

CONNECTICUT STATE DEPARTMENT OF EDUCATION

DIVISION OF FAMILY AND STUDENT SUPPORT SERVICES

SPECIAL EDUCATION GRANT PROGRAMS
FY2009

Grant Application For:

*Two Entitlement Grant Programs under the Individuals with Disabilities Education Act
Special Education, IDEA, Part B, Section 611
Preschool Special Education, IDEA, Part B, Section 619*

Purpose of Grant Application

*The purpose of these grant programs is to provide federal entitlement funds
to eligible applicants to assist with the excess costs of
providing special education and related services to children with disabilities.*

Legislative Authority

**Individuals with Disabilities Education Act
Public Law 108-446, Part B, Sections 611 and 619**

Due Date

May 18, 2008

CONNECTICUT STATE DEPARTMENT OF EDUCATION
DIVISION OF FAMILY AND STUDENT SUPPORT SERVICES

Dr. Mark K. McQuillan
Commissioner of Education



SPECIAL EDUCATION GRANT PROGRAMS

Special Education, IDEA, Part B, Section 611

Preschool Special Education, IDEA, Part B, Section 619

*It is the policy of the Connecticut State Department of Education that
no person shall be excluded from participation in, denied the benefits of,
or otherwise be discriminated against under any program,
including employment, because of race, color, religious creed, sex, age, national origin, ancestry,
marital status, sexual orientation, mental retardation, past or present history of mental disorder,
learning disability and/or physical disability.*

SPECIAL EDUCATION GRANT PROGRAMS

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SECTION A**SPECIAL EDUCATION GRANT PROGRAMS**Introduction

The grant application for the IDEA, Part B, Sections 611 and 619 should consider the intent of the IDEA and the State Board of Education's goals.

Goal 1: *High-quality preschool education for all students;*

Goal 2: *High academic achievement of all students in reading, writing, mathematics and science, and,*

Goal 3: *High school reform.*

The importance of maintaining a focus on these goals is expressed in the State Board of Education's Five-Year Comprehensive Plan entitled *A Superior Education for Connecticut's 21st Century Learners*

The Board selected these three priority areas to address the unacceptable achievement gaps that continue to widen in reading and mathematics among students who differ...To close the large and unacceptable gaps in achievement, resources and opportunities for Connecticut students, the Board must address all three priorities simultaneously. All students must receive a high-quality preschool education. All students must have access to a rigorous curriculum taught by highly effective and qualified educators who believe that every student at every grade level can achieve at high levels. All students must graduate high school prepared for lifelong learning and careers in a competitive, global economy.

The Connecticut State Department of Education encourages school districts to develop the application with a "whole child perspective". Consideration should be given to collaboration and coordination with other federal and state programs.

Eligible school districts must meet the requirements contained in the IDEA legislation. While activities can be co-funded the funds cannot be co-mingled.

SECTION B**SPECIAL EDUCATION GRANT PROGRAMS**IDEA Background Information and Requirements

The Individuals with Disabilities Education Act (IDEA), Public Law 108-446 states as its goals:

- (a) To ensure that all children with disabilities have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living;*
- (b) To ensure that the rights of children with disabilities and their parents are protected;*
- (c) To assist States, localities, educational service agencies, and Federal agencies to provide the education of all children with disabilities; and*
- (d) To ensure the effectiveness of efforts to educate children with disabilities.*

School districts must ensure that expenditures of grant funds adhere to the purpose and intent of the IDEA legislation.

IDEA funds can be used to supplement, not supplant.

SECTION C

SPECIAL EDUCATION GRANT PROGRAMS

Directions for Submission of the Grant Application

DIRECTIONS FOR APPLICANTS

Applicants must complete and submit all relevant sections. Each section of the grant application provides the directions for the completion of that section of the application.

The expectations for completion and submission of the grant application include:

- ◆ **Grant Cover Page**
Must be completed and signed by the authorized official of the applicant school district/agency. Please include both email addresses and fax numbers.
- ◆ **Section 1: Goals and Related Activities**
Must provide goals and activities to address excellence and equity in educational outcomes in accordance with the purposes and intent of the IDEA. Every grant expenditure must be linked to an activity.
- ◆ **Section 2 and 2A: Parentally Placed Private School Students**
Must include "Consultation with Private Schools" signed by private school directors but also a copy of the information presented or sent to those individual. This section also requests data that needs to be collected and reported to the BSE/SDE.
- ◆ **Section 3: Budget (ED114)**
Must submit a proposed line item budget for use of IDEA, Section 611 and/or Section 619 funds.
- ◆ **Section 4: Budget Narratives**
Must submit a budget narrative justifying the use of the IDEA, Section 611 and/or Section 619 funds.
- ◆ **Section 5: Notice of Intent to Use IDEA funds for Intervening Services**
If the District is planning to target any IDEA funds for Intervening Services they must submit this form.
- ◆ **Section 6 and 6A: Statement of Assurances**
Must complete and submit a Statement of Assurances Signature Page with the original signature of the authorized official of the applicant school district/agency.
- ◆ **Section 7 and 7A: Affirmative Action**
Must complete and submit the Affirmative Action Certification Form with the signature of the authorized official of the applicant school district/agency.
- ◆ **Section 8: Consortia Partnerships**
IF applying as a consortium must complete and submit the Consortium Membership Form and must submit the IDEA Consortium Letter(s) signed by the authorized official from each applicant school district/agency participating in the consortium.
- ◆ **Section 9: IDEA Program Options (A-D)**
IF applying for one or more of the four IDEA program options available complete and submit the information requested. If not applying for any of the options, please indicate.
- ◆ **Section 10: Parent Participation Plan for 2008-9 School Year**

SECTION D

SPECIAL EDUCATION GRANT PROGRAMS

Additional Submission Information, As Applicable

Date of Board Acceptance

IF the submission of the grant application requires the official approval and/or endorsement of any Board or like body (e.g., Board of Education, Board of Directors, etc.), the approval and/or endorsement of such body should be submitted with the grant application. If it is not possible to obtain Board or like approval prior to the submission of the grant application, then the official Board approval or like document should be sent under separate cover, no later than June 30, 2008.

Reporting Requirements

Within 60 days after the close of the fiscal year, each grantee is required to file a financial statement of expenditures with the State on such forms as the State may require.

Reservations and Restrictions

The State reserves the right not to fund an applicant or grantee if it is determined that the grantee cannot manage the programmatic and/or fiscal responsibilities required under this grant.

Facsimile (Faxed) Copies

Facsimile (faxed) copies of applications **will not be accepted**. Only applications with the original signatures and that are filed in a timely manner will be accepted.

Applications On-Line

The Special Education Grant Programs' application for eligible districts/agencies can be downloaded from the State Department of Education's web site (<http://www.state.ct.us/sde>). The application can be located at the web site under *Requests for Proposals*.

Deadline – Delivery of Applications

One original grant application must be received no later than 4:30 p.m. on May 18, 2008, irrespective of the postmark date and means of transmittal.

Mailing/Delivery Address for Grant Applications:

**State Department of Education
Division of Family and Student Support Services
Bureau of Special Education
165 Capitol Avenue
P. O. Box 2219, Room 369
Hartford, CT 06145-2219
ATTENTION: BRIAN J. CUNNANE
brian.cunnane@ct.gov**

SECTION E

SPECIAL EDUCATION GRANT PROGRAMS

State Department of Education Grantee Information

Freedom of Information Act

All of the information contained in the grant application is subject to the provisions of Chapter 3 of the Connecticut General Statutes (Public Records and Meetings and Freedom of Information Act (FOIA)) Sections 1-200 to 1-241 inclusive. The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency, as defined in the statute, are public records and every person has the right to inspect and receive a copy of such records.

Obligations of Grantees and Sub-Grantees

All recipients of a grant award are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in Connecticut General Statutes Section 4a-60, 4a-60a and Sections 4a-68j-I et seq. of the Regulations of Connecticut State Agencies. Furthermore, the grantee must submit periodic reports of its employment and sub-contracting practices in such form, in such manner and in such time, as may be prescribed by the Commission on Human Rights and Opportunities.

State Monitoring and Evaluation

The State may conduct site visits to grantees and sub-grantees funded under this grant program in order to monitor a community's progress and compliance with the intent of the legislative Act, the Individuals with Disabilities Education Act (IDEA), and in accordance with state statutes and the purpose of this grant program.

Management and Control of the Program and Grant Consultation Role of the State

The grantee has overall management control of the grant. While state agency staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds obligated by the grantee or sub-grantee.

Technical Assistance

Applicants with questions or needing assistance with the completion of the grant application can contact:

Technical Assistance for IDEA 611/619

Brian J. Cunnane State Department of Education Bureau of Special Education 165 Capitol Avenue P O. Box 2219, Room 369 Hartford, CT 06145-2219 brian.cunnane@ct.gov
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CONNECTICUT STATE DEPARTMENT OF EDUCATION
Division of Teaching and Learning Programs and Services



SPECIAL EDUCATION GRANT PROGRAMS

GRANT PERIOD

July 1, 2008 to June 30, 2010

GRANT COVER PAGE

To Be Completed and Submitted with the Grant Application

<p><u>Applicant</u> (Name, Address, Telephone, Fax, E-Mail)</p>	<p><u>Program Funding Dates</u> From July 1, 2008 to June 30, 2010</p> <p><u>Preliminary Funding Amount</u></p> <p>IDEA 611 funds = \$ _____</p> <p>IDEA 619 funds = \$ _____</p>
<p><u>Contact Person</u> (Name, Address, Telephone, Fax, E-Mail)</p>	<p><u>Check if Consolidated Application</u></p> <p>___ For IDEA, Section 611 Participating Districts: (list districts)</p> <p>___ For IDEA, Section 619 Participating Districts: (list districts) * Please attach list of districts, if needed.</p>

I, _____, the undersigned authorized chief administrative official, submit this proposal on behalf of the applicant agency, attest to the appropriateness and accuracy of the information contained herein, and certify that this proposal, if funded, will comply with all relevant requirements of the state and federal laws and regulations.

In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein.

Signature (Superintendent): _____ **Date:** _____

Name (typed): _____

School District/Agency: _____

SECTION 1

SPECIAL EDUCATION GRANT PROGRAMS

Goals and Related Activities

DIRECTIONS:

Applicants are required to provide goals and describe the special education activities related to each identified goal.

The "Goals and Related Activities" page needs to be completed for each funding source the applicant is applying to receive, the IDEA, Section 611 and/or IDEA, Section 619.

Please Note

IDEA Funds may not be used for child find activities, the identification, location and evaluation of children. These activities should be provided at public expense.

The grant application's "Goals and Related Activities" pages are attached.

GOALS AND RELATED ACTIVITIES
IDEA, SECTION 611
Special Education and Related Services (3-21)

District Goal # _____:

School District Planned Special Education Activities:

- 1.

- 2.

- 3.

District Goal # _____:

School District Planned Special Education Activities:

- 1.

- 2.

- 3.

*Prepare as many pages of the Goals and Related Activities Form
as necessary to describe your school district goals and activities
which ensure positive student outcomes.*

GOALS AND RELATED ACTIVITIES
IDEA, SECTION 619
Preschool Special Education (Ages 3-5)

District Goal # _____ :

School District Planned Special Education Activities:

1.

2.

3.

District Goal # _____ :

School District Planned Special Education Activities:

1.

2.

3.

*Prepare as many pages of the Goals and Related Activities Form
as necessary to describe your school district goals and activities
that ensure positive student outcomes.*

SECTION 2

SPECIAL EDUCATION GRANT PROGRAMS

 Parentally Placed Private School Students

ELIGIBLE STUDENTS PLACED BY THEIR PARENTS IN A NON-PUBLIC SETTING

IDEA2004, §300.133(a) mandates that school districts receiving IDEA funding expend a proportionate amount of funding for the benefit of eligible students who had a free appropriate public education (FAPE) made available and whose parents elected to place their child in a private school or facility. For example: if 2% of a school district's identified special education population (aged 3-21) is placed in non-public schools by their parents, the school district has the obligation to expend an amount equal to 2% of the district's IDEA grant or grants (611 and 619), as applicable, for the benefit of those students. The proportional expenditure obligation for school districts applies to the IDEA Part B, Section 611 and 619 grant programs. Every LEA, under §300.133 (c), is required, as part of their consultation with private schools, to determine the number of students with disabilities regardless of whether they are receiving special education services under a Services Plan or not. Each district's regular and preschool proportionate expenditure requirement must be determined each year for each relative population aged 3-21 and aged 3-5. Such services may be provided to children served on the premises of private, including religious schools, to the extent consistent with state law.

NON-PUBLIC INFORMATION:

1. PLEASE INCLUDE A COPY OF "***CONSULTATION WITH PRIVATE SCHOOLS***" FORM-Section 2A.
2. If any private school did not attend your consultation meeting, please forward to the Bureau of Special Education a copy of an additional, completed Section II signed by that school official.
3. The following questions refer to parentally placed private school students only:
 - A. **The number of children initially evaluated between October 1, 2006 -September 30, 2007: _____**
 - B. **The district's total number of disabled children with Services Plans on October 1, 2007 who were parentally placed and attending an elementary/secondary school within the geographical boundaries of the area for which LEA is responsible: _____**
 - C. **The district's total number of parentally-placed private school children determined on October 1, 2007 to be children with disabilities, regardless of whether they have a Services Plan : _____**

SECTION 3

SPECIAL EDUCATION GRANT PROGRAMS**Budget ED114**

DIRECTIONS: Applicants must complete and submit a State Budget Form, ED 114, for each funding source, the IDEA, Section 611 and/or Section 619 entitlement. The state budget form, ED 114, must reflect a proposed line item budget that corresponds to the intended goals, objectives and activities proposed in the grant application. The IDEA grant budgets that the applicant is applying for should be submitted electronically through the State Department of Education EDT System. Directions for electronic submission have been provided and are attached.

NOTE ON THE IDEA (Sections 611 and/or 619) BUDGET

1. With regard to the IDEA Section 611 and Section 619 budgets, combined administrative expenditures (salaries, clerical salaries and administrative supplies) are limited to a maximum of 10% of an eligible district's total entitlement. Grantees are reminded they must be able, upon audit, to demonstrate that the expenditures made for grant salaries can be justified by time records that demonstrate the amount of time that an individual spent on IDEA, Section 611 and/or Section 619 grant activities.
2. Purchase of equipment (Line Item 700) is limited to **INSTRUCTIONAL EQUIPMENT** and **ASSISTIVE TECHNOLOGY DEVICES** that will allow a child or children to benefit from special education and related services.
3. IDEA funds can only be used for the excess costs associated with the provision of special education and related services to eligible children. However, 15% of the total grant can be used for Early Intervening Services. **THIS MUST BE DOCUMENTED ON THE NEW "NOTICE OF INTENT TO USE IDEA FUNDS FOR EARLY INTERVENING SERVICES (PLEASE REFER TO SECTION 5).**
4. Funds are to be used to supplement, not supplant local expenditures.
5. Eligibility for IDEA funding will be based upon a school district's/agency's demonstration of their "Maintenance of Effort" which will be calculated for each district/agency by the Division of Grants Management. If an issue is identified with any applicant, the Department of Education will contact the grantee.

SPECIAL EDUCATION GRANT PROGRAMS

Directions for Electronic Submission of ED 114

FY2008 PREPAYMENT GRANT SYSTEM ED 114 BUDGET INSTRUCTIONS ELECTRONIC DATA TRANSFER (EDT) SYSTEM

ED 114 BUDGET ENTRY INSTRUCTIONS

- ◆ From the EDT Primary Menu, press **PF3** - Division of Grants Management
- ◆ From the Division of Grants Management Secondary Menu, press **PF7** - Prepayment System ED114/ED141
- ◆ From NOTES screen, press **PF2** - Prepayment
- ◆ From Prepayment Grant System Menu for Cities and Towns, press **PF1** - 2008-2009 Menu
- ◆ From 2008-2009 E.D.T. Main Menu, press **PF1** - ED114 Budget Entry and Modification
- ◆ On the FY2009 ED114 Budget Data Entry by Grantee/LEA screen:
 - ⇒ Do not make or replace entries in any of the fields that are marked 'optional'
 - ⇒ Tab to the SPID field and enter the **SPID, FY, Program, Chartfield1, Chartfield2**, and **Fund** codes for the budgets that you intend to enter. For the purpose of these grants, the codes are:
 - IDEA Part B- Section 611 are:

<u>Fund</u>	<u>SPID</u>	<u>FY</u>	<u>Program</u>	<u>Chartfield1</u>	<u>Chartfield2</u>
12060	20977	2009	82032	170002	(blank)
 - IDEA Part B- Section 619 are:

<u>Fund</u>	<u>SPID</u>	<u>FY</u>	<u>Program</u>	<u>Chartfield1</u>	<u>Chartfield2</u>
12060	20983	2009	82032	170002	(blank)
 - ⇒ Press **PF1**
 - ⇒ Tab to the line item section and enter the budget amounts in the appropriate lines and columns, pressing **PF5** if necessary to get to the second page. The total of the line item entries will be calculated automatically.
 - ⇒ Press **ENTER** to save the budget.
 - ⇒ If there are no errors, and the entry is saved, the screen will reflect the next budget to be entered. Continue to enter the remaining budgets pressing **ENTER** to save each budget.
 - ⇒ After the last budget is entered the original screen will appear.
 - ⇒ Press **PF16** until you return to the 2008-2009 E.D.T. Main Menu

* Refer to the next page of these instructions for screen edits and error messages.

ED 114 BUDGET PRINTING INSTRUCTIONS

- ◆ From the 2008-2009 E.D.T. Main Menu, press **PF5** - ED114 Budget Printing
- ◆ On the Print Budget Form screen enter the following:
 - ⇒ (optional) Project Title (if you wish to assign a more detailed description than the Grant Title)
 - ⇒ Use the correct codes listed in the Budget Entry section above for:
 - **FY, Program, Chartfield1, Chartfield2**
 - **SID (same as SPID)**

- **Fund**
- Press **PF1**
- Press **PF16**

The printed budget is for your records. A copy should be sent with the grant application.

ED 114 BUDGET CERTIFICATION INSTRUCTIONS

Budgets must be certified before they will be considered for approval.

- ◆ From the 2008-2009 E.D.T. Main Menu, press PF3 - ED114 Budget Certification Entry
- ◆ On the next screen, enter your town's unique code number
- ◆ All budgets (SPID, FY, Program, Chartfield1, Chartfield2, and Fund) will appear on the next screen
 - ⇒ Enter "**Y**" in the LEA certified column for the budgets that you have entered that are correct. Press PF5 to get to the second page, if needed
 - ⇒ Press **ENTER** to save certification

Once a budget has been certified, the system will not allow changes to the budget. If a budget has been certified and changes are needed to be made prior to the application deadline, please contact Linda Kriss at (860) 713-6472 for removal of the certification. If changes need to be made after the application has been approved, refer to the next page for "Printing a Budget Revision Form" and mail the changes on that form to the grant program manager.

ED 114 DATA ENTRY SCREEN EDITS

EDIT MESSAGES:

- **"Calculated totals do not match Auth."**
The total of the budget line items does not agree with the total of the authorized amount listed at the top of the budget screen. Verify keypunch numbers and tabulate total.
- **"Line Item 940 amt of _____ > max allowable amt of _____. Please fix"**
The amount for indirect costs (Line 940) is greater than the calculated allowable amount for the grant. Reduce the indirect cost to the maximum allowable amount listed in the error message. If you have any questions concerning this calculation, please contact the program manager for that specific grant.

PRINTING A BUDGET REVISION FORM

From the 2008-2009 E.D.T. Main Menus, press **PF6** - ED114 Budget Revision Request Printing. Enter in the **sid (SPID)**, **FY**, **Program**, **Chartfield1**, **Chartfield2** and **Fund** numbers. Press **PF1**. Press **PF16**.

PRINTING BUDGET CERTIFICATION REPORT

From the E.D.T. Main Menu, Press **PF4** - Ed114 Budget Certification Report. For a report listing all grants for your town, leave spid and activity fields blank and press **PF1**, then **PF16**. For a report on a specific grant, enter the **spid** and **activity codes** and press **PF1** and then **PF16**. These reports are for local files only and should not be mailed to the State Department of Education.

BUDGET DELETIONS

If a budget has been entered into the system and needs to be deleted, call Linda Kriss at (860) 713-6472.

ED114 FISCAL YEAR 2009

BUDGET FORM

FUNDING STATUS:

GRANTEE NAME:

TOWN CODE:

GRANT TITLE: IDEA, PART B, SECTION 611
 PROJECT TITLE: IDEA, PART B, Section 611 ENTITLEMENT GRANT
 CORE-CT CLASSIFICATION:
 FUND: 12060 SPID: 20977 PROGRAM: 82032
 BUDGET REFERENCE: 2009 CHARTFIELD1: 170002
 CHARTFIELD2:

GRANT PERIOD: 7/01/08 - 6/30/10 AUTHORIZED AMOUNT:\$

AUTHORIZED AMOUNT by SOURCE: CURRENT DUE:\$
 LOCAL BALANCE:\$ CARRY-OVER DUE:\$

CODES	DESCRIPTIONS	PUBLIC	NON PUBLIC	TOTAL
111A	ADMINISTRATOR/SUPERVISOR SALARIES			
111B	TEACHERS			
112A	EDUCATION AIDES			
112B	CLERICAL			
119	OTHERS			
200	PERSONAL SERVICES-EMPLOYEE BENEFITS			
321	TUTORS			
322	IN SERVICE			
323	PUPIL SERVICES			
324	FIELD TRIPS			
325	PARENT ACTIVITIES			
330	OTHER PROFESSIONAL TECHNICAL SERVICES			
331	AUDIT			
400	PURCHASED PROPERTY SERVICES			
510	PUPIL TRANSPORTATION			
530	COMMUNICATIONS			
560	TUITION			
580	TRAVEL			
590	OTHER PURCHASED SERVICES			
611	INSTRUCTIONAL SUPPLIES			
612	ADMINISTRATIVE SUPPLIES			
690	OTHER SUPPLIES			
700	PROPERTY			
890	OTHER OBJECTS			
940	INDIRECT COSTS			
	TOTAL			

ORIGINAL REQUEST DATE

STATE DEPARTMENT OF EDUCATION

DATE OF

_____ REVISED REQUEST DATE

PROGRAM MANAGER AUTHORIZATION

APPROVAL

ED114 FISCAL YEAR 2009

BUDGET FORM

FUNDING STATUS:

GRANTEE NAME:

TOWN CODE:

GRANT TITLE: IDEA, PART B, SECTION 619

PROJECT TITLE: IDEA, PART B, Section 619 Preschool Entitlement

CORE-CT CLASSIFICATION:

FUND: 12060

SPID: 20983

PROGRAM: 82032

BUDGET REFERENCE: 2009

CHARTFIELD1: 170002

CHARTFIELD2:

GRANT PERIOD: 7/01/08 - 6/30/10

AUTHORIZED AMOUNT:\$

AUTHORIZED AMOUNT by SOURCE:

CURRENT DUE:\$

LOCAL BALANCE:\$

CARRY-OVER DUE:\$

CODES	DESCRIPTIONS	PUBLIC	NON PUBLIC	TOTAL
111A	ADMINISTRATOR/SUPERVISOR SALARIES			
111B	TEACHERS			
112A	EDUCATION AIDES			
112B	CLERICAL			
119	OTHERS			
200	PERSONAL SERVICES-EMPLOYEE BENEFITS			
321	TUTORS			
322	IN SERVICE			
323	PUPIL SERVICES			
324	FIELD TRIPS			
325	PARENT ACTIVITIES			
330	OTHER PROFESSIONAL TECHNICAL SERVICES			
331	AUDIT			
510	PUPIL TRANSPORTATION			
530	COMMUNICATIONS			
560	TUITION			
580	TRAVEL			
600	SUPPLIES			
700	PROPERTY			
940	INDIRECT COSTS			
	TOTAL			

SECTION 4

SPECIAL EDUCATION GRANT PROGRAMS

IDEA Budget Narratives

DIRECTIONS: Applicants must complete and submit the attached State Budget Narrative(s) for each funding source the applicant is applying to receive, the IDEA, Section 611 and/or Section 619 (public and non-public) entitlement funds. Applicants must provide an explanation for all expenditures proposed in the grant budget. Justifications for expenses must correspond to the Goals and Related Activities Page and the ED114.

Please Note

Applicants are to provide the full time equivalent (FTE) of personnel whose salaries are included (e.g., 2.5 FTE speech and language pathologists, .30 FTE occupational therapist, etc.)

Combined administrative costs (Budget codes 111A, 112B and code 612) are limited to 10% of the grant.

Property is limited to instructional equipment and assistive technology devices.

If utilizing Code 700 (Property) please specify unit(s) and unit cost(s).

BUDGET NARRATIVE

DIRECTIONS: Identify the Budget Code, Line Item Description, Proposed Cost and Justification for each expenditure. Every proposed line item expenditure must be justified. Personnel should be identified by type (e.g. teacher, aide, etc.) and full-time equivalent (FTE). Proposed line item costs must reflect the goals and intended outcomes of the grant.

It is **now required, under 34 CFR, §300.133 (d)**, that your district utilize IDEA-Part B Section 611/ 619 funding to meet its proportionate expenditure mandate with respect to eligible parentally placed nonpublic school students. By doing so, your district can demonstrate adherence to that mandate upon completion of end-of-year expenditures (ED-141) for IDEA-Part B, Section 611/619 funding.

Code	Line Item	Cost- Public 3-21 (611)	Cost- Non-Public 3-21 (611)	Justification
111A	Administrators* (10% rule)			
111B	Teachers *			
112A	Education Aides *			
112B	Clerical * (10% rule)			
119	Other *			
200	Personal Services- Employee Benefits			
321	Tutors *			
322	In-service			
323	Pupil Services			
324	Field Trips			
325	Parent Activities			
330	Other Prof. Technical			

	*SPECIFY TYPE AND FTE			
				22.
Code	Line Item	Cost- Public 3-21 (611)	Cost- Non-Public 3-21 (611)	Justification
331	Audit			
400	Purchased Property			
510	Pupil Transportation			
530	Communications			
560	Tuition			
580	Travel			
590	Other Purchased Services			
611	Instructional Supplies			
612	Administrative Supplies (10% rule)			
690	Other Supplies			
700	Property (see pg. 20)			
890	Other Objects			
940	Indirect Costs (Only for school districts given prior approval by SDE)			
	TOTAL EXPENSES			

BUDGET NARRATIVE

DIRECTIONS: Identify the Budget Code, Line Item Description, Proposed Cost and Justification for each expenditure. Every proposed line item expenditure must be justified. Personnel should be identified by type (e.g. teacher, aide, etc.) and full-time equivalent (FTE). Proposed line item costs must reflect the goals and intended outcomes of the grant.

It is recommended that your district utilize IDEA-Part B Section 611/ 619 funding to meet its proportionate expenditure mandate with respect to eligible parentally placed nonpublic school students. By doing so, your district can demonstrate adherence to that mandate upon completion of end-of-year expenditures (ED-141) for IDEA-Part B, Section 611/619 funding.

It is **now required, under 34 CFR, §300.133 (d)**, that your district utilize IDEA-Part B Section 611/ 619 funding to meet its proportionate expenditure mandate with respect to eligible parentally placed nonpublic school students. By doing so, your district can demonstrate adherence to that mandate upon completion of end-of-year expenditures (ED-141) for IDEA-Part B, Section 611/619 funding.

Code	Line Item	Cost- Public 3-5 (619)	Cost- Non-Public 3-5 (619)	Justification
111A	Administrators* (10% rule)			
111B	Teachers *			
112A	Education Aides *			
112B	Clerical * (10% rule)			
119	Other *			
200	Personal Services- Employee Benefits			
321	Tutors *			
322	In-service			
323	Pupil Services			

324	Field Trips			
325	Parent Activities			
330	Other Prof. Technical			
	*Specify Type and FTE			
				24.
Code	Line Item	Cost- Public 3-5 (619)	Cost- Non-Public 3-5 (619)	Justification
331	Audit			
400	Purchased Property			
510	Pupil Transportation			
530	Communications			
560	Tuition			
580	Travel			
590	Other Purchased Services			
611	Instructional Supplies			
612	Administrative Supplies (10% rule)			
690	Other Supplies			
700	Property (see pg. 20)			
890	Other Objects			
940	Indirect Costs (Only for school districts given prior approval by SDE)			
	TOTAL EXPENSES			

SECTION 5**NOTICE OF INTENT TO USE IDEA FUNDS FOR
EARLY INTERVENING SERVICES**

Under §300.226 “an LEA may not use more than 15 percent of the amount such agency receives under Part B of the Act for any fiscal year, to develop and implement coordinated early intervening services, which may include interagency financing structures, for students in kindergarten through grade 12 (which a particular emphasis on students in kindergarten through grade three) who have not been identified as needing special education or related services, but who need additional academic and behavioral support to succeed in a general education environment.

In implementing early intervening services under this section, an LEA may carry out activities that include (1) Professional development for teachers and other school staff to enable such personnel to deliver scientifically based academic and behavioral interventions, including scientifically literacy based instruction, and, where appropriate, instruction on the use of adaptive and instructional software; and (2) Providing educational and behavioral evaluations, services, and supports, including scientifically based literacy instruction.

***Reporting:* Each LEA that develops and maintains coordinated, early intervening services under this section must annually report to the SEA on:**

-
- 1. The number of children served under this section; and,**
 - 2. The number of children served under this section, who subsequently received special education and related services under Part B of the Act during the preceding two year period.**
-

Funds made available to carry out this section may be used to carry out coordinated, early intervening services aligned with activities funded by, and carried out under the ESEA if those funds are used to supplement, and not supplant, funds made

available under the ESEA for the activities and services assisted under this section [§300.226].”

LEA: _____

CHART A: Activities Utilizing Part B Funds for Early Intervening Services

Specific activity	K-3 Emphasis (Y/N?)	Cost	Specific Target Audience

CHART B: Reporting form for Students Served Utilizing Early Intervening Services under IDEA, Part B

	# OF STUDENTS SERVED	# OF STUDENTS SERVED (PROJECTED)
LOCATION	SCHOOL YEAR 07-08	SCHOOL YEAR 08-09

CHART C: Number of Students Served Later Identified as Special Education/Related Services Eligible

School Year 06-07 (if applicable) :

School Year 07-08:

PLEASE COMPLETE SECTION 9 PROGRAM OPTION B IF YOUR DISTRICT HAS BEEN IDENTIFIED DURING FOCUSING MONITORING FOR THIS PURPOSE.

27.

SECTION 6

SPECIAL EDUCATION GRANT PROGRAMS

Statement of Assurances

DIRECTIONS: The Statement of Assurances Signature Page included in this grant application includes the assurances and requirements for the IDEA, Sections 611 and 619. Applicants must provide the authorized signature of the applicant agency. Applicants need to complete and submit the signed Statement of Assurances Signature Page in their grant application.

The State Department of Education's Statement of Assurances is enclosed in the grant application packet. The signature of the authorized individual represents the agreement to adhere to the standards and requirements set forth in the Statement of Assurances.

Please note that the authorized signature of the eligible applicant must also be provided on the cover page of the grant application submitted with the grant.

SPECIAL EDUCATION GRANT PROGRAMS

Statement of Assurances

PROJECT TITLE SPECIAL EDUCATION GRANT PROGRAMS (IDEA, PART B, SECTIONS 611/ 619)

THE APPLICANT: _____ HEREBY ASSURES THAT:

(Insert Agency Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant agency;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with the regulations and other policies and administrative directives of the Connecticut State Board of Education, the State Department of Education, and the State of Connecticut;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the State Department of Education, including information relating to the project records and access thereto as the State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records, and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state and/or federal funding;
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including fees and legal fees and costs, if any, arising out of any breach of the duties, in whole or in part, described in the application for this grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the State Department of Education any monies not expended in accordance with the approved program/operation budget as determined by audit;
- L. **Required Contract Language**
 (1). For the purposes of this section, "Commission" means the Commission on Human Rights and Opportunities. For the purposes of this section, "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capitol stock, if any, or assets of which is owned by a person or persons: (a) who are active in the daily affairs of the enterprise, (b) who have the power to direct the management and policies of the enterprise and (c) who are members of a minority, as such term is defined

in subsection (a) of Connecticut General Statutes Section 32-9n; and "good faith" means that the degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but shall not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements. For the purposes of this section, "sexual orientation" means having a preference for heterosexuality, homosexuality or bisexuality, having a history of such preference or being identified with such preference, but excludes any behavior which constitutes a violation of part VI of chapter 952 of the general statutes.

(2). (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or the State of Connecticut. If the contract is for a public works project, the contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such project. The contractor further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by the contractor that such disability prevents performance of the work involved; (b) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the commission; (c) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the commission, advising the labor union or worker's representative of the contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (d) the contractor agrees to comply with each provision of this section and Connecticut General Statutes Sections 4a-62, 32-9e, 46a and 46a-68b to 46a-68k, inclusive and with each regulation or relevant order issued by said commission pursuant to said sections; (e) the contractor agrees to provide the commission on human rights and opportunities with such information requested by the commission, and permit access to pertinent books, records, and accounts, concerning the employment practices and procedures of the contractor as related to the provisions of this section and section 46a-56.

(3). Determination of the contractor's good faith efforts shall include but shall not be limited to the following factors: the contractor's employment and subcontracting policies, patterns and practices; affirmative advertising; recruitment and training; technical assistance activities and such other reasonable activities or efforts as the commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

(4). The contractor shall develop and maintain adequate documentation, in a manner prescribed by the commission, of its good faith efforts.

(5). The contractor shall include the provisions of subsection (2) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding in a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of reinforcing such provisions including sanctions for noncompliance in accordance with this section and Connecticut General Statutes Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive; provided if such contractor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

(6). The contractor agrees to comply with the regulations referred to in this section as the term of this contract and any amendments thereto as they exist on the date of the contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

(7)(a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated, when employed, without regard to their sexual orientation; (b) the contractor agrees to provide each labor union or representative of workers with which such contractors has a collective bargaining

agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the commission on human rights and opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (c) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to section 46a-56 of the Connecticut General Statutes; (d) the contractor agrees to provide the commission on human rights and opportunities with such information requested by the commission and permit access to pertinent books, records and accounts, concerning employment practices and procedures of the contractor which related to the provisions of this section and section 46a-56 of the general statutes.

(8). The contractor shall include the provisions of subsection (7) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor, or manufacturer unless exempted by regulations and orders of the commission. The contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56 of the general statutes; provided, if such contractor or vendor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

- M. The grant award is subject to approval of the State Department of Education and the availability of state and/or federal funds;
- N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference;
- O. Grant funds should not be committed until an official grant award letter is received;
- P. In accordance with Federal Statute (20 U.S.C. Section 1232e), the applicant also assures that:
 - 1. It will administer each program covered by the application in accordance with all applicable statutes, regulations, program plans and applications;
 - 2. The control of funds provided under this application and title to property acquired with those funds will be in a public agency and that agency will administer those funds and property;
 - 3. The applicant will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal funds paid to the applicant under the applications;
 - 4. The applicant will make reports to the State agency or board and to the Federal Commissioner as may reasonably be necessary to enable the State agency or board and the Commissioner to perform their duties and that the applicant will maintain such records for a five-year period, including records required under Section 437 (20 U.S.C. Section 123f), and provide access to those records as the State agency or board or the Commissioner deem necessary to perform their duties;
 - 5. The applicant will provide reasonable opportunities for participation by teachers, parents and other interested agencies, organization and individuals in the planning for, and operation of, each program included in the application.
 - 6. The application and any evaluation, periodic program plan or report relating to each program included in the application will be made readily available to parents and other members of the general public;
 - 7. The applicant has adopted effective procedures for acquiring and disseminating to teachers and administrators, significant information from educational research, demonstration and other similar projects, and for adopting, where appropriate, promising educational practices developed through such projects; and,
 - 8. None of the funds expended under the application will be used to acquire equipment (including computer software) in any instance in which 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.
- Q. Additionally, the applicant further assures that:
 - 1. The program, assisted under the application, shall be operated in compliance with Title 34 of the Code of Federal Regulations, Part 104 (34 CFR 104) which addresses non-discrimination on the basis of handicap in programs and activities receiving or benefiting from Federal financial assistance;
 - 2. Each program or activity operated by the applicant is, when reviewed in its entirety, readily accessible to disabled persons (45 CFR 84.21,22);
 - 3. Procedural safeguards which comply with 34 CFR 300.500-300.514 of the Federal regulations, have been established and shall continue to be implemented (34 CFR 300.237);

4. Funds provided under the application shall be used only for the excess cost of providing special education and related services for disabled children and to supplement, and to the extent practicable, increase the level of state and local funds expended for the education of disabled children, and in no case to supplant those State and local funds (34 CFR 300.229-300.231);
 5. Funds provided under the application shall not be used to provide services to disabled children unless the applicant uses State and local funds for such children, which, taken as a whole, are at least comparable to services provided to other disabled children by the applicant. Records shall be maintained to show this comparability requirement is being met (34 CFR 300.231);
 6. Any property or equipment acquired with IDEA, Part B funds, shall be purchased and utilized in accordance with applicable Federal regulations. Particular attention shall be given to EDGAR 34 CFR 80.36, Procurement, which includes competition and bid requirements 34 CFR 80.31, Property, and 34 CFR 80.32, Equipment, which addresses the definition, management and disposition requirements;
 7. Written policies and procedures of the applicant, as required by 34 CFR Part 300, pertaining to each of the following listed topics, is on file with the State Department of Education and has been approved by said agency's staff. All such policies and procedures continue in effect and have not been revised:
 - o Child identification, location and evaluation (34 CFR 300.220)
 - o Confidentiality of personally identifiable information (34 CFR 300.221)
 - o Personnel development (34 CFR 300.324)
 - o Participation of disabled children in regular education program (34 CFR 300.227)
 - o Individualized education program implementation (34 CFR 300.235);
 8. If written policies and/or procedures of the applicant pertaining to any of the topics listed above are not on file with the State Department of Education, and/or have not been approved by said agency's staff, then all such policies or procedures shall be submitted with the application to be approved.
 9. Funds provided under this application are not used to pay the costs connected with any trial placement of a child with disabilities that is made pursuant to Section 10-76d-14(b) of the Connecticut special education administrative regulations;
 10. The District's Special Education Policies and Procedures Manual has been amended to include the required revisions of January 2007;
 11. After the application is approved, if any of the approved policies and procedures of the applicant pertaining to the IDEA are revised, such revision(s) shall be submitted for the approval of the State Department of Education staff when permission is sought to revise this application; and,
 12. Children who attend public Charter Schools and their parents retain all rights under 34 CFR 300.12(a).
- R. The grantee agrees to other attestations and special assurances, particular to the requirements of Public Law 105-17 (Individuals with Disabilities Education Act) for grantees or state agencies that require grantee or sub-grantee participation or compliance;
- S. IDEA, Section 619 funds are limited to activities relating to the provision of special education and related services to children with disabilities, ages three through five, and to two-year-old children with disabilities who will turn three within the school year.
- T. In utilizing the IDEA, Section 619 funds, the activities implemented should reflect the primary responsibility of the school district for providing special education and related services to eligible children. The use of funds shall be limited to activities which reflect the needs of the school district as they assume the responsibility for providing a free and appropriate public education (FAPE) to eligible 3-, 4-, and 5-year-old children with disabilities and to those two-year-old children with disabilities who will turn three in a school year.
- U. A school district must ensure that a two-year-old child, who will attain the age of three during the school year, receives a free and appropriate public education (FAPE) that is either fully or partially funded with IDEA, Section 619 funds in order for Part C of the IDEA not to apply to that child. If a school district provides a FAPE to a two-year-old child with funds other than the IDEA, 619 funds, then the child remains entitled to services under Part C until the third birthday, even if a state mandates a FAPE under Part B to children below the age of three.
- V. A school district must ensure that if it elects, with the concurrence of the family, to use an IFSP instead of an IEP to provide children with disabilities with a FAPE, under the IDEA, Part B and must ensure that the requirements of 34 CFR Part 300 are met.
- W. The signature of the chief elected official on the Statement of Assurances Signature Page indicates the intent to comply with the provisions referenced in each section. Assurances not agreed to by the official of the town must be identified on a separate sheet with a rationale for the disagreement.

- X. The State Department of Education reserves the right to negotiate terms, including the withholding of funds, based on the grantee's inability to comply with these assurances.
- Y. The District agrees to the attestation for compliance with certification requirements under 34CFR, Part 82, "New Restrictions on Lobbying, and 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-procurement) and government-wide requirements for "Drug-Free Workplace (Grants)" and the "National Instructional Materials Access Center". The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including sub grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110 –

The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civil charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (I)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- (e) Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 –

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about-
- (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and,

- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-
- (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to:

Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office, Building No. 3), Washington, DC 20202-4571.

Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted-
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3) Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant. (Contained in ED 80-0013)

4. NIMAS/NIMAC

The school district will coordinate with the National Instructional Materials Access Center (NIMAC) and will, after July 19, 2006, as part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials when entering into a written contract with the publisher of the print instructional materials will:

- Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Materials Center, electronic files containing the contents of the print instructional materials using the NIMAS standard; or
- Purchase instructional materials from the publisher that are produced in, or may be rendered in, specialized formats.
- If the district decides to opt out of participation in NIMAS/NIMAC, and it is strongly recommended by the Bureau of Special Education that this not happen, they will be unable to access this national clearinghouse

and their staff will not receive preferential attendance at NIMAS/NIMAC conferences held by the Bureau of Special Education and /or SERC. These districts will be required, as part of this application for federal funds, to provide to the Connecticut Department of Education a detail plan including the following:

- a) To purchase source fields, when and if they are available, directly from publishers, establish a secure access, distribution, and tracking system and arrange to use such files to produce student-ready specialized formats;
- b) To purchase student-ready versions, when and if they are available, directly from publishers; and/or
- c) To establish a workflow for scanning print materials and producing, or otherwise obtaining, audio books, Braille, large print and other appropriate specialized formats in a timely manner.

(Optional) The _____(Name of School District) opts OUTof NIMAS/NIMAC and will provide the information indicated above (4.a-c) to the Connecticut State Department of Education, Bureau of Special Education and understands that no federal funds can be released to our district until this plan is submitted and approved by the Connecticut State Department of Education.

34.

SECTION 6A

SPECIAL EDUCATION GRANT PROGRAMS

Statement of Assurances/Certifications Signature

I, the undersigned authorized official, do hereby certify that the Statement of Assurances/Certifications, known as in the application as Section 6 of the Special Education Grant Programs Grant Application (IDEA 2004) for FY2009, shall be fully implemented.

Signature of Superintendent

Name (please type)

School District

Date

SECTION 7

SPECIAL EDUCATION GRANT PROGRAMS

Affirmative Action

DIRECTIONS: The Affirmative Action Certification Form must be signed by the applicant's authorized official and submitted with the grant application.

Please be advised that in accordance with the regulations established by the Commission on Human Rights and Opportunities, each applicant is required to have a complete Affirmative Action Packet on file with the State Department of Education. This grant application contains the "Affirmative Action Certification Form" certifying that an Affirmative Action Plan is on file with the State Department of Education. The individual authorized to sign on behalf of the

applicant agency must sign the Affirmative Action Certification Form and submit such form with the grant application.

Applicants who do not have an Affirmative Action packet on file with the State Department of Education must obtain and submit a completed packet with their grant application.

An Affirmative Action packet can be obtained through:

State Department of Education
Affirmative Action Office, Room 270
165 Capitol Avenue
Hartford, Connecticut 06106
(860) 713-6530

36.

SECTION 7A

SPECIAL EDUCATION GRANT PROGRAMS
Affirmative Action Certification Form

AFFIRMATIVE ACTION CERTIFICATION

AN AFFIRMATIVE ACTION PLAN IS ON FILE
WITH THE
STATE DEPARTMENT OF EDUCATION

I, the undersigned authorized official, hereby certify that the current Affirmative Action Plan of the applicant organization/agency is on file with the Connecticut

State Department of Education. The Affirmative Action Plan is by reference, part of this application.

Signature of Authorized Official

Date

Name of Authorized Official (please type)

Title of Authorized Individual

37.

SECTION 8

SPECIAL EDUCATION GRANT PROGRAMS
IDEA Consortia

DIRECTIONS: IF applying as a 'consortia', the attached "IDEA Consortia Membership" and "IDEA Consortia Letter" must be completed and submitted in the consortia fiscal applicant's grant application. The IDEA Consortia Letter must be completed and signed by each eligible applicant who has assigned their funds to a fiscal agent and intends to be a part of a consortium for either the IDEA, Part B, Section 611 and/or 619 entitlement funds.

NOTE ON IDEA CONSORTIA:

Districts can file individual applications regardless of the size of the IDEA entitlement funds. Districts may still choose to work within a consortia and may have one district serve as the fiscal agent for a multiple district application. The attached "IDEA Consortia Membership" and "IDEA Consortia Letter" must be completed and submitted for those districts applying as a consortium.

IDEA Consortium Membership

(To be completed by Fiscal Agents)

If this is a consortium application, list below the school districts for which the application is being submitted.

IDEA Section 611 Consortium Members
--

Fiscal Agent _____

Participating Districts

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____

IDEA Section 619 Consortium Members
--

Fiscal Agent _____

Participating Districts

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____

38.

IDEA Consortium Letter of Agreement from Authorized Officials

(Date)

(Consortium Authorized Official)

(Title)

(District/Agency)

(City, State, Zip)

Dear _____:
(Consortium Authorized Official)

As the authorized official of _____, I agree to assign all of the district/agency
(district/agency)

IDEA, Part B, Section _____ FY2009 entitlement funds to the consortium headed by
(identify 611 or 619)

_____. Our district's/agency's _____
(fiscal agent) (Federal program)

entitlement funds total \$ _____. In return, your district/agency will coordinate all services and
(exact amount)

activities as noted in the joint proposal to the State Department of Education. Also, I assure that all laws, regulations, guidelines and State Department of Education requirements will be adhered to during the course of the entitlement program.

Thank you for your assistance with this matter.

ACCEPTANCE	
<i>(Authorized Accepting Official)</i>	<i>(Date)</i>

Sincerely,

(Authorized Assigning Official)

39.

SECTION 9

SPECIAL EDUCATION GRANT PROGRAMS IDEA Program Options

DIRECTIONS: Applicants can choose to direct some of the IDEA entitlement funds (Sections 611 and/or 619) to one, or both, of the two program options under the IDEA. If an applicant chooses to direct funds to one or both of the program options, the applicant must:

- ◆ Indicate which program option(s) the school district will pursue;
- ◆ Provide a brief description of each project's purpose and activities;
- ◆ Provide a budget narrative for each program option selected; and,
- ◆ Combine all budgetary information for all program options selected with all other IDEA; Part B planned expenditures for FY2009. Budgetary information should identify the specific expenditures that will be directed to the option(s).

PLEASE NOTE: The 10% rule (no more than 10% of total IDEA funds can be directed towards total administration costs) remains in effect for these program options.

Check one item below as appropriate **(REQUIRED)**:

_____ **We do not select any of the program options available.**

_____ **As a component of our district IDEA, Part B application, we are choosing the following project option(s) and use of IDEA funding source(s):**

IDEA FEDERAL PROGRAM OPTIONS	CHECK IF USING SECTION 611 FUNDS	CHECK IF USING SECTION 619 FUNDS
OPTION A: A SCHOOL-WIDE PROGRAM*		

IDEA STATE PROGRAM OPTION	CHECK IF USING SECTION 611 FUNDS	CHECK IS USING SECTION 619 FUNDS
OPTION B: A SCHOOL DISTRICT PROGRAM TO ADDRESS ITEMS IDENTIFIED THROUGH PROGRAM MONITORING WHICH DO NOT MEET ESTABLISHED TARGETS FOR IMPROVEMENT*		

***For each program option selected, provide the information requested on each of the following pages, as applicable.**

40.

IDEA OPTION A: SCHOOLWIDE PROGRAM

NOTE ON SCHOOLWIDE PROGRAMS

Under the IDEA2004, §300.206, an eligible school district may choose to use a portion of their FY2009 entitlement (either Section 611, Section 619 or both) to operate a 'schoolwide program'. These programs can operate only in individual schools as defined as eligible for a schoolwide program under the provisions of the Elementary and Secondary Education Act (ESEA). IDEA funding for schoolwide programs can be intermingled with other funding for program operations. The maximum amount of IDEA, Part B funding available for use in a schoolwide program is determined by multiplying the number of students having identified disabilities in that particular eligible school by the per child IDEA, Part B entitlement (either Section 611, Section 619 or both) for FY2009. Those applicants interested in applying for an IDEA Schoolwide Program Option should consult with their ESEA, Title I contact person to determine if their school district is eligible for a 'schoolwide program'.

DIRECTIONS: Complete this section IF your district chooses to implement Option A: A Schoolwide Program in FY2009.

1. Identify the school building in which your district proposes to use IDEA, Part B funding to initiate a Schoolwide Program.

Name of School _____ **Sec. 611** _____ *(check if using 611 funds)*

Name of School _____ Sec. 619 _____(check if using 619 funds)

2. What is the number of identified special education students in that school?

Number Students _____ Sec. 611 _____(check if using 611 funds)

Number Students _____ Sec. 619 _____check if using 619 funds)

3. The maximum expenditure for the schoolwide programs will be the per child entitlement times the number of eligible special education children described in (2). What will be the maximum expenditure allowable for operation of the proposed schoolwide program?

Maximum \$ Amount _____ Sec. 611 _____check using 611 funds)

Maximum \$ Amount _____ Sec. 619 _____check if using 619 funds)

4. In a brief narrative, describe what your district proposes to accomplish in FY2009 in its schoolwide program. Provide sufficient detail to describe planned activities, the number of students/staff affected, the resources to be utilized and how the program will be operated and evaluated.

Provide the Narrative for:

A. Section 611:

B. Section 619:

5. If the district is using this option, please indicate that you are providing a required attached Budget Narrative for this option please indicate:

A. Section 611: Attached (Y/N)

B. Section 619: Attached (Y/N)

6. Incorporate budgetary information related to this program option into your district's budget documents.

41.

**PROGRAM OPTION B:
MEETING PROGRAM MONITORING TARGETS**

DIRECTIONS: Complete this section only if your school district chooses/is required to utilize FY2009 IDEA, Part B, Section 611 and/or Section 619 funds for the purpose of meeting unmet program monitoring targets.

1(a). Please check whether the school district will be directing a portion of IDEA funds to targeted program monitoring activities throughout the school district, or if the funds will be targeted to specific schools.

_____ Entire School District

_____ Targeted Schools

1(b). If the school district is targeting activities to a specific school or schools, please identify the school(s) and the source of IDEA funds that will be utilized for targeted activities:

NAME OF SCHOOL	USING SECTION 611 FUNDS	USING SECTION 619 FUNDS
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2. Describe the activities that will be undertaken by the school district to address specific unmet program monitoring issues:

3. Provide a budget narrative for the use of IDEA funds (use ED 114 for line item descriptions to assist in providing budget narrative):

3(a): Budget narrative if using IDEA Section 611 funds:

3(b): Budget narrative if using IDEA Section 619 funds:

SECTION 10

Under IDEA 2004, §300.34 (8) and as written in RCSA Section 10-76d-2(h), LEAs are responsible for parent training/consultation under Professional Development.

Parent Participation Plan for 2008-09 School Year

It is expected that all districts have a plan, based on a needs assessment or other documentation, to promote parent education, information and training on an on-going basis. Please indicate which activities for parents that your district will complete between July 1, 2008 and June 30, 2009.

METHOD

AUDIENCE

A. Workshop	A. Parents of Students with disabilities
B. Conference	B. All Parents
C. Newsletter	C. Parents and Staff
D. Written Documentation	D. Other (_____)

E. Committee/Advisory Group	
F. Support Group	
G. Other (_____)	

Suggested Topics	Method (use key)	Audience (use key)
IDEA –Procedural Safeguards		
Local Policies/Procedures		
Assessment		
Behavior/Discipline		
Communication		
Curriculum		
Disability Specific Info		
Eligibility		
Determination/Evaluation		
Inclusion/LRE/PJ		
IEP Development		
Instructional Strategies		
NCLB		
Related Services		
Technology		
Transition		
Preschool/Early Childhood		
Parenting		
School/Program Improvement or Planning		
Other (describe)		