

District and Charter School Success Plan & Grant Approval Checklist

2014-2015 School Year

IDEA 3-5 and IDEA 6-21

14 DE Admin. Code 928.5.4 Application required: Each LEA seeking a sub grant shall complete and submit an application to DOE. The application shall: be submitted during the time frames established by DOE; be completed on or in such written or electronic form as DOE requires; include any certifications and assurances required by DOE; and be consolidated with the LEA's application for other federal programs to the extent permitted by DOE procedures.

14 DE Admin. Code 924.2.1 Amounts provided to the LEA under Part B of the Act shall be expended in accordance with the applicable provisions of these regulations; shall be used only to pay the excess costs of providing special education and related services to children with disabilities, consistent with 2.2; and shall be used to supplement State, local, and other Federal funds and not to supplant those funds.

LEA: _____ **Reviewer:** _____

Directions: Use the criteria below to review each district and charter school Success Plan and Grant.

Required Components of IDEA District and Charter School Success Plans and Grants	Yes	No	N/A	Comments
Section 1.0 – Success Plan				
1. Is the LEA's success plan up to date with current goals, objectives, strategies, measures and targets?				
Section 2.3 – Selection of State and Federal Programs				
2. Did the LEA select its intent to participate in IDEA?				
Section 2.4 – Program Coordinators and Allocations				
3. Did the LEA list a coordinator for the IDEA allocation and is the IDEA allocation correct?				
Section 2.5 – Constituency Participation				
4. Did the LEA clearly explain how they ensure that students with disabilities have full access to the general education curriculum and how they address barriers that prevent students with disabilities from accessing the general education curriculum? (Question A.3)				
Section 3.8 – Equitable Services				
5. Did the LEA provide an explanation of how they determined the proportionate share of funds that will be spent on parentally placed private school students with disabilities? (Question A.1)				
6. Did the LEA describe the consultation meeting held with representatives from the private school(s) an private school parents of students with disabilities including how parentally-placed private school children suspected of having a disability can participate equitably (Child Find), how parents, teachers and private school officials will be informed of the process, and how proportionate share of federal funds available for services under §300.133(b) is determined and calculated? (Question A.2)				
7. Did the LEA explain who would provide the equitable services (such as which staff)? (Question B.1)				

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8. Did the LEA explain how they determined and identified the services that would be provided? (Question B.2)				
9. Did the LEA explain how they ensure that the services provided to parentally placed private school students are equitable in comparison to their public school students? (Question B.3)				
10. Did the LEA explain how they monitor the provision of services? (Question C.1)				
11. Did the LEA describe any materials, equipment or property that was purchased for private schools/parentally placed private school students and their process for maintenance/keeping record of purchase and/or use? (Question C.2)				
Section 3.9 – Comprehensive Early Intervening Services (CEIS)				
12. Did LEA enter a response to either Required, Voluntary or Not Using CEIS?				
13. As a result of the Determination assigned, is the LEA required to use 15% of their funds for CEIS? [14 DE Admin. Code 927.46.1.4.2]				
If no , move to #14				
If yes , has the LEA included appropriate description of activities related to this grant for use of CEIS funds? And then move to #15				
14. Has the LEA chosen to voluntarily allocate 15% CEIS? [14 DE Admin. Code 924.26.1]				
If no , move to #15				
If yes , has the LEA included appropriate description of activities related to this grant for use of CEIS funds? And then move to #15				
Section 4.0 – Budget and Distribution of Funds				
15. Did the LEA zero out their IDEA budget (and CEIS if they were required to use it or voluntarily used it)?				
16. Does each budgeted item include sufficient detail?				
17. Are the funding descriptions and account codes appropriate for each budgeted item?				
18. Are all planned expenditures under IDEA allowable? [OMB Circular A-87]				
19. If CEIS was used, are all planned expenditures under CEIS allowable?				
20. Are the proposed uses of funds supplemental?				

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21. Are the budgeted items necessary and reasonable for the proper and efficient performance and administration of the Federal award? <i>[OMB Circular A-87]</i>				
22. Can the budgeted items be fully expended during grant period?				
23. Did the LEA reserve funds for Indirect Costs?				
If no , move to #24				
If yes , the total reservation does not exceed the LEAs approved rate.				
24. Did the LEA reserve funds for Audit Fees?				
If no , move to #25				
If yes , the audit fees are proportionate to the extent IDEA is part of the entire audit.				
25. Is the LEA a district?				
If no , move to #26				
If yes , if the LEA's submitted implementation plan notes that an item(s) will be funded by IDEA, are the items included in this grant budget?				
Section 5.0 Financial Items				
Maintenance of Effort 5.1, 5.2, 5.3 and 5.4				
26. Did the LEA maintain or exceed its level of fiscal effort from non-federal expenditures in total and per student from either local funds only or a combination of state and local funds over two preceding fiscal years (Section 5.1 and/or 5.2)? <i>[14 DE Admin. Code 927.8.0]</i>				
If yes , Did the LEA appropriately indicate which calculation it is using to demonstrate MOE in Section 5.3 A.1? If yes, move to #27				
If no ,				
Did the LEA appropriately indicate the fact that MOE was not met with either option in Section 5.3 A1?				
Did the LEA check a valid reason and provided a monetary amount by which the MOE should be reduced along with supporting details? (Section 5.3 Questions A2 and A3) Note: If the LEA did not check a valid reason and/or the monetary amount/supporting details are insufficient or absent, Exceptional Children Resources will coordinate with the finance office to issue a letter indicating the LEA's reduced allocation.				

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27. Did the LEA create a budget that maintains its level of fiscal effort in non-federal expenditures in total and per student for the upcoming fiscal year as compared to the most recent fiscal year with either Local only expenditures or a combination of Local and State expenditures? (Section 5.4)				
Excess Cost – 5,5 5.6, and 5.7				
28. Did the LEA spend at least a minimum average amount on the elementary children and secondary children (computed separately) with disabilities before funds under Part B were used to pay what are then the excess costs of providing special education and related services by the end of the year? (Sections 5.1 and 5.2) <i>[14 DE Admin. Code 922.3.0]</i>				
If yes , move to #28				
If no , did the LEA check a valid reason and provide a monetary amount associated with the exception along with an explanation. (Section 5.7 A1 and A2) Note: If the LEA did not check a valid reason and/or if the monetary amount/explanation is insufficient or absent, Exceptional Children Resources will coordinate with the finance office to issue a letter requiring the LEA to repay funds to DOE.				
Section 6.0 - Abstract				
29. Is the LEA's abstract up to date and aligned to this program as described in the rest of the application?				