
| Related Documents | | |
| All | | |

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Warning Message

This screenshot shows the 'Validation Messages' page. A red arrow points to the 'Special Education, Part B-IDEA' section, which displays a warning message: 'The total amount of fiscal resources assigned to strategies by fund source must equal the total allocation for that fund.' The word 'Warning' is visible in the right margin of the message box.

Home > Funding Applications > Funding Application Sections > Validation Messages

Validation Messages

Go To ▶

Special Education, Part B-IDEA

BUDGET

The total amount of fiscal resources assigned to strategies by fund source must equal the total allocation for that fund. Warning

Session Timeout in 00:10:55

Funding Application: Supplemental Information

G-AP
GRANT APPLICATION PROCESS

Erika Richburg [Logout]

Home > Funding Applications > Funding Application Sections

Funding Application Sections

Special Education - Fiscal Year 2012 (Rev 3)

Application Status: ALSDE Special Education Specialist Final Approval

Change Status To: Revision Started
Or
Pending Post-FER Allocation Adjustments

[View Status/Comments History Log](#)
[View Agency Comments Log](#)

| ALLOCATIONS | MESSAGES | PRINT |
|---|----------|-------|
| Allocation | | |
| SUPPLEMENTAL INFORMATION | MESSAGES | PRINT |
| Assurances | | |
| Capitalized Equipment/Building Improvements | | |
| LEA Superintendent Assurances Confirmation | | |
| Substantially Approved Dates | | |
| DESCRIPTION (CLICK HERE TO SHOW SECTIONS ONLY) | MESSAGES | PRINT |
| Special Education, Part B-IDEA | | |

Session Timeout in 00:10:41

Funding Application: Statement of Assurances

The screenshot displays the e-GAP Grant Application Process website. The top navigation bar includes the e-GAP logo and the user name 'Erika Richburg' with a 'Logout' link. A left sidebar contains a menu with icons and links for Home, Administration, Search, Funding Application, Improvement Planning, Address Book, Document Library, Reports, Contact ALSDE, My Profile, and Help. The main content area shows a breadcrumb trail: Home > Funding Applications > Funding Application Sections > Assurances. Below the breadcrumb is a 'Go To' button. The page title is 'Assurances' and the subtitle is 'Special Education - Fiscal Year 2012 (Rev 3)'. The main content is titled 'STATEMENT OF ASSURANCES' and contains four paragraphs of text detailing the requirements for the funding application.

Home > [Funding Applications](#) > [Funding Application Sections](#) > Assurances

Assurances Special Education - Fiscal Year 2012 (Rev 3)

[Go To ▶](#)

STATEMENT OF ASSURANCES

It will provide records that assure to the satisfaction of the State Education Agency that funds provided under IDEA, Part B and Preschool will not be commingled with State Funds and will be so used as to supplement and, to the extent practicable, increase the level of State and Local Funds expended for the education of children with disabilities, and in no case to supplant those State and Local Funds in accordance with Federal Regulations Title 34 CFR, Part 300, Section 202.

It will have on file information to demonstrate that the use of funds will be used only to pay the excess costs of providing special education and related services to children with disabilities and will be used to supplement State, Local and other Federal funds and not to supplant those funds in accordance with Federal Regulations Title 34CFR, Part 300.203.

It will maintain records that assure to the satisfaction of the State Education Agency that it will meet the requirements of Federal Regulation Title 34CFR, Part 231, Section 203, which states that funds under IDEA, Part B, except as provided in sections 300.204 and 300.205, shall not be used to reduce the level of expenditures for the education of children with disabilities made by the LEA from local funds below the level of those expenditures for the preceding fiscal year.

It will maintain records that assure to the satisfaction of the State Education Agency that it has procedural safeguards which meet the requirements of Federal Regulations Title 34CFR, Part 300, Subpart E, Sections 500 - 520.

It has met and included in its LEA plan all the requirements of Federal Regulations Title 34 CFR, Part 300, Sections 201 - 213 and Title 34CFR, Part 76, Section 656.

Session Timeout in 00:10:41

Funding Application: Assurances Confirmation

 **GAP**
GRANT APPLICATION PROCESS

Erika Richburg [Logout]

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-  [Help](#)

Session Timeout in 00:10:57

[Home](#) > [Funding Applications](#) > [Funding Application Sections](#) > [LEA Superintendent Assurances Confirmation](#)

LEA Superintendent Assurances Confirmation





[Special Education - Fiscal Year 2012 \(Rev 3\)](#)

[Go To](#) ▶

LEA SUPERINTENDENT ASSURANCES CONFIRMATION

Indicates LEA Superintendent Approval based on Assurances.

Funding Application: Capitalized Equipment/Building Improvements

| SUPPLEMENTAL INFORMATION | MESSAGES | PRINT |
|---|----------|---|
| Assurances | |  |
| Capitalized Equipment/Building Improvements | |  |
| LEA Superintendent Assurances Confirmation | |  |
| Substantially Approved Dates | |  |

Enka Richburg [Logout]

Home > Funding Applications > Funding Application Sections > Capitalized Equipment/Building Improvements

Capitalized Equipment/Building Improvements

Special Education - Fiscal Year 2012 (Rev 3)

Go To ▶

PROPOSED ACQUISITION OF CAPITALIZED EQUIPMENT

| *DESCRIPTION | *FUND SOURCE | *QUANTITY | *COST | *TOTAL COST | *LOCATION | JUSTIFICATION OF NEED: UNIT COST > \$5,000 |
|--------------|--------------|-----------|-------|-------------|-----------|--|
| | | | | | | |

PROPOSED RENOVATIONS (BUILDING IMPROVEMENTS)

| *DESCRIPTION | *FUND SOURCE | *ESTIMATED COST |
|--------------|--------------|-----------------|
| | | |

Session Timeout in 00:10:52

Funding Application: Status of Approvals

ENRICA RICHBURG | Logout

Home > Funding Applications > Funding Application Sections > Substantially Approved Dates

Substantially Approved Dates

Special Education - Fiscal Year 2012 (Rev. 3)

Go To ▶

| GRANT | SUBSTANTIALLY APPROVED DATE |
|--|-----------------------------|
| Special Education, Part B-IDEA | 2/27/2012 |
| IDEA Preschool | 2/27/2012 |

Session Timeout in

Funding Application: Budget Matrix -Page 1

Object Codes



Function Codes



| | SALARIES (010 - 199) | EMPLOYEE BENEFITS (200 - 299) | PURCHASED SERVICES (300 - 399) | MATERIALS + SUPPLIES (400 - 499) | CAPITAL OUTLAY (500 - 599) | OTHER OBJECTS (600 - 899) | INDIRECT COSTS (910) | FUND TRANSFERS (920 - 929) | OTHER FUND USES (931 - 999) | TOTAL | |
|--|----------------------|-------------------------------|--------------------------------|----------------------------------|----------------------------|---------------------------|----------------------|----------------------------|-----------------------------|--------------|--|
| INSTRUCTION (1100) | 1,242,853.75 Δ | 517,792.27 Δ | 0.00 | 58,835.79 Δ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,819,481.81 | INSTRUCTION (1100) |
| ATTENDANCE SERVICES (2110) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | ATTENDANCE SERVICES (2110) |
| GUIDANCE AND COUNSELING SERVICES (2120) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | GUIDANCE AND COUNSELING SERVICES (2120) |
| TESTING SERVICES (2130) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | TESTING SERVICES (2130) |
| HEALTH SERVICES (2140) | 27,480.00 | 2,135.20 | 10,000.00 Δ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 39,615.20 | HEALTH SERVICES (2140) |
| SOCIAL SERVICES (2150) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | SOCIAL SERVICES (2150) |
| WORK STUDY SERVICES (2160) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | WORK STUDY SERVICES (2160) |
| PSYCHOLOGICAL SERVICES (2170) | 0.00 | 0.00 | 17,000.00 Δ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 17,000.00 | PSYCHOLOGICAL SERVICES (2170) |
| SPEECH PATHOLOGY AND AUDIOLOGY SERVICES (2180) | 0.00 | 699.30 | 10,200.00 | 10,000.00 Δ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 20,899.30 | SPEECH PATHOLOGY AND AUDIOLOGY SERVICES (2180) |
| OTHER STUDENT SUPPORT SERVICES (2190) | 0.00 | 0.00 | 12,000.00 Δ | 101,914.79 Δ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 113,914.79 | OTHER STUDENT SUPPORT SERVICES (2190) |
| INSTRUCTIONAL IMPROVEMENT AND CURRICULUM DEVELOPMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | INSTRUCTIONAL IMPROVEMENT AND CURRICULUM DEVELOPMENT |
| INSTRUCTIONAL STAFF DEVELOPMENT SERVICES (2215) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | INSTRUCTIONAL STAFF DEVELOPMENT SERVICES (2215) |
| EDUCATIONAL MEDIA SERVICES (2220) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | EDUCATIONAL MEDIA SERVICES (2220) |
| OTHER INSTRUCTIONAL STAFF SERVICES (2290) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | OTHER INSTRUCTIONAL STAFF SERVICES (2290) |
| SCHOOL ADMINISTRATIVE (2300-2399) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | SCHOOL ADMINISTRATIVE (2300-2399) |

Funding Application: Budget Matrix- Page 2

| | SALARIES (010 - 199) | EMPLOYEE BENEFITS (200 - 299) | PURCHASED SERVICES (300 - 399) | MATERIALS + SUPPLIES (400 - 499) | CAPITAL OUTLAY (500 - 599) | OTHER OBJECTS (600 - 899) | INDIRECT COSTS (910) | FUND TRANSFERS (920 - 929) | OTHER FUND USES (931 - 999) | TOTAL | |
|---|----------------------|-------------------------------|--------------------------------|----------------------------------|----------------------------|---------------------------|----------------------|----------------------------|-----------------------------|--------------|---|
| OPERATIONS AND MAINTENANCE (300-3900) | 0.00 | 0.00 | 1,000.00 Δ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | OPERATIONS AND MAINTENANCE (3200-3900) |
| SECURITY SERVICES (3100) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | SECURITY SERVICES (3100) |
| STUDENT TRANSPORTATION (4100-4199) | 1,000.00 | 177.70 | 18,000.00 Δ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 19,177.70 | STUDENT TRANSPORTATION (4100-4199) |
| FOOD SERVICES (4200-4299) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | FOOD SERVICES (4200-4299) |
| GENERAL ADMINISTRATIVE (6000-6999) | 179,454.00 | 53,046.47 | 1,300.00 | 0.00 | 0.00 | 16,986.67 Δ | 0.00 | 0.00 | 0.00 | 250,787.14 | GENERAL ADMINISTRATIVE (6000-6999) |
| CAPITAL OUTLAY - REAL PROPERTY (7000-7999) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | CAPITAL OUTLAY - REAL PROPERTY (7000-7999) |
| DEBT SERVICE - LONG TERM (8000-8999) | | | | | | | | | | 0.00 | DEBT SERVICE - LONG TERM (8000-8999) |
| ADULT EDUCATION (9110) | | | | | | | | | | 0.00 | ADULT EDUCATION (9110) |
| COMMUNITY EDUCATION (9120) | | | | | | | | | | 0.00 | COMMUNITY EDUCATION (9120) |
| EXTENDED DAY/DEPENDENT CARE (9130) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | EXTENDED DAY/DEPENDENT CARE (9130) |
| PRESCHOOL (9140) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | PRESCHOOL (9140) |
| OTHER ADULT/CONTINUING EDUCATION PROGRAMS (9150-9199) | | | | | | | | | | 0.00 | OTHER ADULT/CONTINUING EDUCATION PROGRAMS (9150-9199) |
| NONPUBLIC SCHOOL PROGRAMS (9200) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | NONPUBLIC SCHOOL PROGRAMS (9200) |
| COMMUNITY SERVICES (9300-9399) | | | | | | | | | | 0.00 | COMMUNITY SERVICES (9300-9399) |
| TOTAL | 1,450,787.75 | 573,850.94 | 69,500.00 | 170,750.58 | 0.00 | 16,986.67 | 0.00 | 0.00 | 0.00 | 2,281,875.94 | TOTAL |
| ADJUSTED ALLOCATION | | | | | | | | | | 2,281,875.94 | |
| REMAINING | | | | | | | | | | 0.00 | |



Funding Application: Personnel & FTEs

Personnel=The number of employees working under the IDEA Part B or Preschool Grant

FTEs(Full Time Equivalents)=
The percent (%) of time the employees listed above work toward a full-time position

Go To ▶

PERSONNEL

| PERSONNEL PAID WITH SPECIAL EDUCATION, PART B-IDEA FUNDS | | | |
|--|------------------------|--------------------------------|---|
| <input type="text"/> | Instruction, certified | <input type="text" value="7"/> | Instruction, non-certified |
| <input type="text" value="2"/> | Bus aide | <input type="text"/> | Bus driver |
| <input type="text" value="2"/> | Administrative | <input type="text" value="1"/> | Clerical |
| <input type="text"/> | Related service | <input type="text" value="1"/> | Other (Not for Related Services Personnel) Speech/language Int |
| <input type="text"/> | Nurse | | |

FTEs

| FTEs PAID WITH SPECIAL EDUCATION, PART B-IDEA FUNDS | | | |
|---|------------------------|-----------------------------------|---|
| <input type="text"/> | Instruction, certified | <input type="text" value="7.00"/> | Instruction, non-certified |
| <input type="text" value="0.00"/> | Bus aide | <input type="text"/> | Bus driver |
| <input type="text" value="0.90"/> | Administrative | <input type="text" value="0.90"/> | Clerical |
| <input type="text"/> | Related service | <input type="text" value="1.00"/> | Other (Not for Related Services Personnel) Speech/language Int |
| <input type="text"/> | Nurse | | |

FTE EXPLANATION IF APPROPRIATE

1. Bus Aides are paid per hour and do not earn FTE, insurance or retirement 2. 1 Administrative IEP coordinator is retired and does not earn insurance or retirement.



Improvement Planning

- ❖ Written Goals, Strategies, and Action Steps should relate to one another, and should not simply restate the budgeted area(s).
- ❖ Action Steps should describe the activity by discussing:
 - ✓ how funds will be used for students with disabilities
 - ✓ what will be done
 - ✓ where the activity will occur
 - ✓ who will conduct the activity
- ❖ A Grant Relationship should be attached to each Action Step

Improvement Planning: Main Goal Details

SYSTEM PLAN ITEMS RELATED BY FISCAL RESOURCE

[Expand All](#) [Collapse All](#)

4.) Challenging Curricula/Special Education IDEA

Goal Details

Description:

All students will reach high standards, at a minimum attaining proficiency or better in reading and math; and, where applicable, in other academic and technical areas.

Performance Measures

The percentage of students, in the aggregate and for each subgroup (students from major race/ethnic groups, gender, migrant status economically disadvantaged students, children with disabilities, students with limited English proficiency), who are at or above the proficient level in reading/language arts on the State's assessment (ESEA Section 1111(h)(1)(C)(i)). The percentage of career technical education students who are at or above the proficient level in academic and technical skill areas. (Perkins III Section 113(b)(2)(A)(i)).

Estimated Costs

\$460,116.31

Fiscal Resources

| PROGRAM | NOTES | 2012 |
|--------------------------------|-------------------------------------|---------------------|
| Special Education | | |
| Special Education, Part B-IDEA | Notes Special Education Programs | \$460,116.31 |
| Total: | | \$460,116.31 |
| Grand Total: | | \$460,116.31 |

4.1.) Interventions and Special Education

Strategy Details

Description:

Align interventions and special education with scientifically based research curriculum, instruction and assessment and with the state's academic content standards.

Performance Measures

To hire staff for Special Education program, provide needed materials and supplies, and provide professional development training, and successful. Indirect Cost will also be paid. [Redacted] Program for students to be

Estimated Costs

\$460,116.31

4.1.1.) Pay Salaries and Benefits

Action Step Details

Description:

To pay Salaries and Benefits for Employees in the Special Education Department. These employees include: One (1) [Redacted] paid 100%; Three (3) [Redacted] m, one paid .60%; One (1) Job Coach [Redacted] and one (1) diagnostician paid .40%; One (1) special ed. secretary paid 100%; one (1) bookkeeper

Improvement Planning: Fiscal Resource Box

SYSTEM PLAN ITEMS RELATED BY FISCAL RESOURCE

[Expand All](#) [Collapse All](#)

3.) Challenging Curricula

Goal Details

Description:

All students will reach high standards, at a minimum attaining proficiency or better in reading and math; and, where applicable, in other academic and technical areas.

Performance Measures

The percentage of students, in the aggregate and for each subgroup (students from major race/ethnic groups, migrant status, economically disadvantaged students, children with disabilities, English proficiency) who are at or above the proficient level in reading/language arts on the state's assessment (ESEA Section 111(h)(1)(C)(i)). The percentage of career and technical education students who are at or above proficient level in academic and technical skills areas (Perkins III, Section 113 (b)(2)(A)(i)).

Estimated Costs

321,722.00

Fiscal Resources

| | PROGRAM | NOTES | 2017 |
|--|---------------------------------------|-------|---------------------|
| | Special Education | | |
| | Special Education, Part B-IDEA | | \$298,721.00 |
| | IDEA Preschool | | \$23,001.00 |
| | Total: | | \$321,722.00 |
| | Grand Total: | | \$321,722.00 |

3.1.) Interventions and Special Education

Improvement Planning: Strategy Details

4.1.) Interventions and Special Education

Strategy Details

Description:

Align interventions and special education with scientifically based research curriculum, instruction and assessment and with the state's academic content standards.

Performance Measures

To hire staff for Special Education programs, provide professional development training, and provide needed materials and supplies for [REDACTED] Special Education Program for students to be successful. [REDACTED]

Estimated Costs

\$460,116.31

4.1.1.) Pay Salaries and Benefits

Action Step Details

Description:

To pay Salaries and Benefits for Employees in the Special Education Department. These employees include: One (1) special education teacher [REDACTED] High School paid 100%; Three (3) aides, one paid 100% at [REDACTED] High School in self-contained program, one paid .60% at [REDACTED] Middle School, one paid .50% [REDACTED] Elementary School; One (1) Job Coach paid .50% at [REDACTED] High school; One (1) psychometrist paid 100% and one (1) diagnostician paid .40%; One (1) special ed. secretary paid 100%; one (1) bookkeeper paid .25%; One (1) LPN paid 100% for the self-contained program [REDACTED] High School; and One(1) special education director paid .60%.

Performance Measures

Salaries and Benefits will be paid for these employees working in the Special Education Programs listed above.

Estimated Costs

\$400,689.31

Grant Relationships

Special Education, Part B-IDEA Notes

To pay the salaries and benefits of Special Education personnel.

Improvement Planning: Action Steps Details

4.1.) Interventions and Special Education

Strategy Details

Description:

Align interventions and special education with scientifically based research curriculum, instruction and assessment and with the state's academic content standards.

Performance Measures

To hire staff for Special Education programs, provide professional development training, and provide needed materials and supplies: [REDACTED]'s Special Education Program for students to be successful. [REDACTED]

Estimated Costs

\$460,116.31

4.1.1.) Pay Salaries and Benefits

Action Step Details

Description:

To pay Salaries and Benefits for Employees in the Special Education Department. These employees include: One (1) special education teacher a [REDACTED] High School paid 100%; Three (3) aides, one paid 100% at [REDACTED] High School in self-contained program, one paid .60% [REDACTED] Middle School, one paid .50% [REDACTED] Elementary School; One (1) Job Coach paid .50% at [REDACTED] high school; One (1) psychometrist paid 100% and one (1) diagnostician paid .40%; One (1) special ed. secretary paid 100%; one (1) bookkeeper paid .25%; One (1) LPN paid 100% for the self-contained program [REDACTED] High School; and One(1) special education director paid .60%.

Performance Measures

Salaries and Benefits will be paid for these employees working in the Special Education Programs listed above.

Estimated Costs

\$400,689.31

Grant Relationships

Special Education, Part B-IDEA Notes

To pay the salaries and benefits of Special Education personnel.

Improvement Planning: Grant Relationship

2.1.4.) Provide Professional Development as part of CEIS

Action Step Details

Description:

Professional Development will be provided to assist in increasing student achievement and decreasing the number of student referrals for special education evaluations. The amount budgeted is \$97,376.40 (15% of FY 16 IDEA allocation) plus \$7,881.70 of the FY 15 IDEA CEIS funds that were carried over (\$13,006.10 total), and \$6,141.90 (15% of FY 16 IDEA Preschool Allocation).

Performance Measures

RTI Tracking Log and individual RTI plans to monitor number of students referred and determined eligible for SPE services. Baseline and progress monitoring data will be gathered in the areas of reading, writing, and math to determine effectiveness of instruction and interventions in affected classrooms.

Estimated Costs

Grant Relationships

IDEA Preschool Notes

\$6,141.90

Special Education, Part B-IDEA Notes

\$105,258.10

Budgeting Proportionate Share

or

Proportionate Share Form

Assurance of No Private Schools

Alabama State Department of Education
Special Education Services

LEA: _____ Fiscal Year: 2017

Calculation and Documentation of Proportionate Share Funding
for Parentally-Placed Private School Students with Disabilities

PART I – GENERAL INFORMATION

Complete this form when the Local Education Agency (LEA) has identified as eligible for special education one or more parentally-placed private school students. This form documents the calculation of "proportionate share" and the use of Federal Special Education Entitlement funds (IDEA Part B, Fund Source 3210 and IDEA Preschool, Fund Source 3220) to serve one or more of the identified parentally-placed private school students. All sections of this form must be completed and available for review upon request. The report may also be used to provide information to private schools or parents on the calculation and spending of the proportionate share. The line items identified on this report must be aligned with line items submitted in the fund sources 3210 and 3220 Electronic Grant Application Process (eGAP) application for the indicated fiscal year.

- Ensure count is based on preceding year total enrollment October 1st, annually. [34 CFR §300.133(c)(2)]
- Students 3-5 years of age 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 an elementary school in 34 CFR §300.13. [34 CFR §300.133(a)(2)(ii)]
- 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 the private school under 34 CFR §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. [34 CFR §300.133(3)(b)]
- State and local funds may supplement and in no case supplant the proportionate amount of federal funds required to be expended for parentally-placed private school children with disabilities. [34 CFR §300.133(c)(4)]
- To ensure timely and meaningful consultation, an LEA must consult with private school representatives and representatives of parents of parentally-placed private school children with disabilities during the design and development of special education and related services. [34 CFR §300.134]
- The LEA must calculate the proportionate share of IDEA funds before earmarking funds for any Coordinated Early Intervening Services (CEIS) activities.

MAIL COMPLETED FORM BY October 31, 2016 TO:
Attention: Fiscal Section
Alabama State Department of Education
Special Education Services
3346 Gordon Persons Building
Post Office Box 302101
Montgomery, AL 36130-2101

| | |
|--|----------------------|
| For Grant Year (Year appropriated funds will be applied) | FY2016-17 |
| Name of person to contact regarding this report: (print or type) | Name: _____ |
| | Title: _____ |
| | Phone Number: _____ |
| | Email Address: _____ |
| Date of Report: (month/day/year) | _____ |

Alabama State Department of Education
Special Education Services

PROPORTIONATE SHARE ASSURANCE of NO PRIVATE SCHOOLS WITHIN THE LEA

Local Education Agency Name

| | |
|--|----------------------|
| For Grant Year (Year appropriated funds will be applied) | FY2017 |
| Name of person to contact regarding this report: (print or type) | Name: _____ |
| | Title: _____ |
| | Phone Number: _____ |
| | Email Address: _____ |
| Date of Report: (month/day/year) | _____ |

This certification assures that _____ (Local Education Agency) does not have any private schools within the jurisdiction, and therefore does not have a calculation nor documentation of proportionate share funding for parentally-placed private school students with disabilities as indicated by 34 CFR § 300.133, for the fiscal year _____.

By signing the form the authorized official certifies this information on behalf of the LEA.

Name of Authorized Official or Designee

Title

Signature of Authorized Official or Designee

Date

Proportionate Share in e-GAP

Funding Application: Budget Matrix

| | | | | | |
|---|--------------|--------------|------------|------------|------|
| PRESCHOOL (9140) | 1,137,108.00 | 492,812.00 | 56,573.00 | 0.00 | 0.00 |
| OTHER ADULT/CONTINUING EDUCATION PROGRAMS (9150-9199) | | | | | |
| NONPUBLIC SCHOOL PROGRAMS (9200) | 211,587.00 | 80,082.00 | 77,000.00 | 0.00 | 0.00 |
| COMMUNITY SERVICES (9300-9399) | | | | | |
| TOTAL | 7,695,241.00 | 4,126,178.00 | 512,223.00 | 513,426.78 | 0.00 |



Improvement Planning- Narrative Details

- Grant Relationships
 - Special Education, Part B-IDEA
- 8.1.18.) SPED Non Public (9200)
 - Action Step Details
 - Description:
 - Provide purchased services through contract to non public school students (speech services) from the private school plan.
 - Performance Measures
 - access to specialized curriculum based on private school plan - speech services, language development
 - Estimated Costs
 - 368,669
 - Grant Relationships
 - Special Education, Part B-IDEA

Coordinated Early Intervening Services (CEIS)

| SUPPORTED SERVICES | | EST COST |
|-------------------------------------|--|-----------|
| <input checked="" type="checkbox"/> | Early Intervening Services (CEIS) - (Must use special use code 0063)(See 34CFR 300.226) | 97,376.40 |
| <input type="checkbox"/> | Maintenance of Effort Flexibility - (Must use special use code 0064)(See 34CFR 300.205) | 0.00 |
| <input type="checkbox"/> | Support of School wide Programs authorized by Section 1114 of the NCLB (See 34CFR 300.206) | 0.00 |

Describe the following components ONLY IF the 'Early Intervening Services' box above is checked. Enter 'Not Appropriate' as necessary.

HOW WILL PROFESSIONAL DEVELOPMENT AS DESCRIBED IN CFR34 300.226 BE PROVIDED?

The professional development will be a multi-pronged approach. First, there will be continued support focusing on successful implementation of the RTI process and addressing the needs of all learners within the core instructional program at the two elementary schools within the district with emphasis on grades K-5. We have contracted with INOW Chalkable to provide professional development on differentiation of instruction and constructive responses. Second, we are extending the support from Houghton Mifflin Harcourt with provision of professional development regarding differentiation of instruction within our core math program, GO Math. Six days of PD were provided last year and this continued support will further the implementation of differentiated instruction and movement from whole group to small group instruction in order to meet the needs of all learners within the general education classroom.

HOW WILL PROVISION OF EDUCATIONAL AND BEHAVIORAL EVALUATIONS, SERVICES, AND SUPPORTS, INCLUDING SCIENTIFICALLY BASED LITERACY INSTRUCTION BE CONDUCTED?

We have contracted with INOW Chalkable to provide professional development on differentiation of instruction. A total of 24 days of professional development will be provided including one day of project scoping (one at district level); two days of group PD (one at each elementary school); and 21 days of coaching PD (3 coaching cycles at one elementary school and 4 coaching cycles at the other due to staff numbers). Specific teachers and framework of PD will be determined on the project scoping day. Additionally, with the INOW Chalkable contract will include professional development on developing constructive responses. This will include a total of 6 professional development days (3 at each elementary school). Again, the Houghton Mifflin Harcourt consultant/trainer providing professional development regarding differentiation of instruction within our core math



Elementary School.

HOW WILL DATA OF STUDENTS SERVED BY CEIS AND LATER DETERMINED TO NEED SPECIAL EDUCATION BE COLLECTED AND REPORTED?

Data of students serviced by CEIS via the RTI support will be gathered using the RTI Tracking Log and Individual RTI Plans. The data will be reported in a manner

Improvement Planning: CEIS Narrative



Must have an Action Step

2.1.4.) Provide Professional Development as part of CEIS

☐ Action Step Details

Description:

Professional Development will be provided to assist in increasing student achievement and decreasing the number of student referrals for special education evaluations. The amount budgeted is \$97,376.40 (15% of FY 16 IDEA allocation) plus \$7,881.70 of the FY 15 IDEA CEIS funds that were carried over (\$13,006.10 total), and \$6,141.90 (15% of FY 16 IDEA Preschool Allocation).

Performance Measures

RtI Tracking Log and individual RtI plans to monitor number of students referred and determined eligible for SPE services. Baseline and progress monitoring data will be gathered in the areas of reading and math to determine effectiveness of instruction and interventions in affected classrooms.

Estimated Costs

☐ Grant Relationships

IDEA Preschool ☐ Notes
\$6,141.90

Special Education, Part B-IDEA ☐ Notes
\$105,258.10

RESOURCES Regarding e-GAP

Resources for e-GAP can be found in the Documents Library of the e-GAP portal.

*e-GAP Users Guide-Part 1



*e-GAP Users Guide-Part 2

Home > Funding Applications > Document Library

Document Library

Search the Document Library by selecting a keyword or entering a search phrase.

Search Phrase:

File 
Link 

AGENCY DOCUMENTS

- Administrative and Finance
 - [Expenditures Reports](#)
- Career/Technical
 - [Allowable Uses of Perkins Funds](#)
 - [State Basic Grant Section 135](#)
 - [Cluster Offerings in LEAs 2008-2009](#)

Session Timeout in

Thank You!

If you have additional questions, or need assistance, please contact a fiscal team representative at (334) 242-8114 or via email:

- Erika Richburg@ erichburg@alsde.edu
- Celeste Minor@ cminor@alsde.edu