



OVERVIEW

Individuals with Disabilities Education
Act (IDEA) Part B Application Process

OVERVIEW OF INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) PART B APPLICATION PROCESS

This is a general overview of the processes related to programs and services that will be described in the application for Part B funding. Your agency can use the amount for increased cost in your special education program as a supplement to weighted funds. Use for Coordinated Early Intervening Services (CEIS) is allowable, but there are limitations and additional reporting requirements.

The amounts available to each school district can be found on the [Iowa Department of Education's website](#). The Excel spreadsheet is located under "Special Education" and "Finance". The document will be labeled as "2024-2025 IDEA Part B LEA Awards". These documents will be distributed to the Area Education Agencies. Funds are available only for the 2024-25 school year and may not be carried forward to subsequent years.

All applications must be submitted as a WORD document. Those not submitted in that format will be returned.

There are multiple packets of information related to the IDEA Part B process for your use. Specific information on each topic is available in the related packet. Those packets of information are as follows:

- Overview
- Application Instructions
- Application and Narrative Pages
- Coordinated Early Intervening Services (CEIS) Information
- Annual Assurances
- Reports

USE OF FUNDS ONLY FOR THE INCREASED COSTS IN SPECIAL EDUCATION (NO EQUIPMENT OR CEIS)

If your agency will be using these Part B funds to supplement state and local (weighted) funds in your special education program for 2024-25, the process is brief and straightforward:

- 1) Complete Page 1 with the general information and contacts for your agency.
- 2) Enter the amount available to your agency in Columns 2 and 4 and Row 9 on Page 2 (budget page).
- 3) Sign and date the Annual Assurances statement (Mail the original of this section to the AEA).
- 4) Send (email) your completed application to your AEA contact.

USE OF FUNDS WHICH INCLUDES A REQUEST TO ACQUIRE EQUIPMENT OR CEIS

If your agency will be making a request to acquire equipment or will be conducting Coordinated Early Intervening Services (CEIS) supported with these funds, the application will need to be reviewed and approved by the Department of Education. The completed application needs to be emailed (as a Word document) to the AEA contact and the Department (john.lee@iowa.gov).

- 1) Complete all pages that apply, including the general information and contacts for your agency, information on any proposed acquisition of equipment and/or a description of CEIS activities and related costs.
- 2) Enter the amount(s) in the appropriate columns and rows of the budget page.
- 3) If you are either required to or are voluntarily using Part B funds to support CEIS, complete the entire section on CEIS; more detailed instructions related to CEIS are provided in a separate packet of information.
- 4) If you are required to set aside the full 15% for CEIS you will have received a communication from the Department to that effect.
- 5) Sign and date the Assurances statement. (Mail the original of this section to the AEA).
- 6) Send (email) your completed application to your AEA contact and to the Department.

KEY DATES FOR THE 2024-25 SCHOOL YEAR

FRIDAY, SEPTEMBER 6, 2024

Application due. This allows the AEA to complete the summary report to the Department which will trigger the 1st payment of 50% of the total amount available for the year. Payment will be made in early October 2024 through the Area Education Agency.

FRIDAY, JANUARY 31, 2025 MID-YEAR (JULY-DEC)

Financial Status Report due. This triggers the 2nd payment.

The Mid-Year Report Use of Funds is the first of two reports; you will find this form in the Reports packet. The report will reflect the expenditure of the Part B funds for the July through December period. and is due to the AEA by January 31, 2025.

FRIDAY, JUNE 6, 2025

Final Year End Report due. This triggers the final payment.

The Final Report is due June 6, 2025. The final report will include the cover page used in the original application and will be marked as FINAL REPORT. On the budget/expenditure page, the second and the third sections should contain a brief description of how the funds were used in the district's special education instructional program. If the district used Part B funds for CEIS, or were granted permission to acquire equipment, there are additional forms to be completed covering those uses.

NOTE: If a district uses all available funds by the end of December of the school year, they may submit the final report and claim any balance not yet paid at that time. In that situation, the district must be able to document expenditures from July through December that would be equal to or greater than the amount of the federal funds available.

Please be aware of the Maintenance of Effort Requirement in IDEA as you monitor the sources into and expenditures for special education. That requires an LEA to expend for special education in the current year in local funds or state and local funds combined, either in total or per capita the same amount or more than in the prior year.

AGENCY REQUIREMENTS FOR RECEIVING IDEA PART B FUNDS

LOCAL EDUCATION AGENCIES (LEA) RESPONSIBILITIES

- 1) Submit an application to the Area Education Agency no later than 4 PM, Friday, September 6, 2024. Submit the Application and Narrative Pages as a Word document attached to an e-mail to the designated AEA contact. The Annual Statement of Assurances needs to be sent as a hard copy with an original signature of the district's authorized representative.
 - a. If a district is applying to use Part B funds for CEIS or is requesting the acquisition of equipment, the email with the attached application must be CC'd to john.lee@iowa.gov.
- 2) Submit a mid-year financial expenditure report of Part B funds (July-December) to the AEA. Due date is January 31, 2025 for the LEA to report to the AEA.
- 3) Submit a final report of expenditures and narrative of how funds were used in 2024-25 to the AEA; due no later than June 6, 2025.
- 4) If applicable, report in Student Reporting in Iowa (SRI) those students who benefitted from any CEIS supported by these Part B funds during the project/school year.

AREA EDUCATION AGENCIES (AEA) RESPONSIBILITIES

The AEA's are responsible for the following:

- 1) Distributing the applications to the LEA's.
- 2) Sharing funding information. This is also available on the [Department of Education website](#).
- 3) Designating a contact(s) at the AEA to receive completed applications for processing and approval.
- 4) Collecting all applications from districts.
- 5) Forwarding any applications that contain a planned use for CEIS or acquisition of equipment to the Department.

NOTE: If a district is providing CEIS or the application includes a request to acquire equipment, the AEA may issue a "Conditional Approval" if the Excess Cost portion of the application budget is approvable. The approval will remain conditionals until the Department has reviewed and finalized any applications with one or both of these items. If approved, the Department will notify the AEA what has been approved for the district and the AEA will issue a full approval of the application as finalized.

STEPS IN THE APPLICATION PROCESS

ANNOUNCEMENT OF SUBGRANT AMOUNTS

At the earliest possible date, estimates of grant amounts will be made available to applicant agencies. This provides planning time for the entire program of services of which the federally supported projects are a part. When the State Education Agency receives a grant award document, a written notification indicating the official amount of grants will be forwarded to the Area Education Agencies (AEA) and subsequently to Local Education Agencies (LEA) along with the appropriate application forms. These will also be made available on the Iowa Department of Education's website on the [Special Education Finance](#) page. The Department has calculated amounts for all aspects of the Part B funds going to LEAs. The amount available for the 2024-25 (based on a formula), Non-Public Proportionate Share, and CEIS maximum will be included.

NOTE: LEAs that merged on July 1, 2024 will have the Maintenance of Effort Reduction (MOER) calculations made using the combined awards from the prior and current years to determine if any amount is available for MOER. Likewise, LEAs that are dissolved will have the current year's award apportioned to the LEAs it is dissolved to for the coming year; calculations are adjusted accordingly. For the 2024-25 school year, there has not been an increase overall in Part B funding available for flow through to LEAs. Any changes are a result of shifts in the population and poverty factors used in the distribution formula.

THE APPLICATION

Complete the all necessary application information, including any applicable narrative portions. Detailed instructions are provided in the corresponding packets. The Annual Statement of Assurances are part of this application process.

REVIEW

An application that is only proposing the use of Part B funds to supplement the state and local (weighted) funds in the district's special education program will be reviewed and approved by the Area Education Agency.

An application including proposed uses for CEIS or acquisition of equipment must be forwarded to the Department to be reviewed. The Department's review will ensure the proposed use of Part B funds is in accordance with the attendant federal and state regulations governing Part B and Special Education.

If questions or concerns arise during this review process, the applicant will be contacted for clarification and may be required to submit additional documentation. If warranted, certain issues may require a written inquiry identifying the area(s) of concern and requesting explanations, clarification, or modifications. Such written notices and attendant responses are directed at ensuring that the application and district programs, policies and procedures meet federal and state requirements and result in an approvable application.

APPROVAL

Once the application has been reviewed and is in approvable form, an approval notice will be forwarded to the applicant agency. The Notice will contain information on the approved amount and any assigned project number/identifier. The federal fund source information is included on the application's first page of Part I. Periodic financial reporting forms and instructions will accompany the project approval. The availability period for these funds will be twelve months, from July 1 until June 30th and cannot be carried forward. At the end of the twelve-month period, if the district has not expended their dollars, the unused funds will revert to the AEA for further disposition. The personnel services, activities, acquisition of program materials, supplies,

instructional or other equipment for special education or any other goods or services for special education must occur or be received within the July 1st through June 30th time frame for which the Part B allocation is made available. Personnel must possess the appropriate credentials from the State of Iowa to be supported by Part B funds in the delivery of special education and related services.

AMENDMENTS

During the operational period of the Application, situations may arise which necessitate modifications to the approved Application such as a supplemental federal appropriation, personnel or staff changes, revised priorities regarding utilization of funding, and/or adjustments in other funding sources. This will require an Amendment submitted in writing. Such requests will identify the specific part(s) of the Application affected and describe the changes requested. Requests affecting the budget and personnel must include a revised budget. The amended budget can be explained in the cover letter submitted with the request. Amendment requests, depending on the area(s) affected, will be processed by the AEA in a manner similar to the approval process. A written response to the request will be forwarded to the applicant agency.

PAYMENT OF FUNDS

The payment (through the AEA) and the schedule were addressed in the section under “*Key Dates*”.

OPTIONS FOR USE OF FUNDS

For 2024-25, there are two options available for the utilization of Part B funding. Due to the level funded nature for 2024-25, the Maintenance of Effort Reduction will not be available and is not discussed herein.

EXCESS COST OF SPECIAL EDUCATION

This option is to use Part B funds to cover the increase in the excess cost of special education; no change from prior years. This is the primary use of Part B funding. This would include covering any projected deficit for special education programs or the increase in current year's costs over the prior year's costs. Increased excess costs, if any, would be those costs of normal and usual operations over and above the previous school year. Such costs might include teacher salary adjustments (salary steps) or cost of living adjustments, increased costs of health insurance or other benefits, adding classroom(s) to meet the needs of identified students, or meeting increased service needs of students. If there is not an increase in the cost of the special education program, Part B funds are to be used first in covering special education program costs.

COORDINATED EARLY INTERVENING SERVICES (CEIS)

This provision of IDEA is an amount that may be set aside for CEIS activities. IDEA specifies that an amount up to 15% of the award (formula amount) to a recipient may be set aside from Part B to design and implement a system of early intervening services to a defined population that is not in special education within the LEA or AEA. This amount may be combined with other resources available to an LEA or AEA to support the activities. There is a reporting requirement when Part B funds are used for CEIS. Any child in the defined population must be tracked for a period of two years following services. That reporting is at the LEA level and is done through Student Reporting in Iowa (SRI).

An LEA that has been identified as having disproportionate representation must set aside the 15% of Part B funds to address and remediate the identified problem(s). If your district has been notified as having a condition of disproportionate representation within your special education population, your district will have received, from the Department, a notice regarding the disproportionate representation issue(s) Your district must budget the entire 15% amount for CEIS to address the disproportionate representation issue. You will need to complete the section entitled "Coordinated Early Intervening Services Action Plan" in Part II, Subpart B. An agency that is required to set aside the full 15% to address this situation is not allowed to use the Maintenance of Effort Reduction provision in Part B.