

**Office of Special Education and Related Services**  
**Section 611 - Part B Flow-Through Application Summary**  
**April 2015**

**Name of Grant:** Title VI-B Flow Through Application for FY 2015-2016

**Purpose of Grant:** To provide salaries & benefits, purchased services, professional development, materials/supplies, and equipment to support students with disabilities (SWD) and programs.

**Amount of Grant:** **\$3,439,948.00**

**Total Personnel Services (Object Code 1000):** **\$2,214,179.24 (includes items below)**

- **Salaries:** \$1,919,502.00
  - 30 staff members being funded at 100%
  - 1 staff member being funded at 90%
  - 1 staff member being funded at 61%
  - 14 staff members being funded at 50%
  - 2 staff members being funded at 8% (summer)
- **Supplements/Stipends:** \$9,250.00
- **Homebound/Homebased:** \$50,000.00
- **Private School Set-Aside** \$20,427.24
- **Substitute Pay (Teachers)** \$150,000.00
- **Substitute Pay (Paraprofessionals)** \$10,000.00
- **Summer School:** \$55,000.00

**Benefits (Object Code 2000):** **\$876,173.00**

**Purchased Services (Object Code 3000):** **\$184,548.76**

To provide funds for direct contract services to include speech, OT/PT, O&M, private care nurses; audiological evaluations; interpreters; translators; transportation (public, private, contract); Professional Development (i.e. registration); field trips; Independent Educational Evaluations (IEEs); behavioral aids (contract); school-to-work program (community based instruction programs); transition activities; stipends to pay VGLA/VAAP scorers as needed; funds for behavior certification (ABA) - Board Certified Behavior Analyst certificate; fees for maintenance & annual agreements/renewal/training (special educ. database); tuition (regional/private programs); legal consultation/services; public notice announcements.

**Other Charges (Object Code 5000):**

**\$119,947.00**

To provide funds for travel (local & out-of-division); professional development (i.e. meals, lodging); student work study stipends & insurance; postage; indirect cost.

**Materials/Supplies (Object 6000):**

**\$45,100.00**

To provide funds for classroom & administrative use (i.e. instructional materials, office supplies, student hygiene supplies); technology and assistive technology equipment for SWD; software; furniture; testing materials; subscriptions; workshop materials; transition/vocational evaluation materials.

**Office of Special Education and Related Services**  
**Section 619 - Part B Flow-Through Application Summary**  
**Early Childhood Special Education (ECSE) 2015-2016**  
**April 2015**

**Name of Grant:** Title VI-B Flow Through Application for FY 2015-2016  
(*Early Childhood Special Education*)

**Purpose of Grant:** To provide salaries & benefits, purchased services, professional development, materials/supplies, and equipment to support students with disabilities (SWD) in ECSE programs.

**Amount of Grant:** **\$176,005.00**

**Total Personnel Services (Object Code 1000):** **\$107,341.00 (includes items below)**

- **Salaries:** \$97,341.00
  - 1 staff member at 100%  
-1 ECSE secretary
  - 2 staff members at 50%  
-1 ECSE teacher, 1 ECSE instructional asst.
  - 1 staff member at 44%  
-1 ECSE teacher
- **Substitute Pay** \$5,000.00
- **Summer School** \$5,000.00

**Benefits (Object Code 2000):** **\$48,916.00**

**Purchased Services (Object Code 3000):** **\$2,287.70**

To provide funds for field trips (admission & transportation); professional development opportunities (registration) for administrators, teachers and support staff.

**Other Charges (Object Code 5000):** **\$7,460.30**

To provide funds for travel (local & out-of-division); professional development (meals, lodging); indirect cost (\$4,960.30).

**Materials/Supplies (Object Code 6000):** **\$10,000.00**

To provide funds for instructional materials; technology, assistive technology devices, and other equipment for SWD; software; furniture; testing materials for evaluations.

**Welcome to the 2015-2016 Special Education Annual Plan/Part B Flow-Through Application in Excel.  
Please Select your entity name**

PORTSMOUTH CITY PUBLIC SCHOOLS

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

Welcome to the 2015-2016 Special Education Annual Plan/Part B Flow-Through Application in Excel. Please use the tabs at the bottom of this spreadsheet to work your way through the certifications, assurances, budget forms, and other required components. Use your local personal computer to prepare the document for submission to the Virginia Department of Education via VDOE's Online Management of Education Grant Awards (OMEGA). The OMEGA submission and all division-level approvals must be completed no later than **May 15, 2015**.

Print Annual Plan

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

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

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

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

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

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

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

Please refer also to the information outlined below, and the Superintendent's Memorandum No. 317-14, dated December 5, 2014, for additional information and contact assistance.

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

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

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

Instructions for completing the OP1 Form and online training opportunities are available online at:

[http://www.doe.virginia.gov/school\\_finance/budget/grants\\_acct\\_reporting/omega/](http://www.doe.virginia.gov/school_finance/budget/grants_acct_reporting/omega/)

Virginia Department of Education  
Fiscal Services Office  
P.O. Box 2120  
Richmond, Virginia 23218-2120

Additional assistance regarding the OP1 Form may be obtained by telephone at (804) 371-0993 or by e-mail at:

[omega.support@doe.virginia.gov](mailto:omega.support@doe.virginia.gov)

**NOTE:** If you are not a current user of the VDOE's Single Sign-on for Web Applications Systems (SSWS) portal, prior to submitting an OMEGA user permission form to VDOE, you must contact your local SSWS Coordinator, who will establish an SSWS "user logon" and access to OMEGA.

2. After completing all tabs below, the Annual Plan/Part B Flow-Through Application must be reviewed by the school division's local special education advisory committee, and approved by the school board prior to submission via OMEGA to VDOE for review and approval.
3. OMEGA Data Submission - Once the LEA's electronic 2015-2016 Annual Plan/Part B Flow-Through Application has been reviewed and approved, as outlined in Step 2 above, LEAs are requested to do the following:
  - a. Log in to the Virginia Department of Education's SSWS at the following Web site (NOTE: The Web site suffix is "do" rather than "doe").  
<https://p1pe.doe.virginia.gov/ssws/login.page.do>
  - b. Select the Application Name "Online Management of Education Grant Awards - OMEGA."
  - c. On the left side of the OMEGA home page is a column entitled, "I want to...." From that list, select "Submit an application." That will bring up OMEGA's "Application Request Page."
  - d. On the "Application Request Page," the first step is to "Choose the Award Year." This will be **2015**.
  - e. The next question is "Do you wish to submit a consolidated application?" The answer is "**Yes**." (Please note that failure to select "Yes" may delay approval of your Annual Plan/Part B Flow-Through Application.)

- f. Choose the Project Groups - If your LEA is applying for both Section 611 and Section 619 funding, then in OMEGA, under "Choose the Project Groups," select BOTH "IDEA Part B Section 611 Special Education" and "IDEA Part B Section 619 – Special Education Preschool" as part of the SAME consolidated application. However, if Section 611 is the ONLY funding stream for which your LEA is applying, under "Choose the Project Groups," select ONLY "IDEA Part B Section 611 Special Education."

**NOTE:** If you currently use OMEGA to submit NCLB applications, those funding streams may appear under "Choose the Project Group." Please be careful to select only the IDEA Part B selections, which are applicable to your Annual Plan/Part B Flow-Through Application.

- g. The next step is to "Browse." Selecting "Browse" will allow you to locate and attach the Excel file containing your saved, completed 2015-2016 Annual Plan/Part B Flow-Through Application.
  - h. Once the file containing the Excel spreadsheet has been attached, select "Go to Submit" from the options at the bottom of the screen. This will bring up a "Confirmation Page." The "Confirmation Page" will allow you to ensure that the file you uploaded is the appropriate file, and that you selected the appropriate "Project Group(s)." Once you have verified that the information is ready for submission, select "Submit Request."
  - i. Once the OMEGA application is submitted, it will be routed to the individual(s) within the LEA, who are authorized to approve OMEGA applications, and it will appear in the approvers' OMEGA "To Do List." The application must be approved by each required LEA-level approver before it will be submitted via OMEGA to VDOE for review. At a minimum, at the LEA level, the OMEGA application must be approved by the individual authorized to provide "Level 4" approval, typically the Superintendent or other authorized designee.
4. To ensure a timely approval process, the electronic 2015-2016 Annual Plan/Part B Flow-Through Application must be uploaded via OMEGA, and all LEA-level approvals must be completed no later than **May 15, 2015**.

**B. Contact Information:**

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

<b>Plan Section</b>	<b>Contact Person</b>	<b>Telephone</b>	<b>E-mail Address</b>
IDEA, Part B Annual Plan Certifications, Policy Statements, OMEGA submission and General Questions	Tracie Coleman	(804) 225-2704	<a href="mailto:Tracie.Coleman@doe.virginia.gov">Tracie.Coleman@doe.virginia.gov</a>
Special Education in Local and Regional Jail Programs	Ellen Harrison	(804)-225-2709	<a href="mailto:Ellen.Harrison@doe.virginia.gov">Ellen.Harrison@doe.virginia.gov</a>
Report on the Implementation of the 2013-2014 Plan	Sherry Hubbard	(804) 225-2339	<a href="mailto:Sherry.Hubbard@doe.virginia.gov">Sherry.Hubbard@doe.virginia.gov</a>
Submission Statement, GEPA Statement and Section 611 Application	Sherry Hubbard	(804) 225-2339	<a href="mailto:Sherry.Hubbard@doe.virginia.gov">Sherry.Hubbard@doe.virginia.gov</a>
Section 619 Application	Phyllis Mondak	(804) 225-2675	<a href="mailto:Phyllis.Mondak@doe.virginia.gov">Phyllis.Mondak@doe.virginia.gov</a>
	Patricia Brooks	(804) 786-9153	<a href="mailto:Patricia.Brooks@doe.virginia.gov">Patricia.Brooks@doe.virginia.gov</a>
Coordinated Early Intervening Services Plans	Tom Manthey	(804) 225-4024	<a href="mailto:Tom.Manthey@doe.virginia.gov">Tom.Manthey@doe.virginia.gov</a>
Coordinated Early Intervening Services Determination	Angela Phenicie	(804)-371-7582	<a href="mailto:Angela.Phenicie@doe.virginia.gov">Angela.Phenicie@doe.virginia.gov</a>
OMEGA Submission Support and OPI Form	OMEGA Support	(804) 371-0993	<a href="mailto:OMEGA.Support@doe.virginia.gov">OMEGA.Support@doe.virginia.gov</a>

**C. Local Policies and Procedures:**

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

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



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

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

Upon notification of its grant award, each school division must calculate the proportionate share amounts from its 611 and 619 subgrants to be spent on parentally-placed private school students. These calculations will be submitted to the VDOE using the online Spec-ed PSA application. If set-aside funds received in accordance with the 2015-2016 Annual Plan/Part B Flow-Through Application are not spent by the end of the 2015-2016 fiscal year, any remaining funds must be obligated for one additional year to provide special education and related services to children with disabilities who are parentally placed in a private school or are home schooled, and may not be used for other purposes. The PSA funds may be reallocated for other uses after June 30, 2017. Note: A Web-based application will be used to submit the information to the VDOE. Additionally, school divisions will identify these expenditures in OMEGA.

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

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

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

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

Additional Tips:

- **Required components:** In order for your LEA to receive funding under Part B of IDEA, all sections of this application must be completed in accordance with federal and state funding requirements. (LEAs not applying for Section 619 funding are not required to complete the tab entitled, "Section 619.")
- **Application Signature:** Approval by the LEA's Level 4 approver of this Annual Plan/Part B Flow-Through Application in OMEGA serves as an electronic signature for purposes of applying for federal funds.
- **Contact Information:** Please ensure the "Contact Person" identified in the application is available during the summer.

- **Proposed Budget:** We recommend that you base your 2015-2016 proposed budget, for both Section 611 and Section 619, on the LEA's 2014-2015 grant award for each funding stream, as specified in Superintendent's Memorandum #283-14, dated October 17, 2014, for Section 611 and Superintendent's Memorandum #196-14, dated July 25, 2014, for Section 619. Please review both the proposed budget and the narrative budget description to ensure consistency.
- **Personnel:** For personnel to be paid from project funds, please clearly indicate percentages of salaries (FTEs) to be covered by Part B funds. For personnel who do not spend 100 percent of their time serving children with disabilities, only the amount of time (i.e., percentage of salary and fixed charges) spent serving children with disabilities may be charged to Part B funds. When employees are expected to work on a single Federal award or cost objective, the LEA must ensure that a semi-annual certification is made supporting the employees' salaries and wages.
- **Equipment Purchases:** Approval for specific items of equipment is required for items costing \$5,000 or more. You must obtain approval of each equipment item prior to purchase. For items not included in this application, approval must be obtained prior to purchase in accordance with the policies and procedures in effect at that time. School divisions are expected to maintain an inventory of purchases costing less than \$5,000 for items such as I-pads, computers, smartboards, library reference books, etc.
- **Indirect Costs:** Applicants are encouraged to consider budgeting for “indirect costs” (restricted rate). Please consult with your LEAs chief financial officer for information pertinent to indirect costs and the restricted cost rate(s) computed for your LEA.
- **Equipment/Travel:** Where equipment items and/or travel details are not known at the time this application is submitted, applicants may budget for equipment and travel and shall seek specific prior approval at a later date (prior to purchase or out-of-state travel).
- **Capital Outlay:** Proposed expenditures for capital outlay, object code 8000, must be itemized. These items would normally cost at least \$5,000 per item.
- **Amendments:** Once the VDOE receives a federal grant award for Sections 611 and 619 funding, each LEA whose Annual Plan/Part B Flow-Through Application has been received in substantially approvable form, and which continues to meet the eligibility requirements of Part B of IDEA, will receive sub-grant awards in accordance with federal and state funding requirements. The amount of the sub-grant awards will be published in a Superintendent's Memorandum, and posted in OMEGA. It is anticipated that the LEA's sub-grant award may differ from the proposed 611 or 619 budget amount submitted as part of the LEA's Annual Plan/Part B Flow-Through Application. If so, the amount of the discrepancy will appear in OMEGA under Object Code 0000. Select "Change my object code budget" to reallocate any funds in Object Code 0000 between the remaining Object Codes. The LEA is not required to submit a revised Annual Plan/Part B Flow-Through Application to the VDOE via OMEGA to make this adjustment.

Following approval of the LEA's Annual Plan/Part B Flow-Through Application, if the LEA proposes to spend IDEA Part B funds differently than outlined in its Annual Plan/Part B Flow-Through Application, the amendment process will differ depending on the type of amendment requested. To make a change to a proposed expenditure within the same object code, please send an e-mail message to the appropriate contact for the funding stream to be amended, outlining the proposed amendment. VDOE staff will review the proposed change and notify you regarding whether or not it is approved or denied. To make a change to a proposed expenditure between object codes, transfer the funds using “Change my object code budget” in OMEGA, and insert a “justification” in the comment box. The justification will be reviewed by VDOE staff, who will then either approve or deny the request via OMEGA. The LEA is not required to submit a revised Annual Plan/Part B Flow-Through Application to the VDOE via OMEGA to request an amendment.

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

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

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

**SSWS Application Selection**

[Logout](#)

Please select one of the Applications listed below

**APPLICATIONS**

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

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

**Virginia Department of Education Dropbox**

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

**Upload Files**

**File information**

**To: School Division :** Virginia Department of Education

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

VIRGINIA DEPARTMENT OF EDUCATION  
DIVISION OF SPECIAL EDUCATION AND STUDENT SERVICES

Local Special Education Annual Plan/Part B Flow-Through Application and Report  
2015-2016

Division and Contact Information - to be Completed by School Division

Division Applicant Name (Legal Name of Agency)	LEA	Questions regarding this plan should be directed to:	
PORTSMOUTH CITY PUBLIC SCHOOLS	Number	121	Ellen Giordano
Mailing Address (Street, City or Town, Zip Code)			
2801 Turnpike Road, Portsmouth, Virginia 23707			
Phone (ext):		(757) 393-8792	Fax: (757) 393-5141
		Numbers Only	Ext. Numbers Only
Region:	2	E-mail:	ellen.giordano@pps.k12.va.us

SUPERINTENDENT'S CERTIFICATION

For the purpose of implementing the provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), I certify that throughout the period of the 2015-2016 grant award, this School Division will comply with the requirements outlined in each of the following:

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

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

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

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

\_\_\_\_\_  
**Division Superintendent (Signature)**  
 Elie Bracy III, Ed.D.  
 \_\_\_\_\_  
**Typed Name**

\_\_\_\_\_  
Date

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

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

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

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

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

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

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

1. The local educational agency shall be responsible for (1) the control of funds provided under Part B of the Act; (2) title to property acquired with those funds; and (3) the local educational agency will administer such funds and property.
2. The local educational agency shall maintain records that show that where Part B funds are used to supplement existing services or to provide additional services to meet special needs, those services shall be at least comparable to services provided to other children with disabilities in the local educational agency with state and local funds.
3. The local educational agency application and all pertinent documents related to such application, including all evaluations and reports relative to the application, shall be made available for public inspection.
4. The local educational agency shall maintain records showing that Part B funds are used to supplement and, to the extent practicable, increase the level of state and local funds expended for the education of children with disabilities. Part B funds shall, in no case, be used to supplant local and state funds.
5. The funds provided under Part B of the Act shall be used to employ only those professional personnel who meet appropriate State standards. In addition, all other professional personnel employed, such as therapists, etc., shall be properly licensed.
6. The Virginia Department of Education assumes rights to all materials and/or products developed in this project, including equipment purchased with Part B funds.
7. No person shall, on the grounds of race, color, national origin, sex, disabling condition or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received financial assistance under the provisions of the Act.
8. The local educational agency shall provide students enrolled in private schools an opportunity to participate in programs funded through Part B of IDEA.
9. The local educational agency will ensure that projects involving construction, are consistent with overall State plans for the construction of school facilities. In developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed under Section 504 of the Rehabilitation Act of 1973 and subsequent amendments in order to ensure that facilities constructed with the use of Federal funds are accessible to, and usable by, individuals with disabilities.
10. The local educational agency has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in Part B programs significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects.
11. The local educational agency will ensure that none of the funds expended under Part B programs will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization.
12. Except when used to provide coordinated early intervening services, the local educational agency will ensure that funds expended under Part B of IDEA will only be used for the costs which are directly attributable to the education of children with disabilities, and which exceed the average annual per student expenditure during the preceding year as computed in accordance with 34 C.F.R. § 300.202, Appendix A of the IDEA federal implementing regulations, and as documented using the new Web-based application.

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

13. The local educational agency will ensure that funds expended under Part B of IDEA will not be used to reduce the level of expenditures made from local funds below the amount expended for the education of children with disabilities from state or local funds during the preceding fiscal year, in accordance with 34 C.F.R. §§ 300.203 to 300.205 of the IDEA federal implementing regulations, and as documented using the new Web-based application.
14. The school division will ensure that, in accordance with 34 C.F.R. § 300.133, and Appendix B of the IDEA federal implementing regulations, during the grant award period, a proportionate share of the school division's Section 611 subgrant will be set aside to be expended for children with disabilities, ages 3 through 21, who are parentally-placed in a private school within the school division, and a proportionate share of its Section 619 subgrant will be set aside to be expended for children with disabilities, ages 3 through 5, who are parentally-placed in a private school within the school division. This school division further assures that if it has not expended for equitable services all of its set-aside funds by the end of the fiscal year for which it was appropriated, the school division will obligate any remaining funds for one additional year to provide special education and related services to children with disabilities who are parentally placed in a private school within the school division. Actual proportionate set-aside amounts will be submitted using the new Web-based application.
15. The local educational agency shall maintain records demonstrating compliance with the provisions of IDEA and its federal implementing regulations, including each of the assurances outlined above, and afford the Virginia Department of Education access to those records that it may find necessary to ensure the correctness and verification of the information required under this Act.
16. The local educational agency certifies this application as a material representation of its compliance with the following provisions of Education Department General Administrative Regulations (EDGAR), as applicable: 34 CFR Part 82 § 82.110—New Restrictions on Lobbying; 34 CFR Part 85 § 85.105 and § 85.110—Governmentwide Debarment and Suspension (Nonprocurement); and 34 CFR Part 84 §§ 84.200 through 84.230, and 84.300 – “Governmentwide Requirements for Drug-Free Workplace” (Grants).



**IDENTIFICATION OF BARRIERS AND DESCRIPTIONS OF  
STEPS TO OVERCOME THEM IN ACCORDANCE  
WITH PROVISIONS IN SECTION 427 OF  
THE GENERAL EDUCATION PROVISIONS ACT**

Applicants for federal assistance are required under Section 427 of Title II, the General Education Provisions Act (GEPA), enacted as a part of the *No Child Left Behind Act of 2001* amendments to the *Elementary and Secondary Education Act of 1965*, to address equity concerns that may affect full participation of potential program beneficiaries (teachers, students or parents) in designing their federally-assisted projects. Section 427 requires identification of barriers to full participation, if any, and a description of steps taken, or that will be taken to overcome them. The legislation highlights six characteristics that describe broad categories of persons or groups that may more frequently encounter barriers to participation. The characteristics are: Gender, Race, National Origin, Color, Disability, and Age.

Choose One:

Division has no barriers

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

<p><b>OTHER FACTORS THAT MIGHT LIMIT PARTICIPATION</b></p>	
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**2015-2016 SPECIAL EDUCATION IN LOCAL AND REGIONAL JAILS**

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

**Interagency Agreement**

Name of Local or Regional Jail:
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Hampton Roads Regional Jail and Portsmouth City Jail
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1. Is there a local or regional jail located within the geographic boundaries of your school division?

Yes
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**Please complete question 2**

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

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

[Instructions for Using drop box](#)

**REPORT ON IMPLEMENTATION  
OF THE 2013-2014 ANNUAL PLAN**

Submit a report indicating the extent to which the annual plan for the 2013-2014 school year has been implemented (*Code of Virginia*, Section 22.1-215). (Maximum capacity of each text box is 975 characters.)

The Annual Plan budget for 2013-2014 is currently being implemented and will close out Sept. 30, 2015. Grant funds are being spent, in accordance with grant as submitted, to support students with disabilities in Portsmouth. Funds are primarily spent to include: personnel salaries and benefits; purchased services, including contracted services; professional development, travel, and materials and supplies. Grant 611 also notes the interagency agreement with the Hampton Roads Regional Jail as required. The agreement has not been changed. Both sections 611 and 619 budgets are implemented for the benefit of SWD.

**Maintenance of Effort**

The Virginia Department of Education (VDOE) is required by federal regulation to ensure all school divisions in Virginia comply with §300.203 of the Individuals with Disabilities Education Act (IDEA), which mandates that school divisions meet a maintenance of effort (MOE) obligation. This regulation requires school divisions to spend at least the same amount of local or local plus state dollars for a current school year on the delivery of special education and related services, as were spent the previous year.

34 CFR §300.203(b) requires that an LEA both budget, in each subsequent year, at least the same amount that it expended in the most recent prior year for which information is available, and expend from year to year, at least the same amount that it expended in the previous year.

Provide the total local and the total state plus local expenditure budget for the school division's total special education program for the years designated below.

<b>Local</b>		<b>Local plus State</b>	
	School Year 2015-2016 (estimated/projected)		School Year 2015-2016 (estimated/projected)
Dollar \$	14,529,903.35	Dollar \$	23,844,816.05
	School Year 2015-2016 (estimated/projected)		School Year 2015-2016 (estimated/projected)
Per Capita	8,633.34	Per Capita	14,168.04

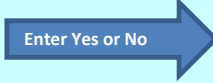
**NOTE: The Dec. 1, 2014 Child Count totals should be used to compute the per capita amounts. The Child Count should be adjusted to exclude students funded through CSA and Regional Programs. The Division must budget the same or higher amounts to meet the MOE eligibility requirements using either dollar or per capita amounts.**



**2015-2016 SPECIAL EDUCATION CEIS AND PROPORTIONATE SET ASIDE**

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

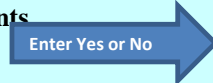
Is your school division required to set aside 15% or voluntarily setting aside Part B funds for Coordinated Early Intervening Services?



NO

*If yes, provide narrative of how funds will be used.*

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



YES

*If no, explain why the division is not required and if yes, explain how funds will be used.*

Section 611 - Funds will be used to provide speech services to eligible parentally placed students in private schools. Section 619 - no funds are set-aside because there are no ECSE parentally placed students identified in private schools.

EXPENDITURE ACCOUNTS	OBJECT CODE	Section 611		Section 619	
		(D) CEIS	(E) Proportionate Set-Aside	(D) CEIS	(E) Proportionate Set-Aside
Personal Services	1000		20,427.24		
Employee Benefits	2000				
Purchased Services	3000				
Internal Services	4000				
Other Services	5000				
Materials / Supplies	6000				
Capital Outlay	8000				
<b>TOTAL PROPOSED BUDGET</b>		<b>0.00</b>	<b>20,427.24</b>	<b>0.00</b>	<b>0.00</b>

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

**VIRGINIA DEPARTMENT OF EDUCATION  
PART B, SECTION 611 (Flow-Through Funds)  
GRANT PERIOD: JULY 1, 2015 – SEPTEMBER 30, 2017  
*Joint Applications Only!***

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

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

Fiscal Agent:	PORTSMOUTH CITY PUBLIC SCHOOLS	LEA Code: 71
Joint Application Project Director:		
Mailing Address of Project Director:		
Phone:		
E-mail:		

If this is a joint application and allocations are to be combined into a single award issued to the fiscal agent designated above, list participating LEAs and the amounts to be combined into a single award. Note: All participating agencies must still complete the remainder of this tab.

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

**PROPOSED USE OF PART B, SECTION 611 FUNDS  
GRANT PERIOD: JULY 1, 2015 – SEPTEMBER 30, 2017**

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

PERSONNEL SERVICES (1000): Salaries sped staff: coordinator (1 FT); supervisors (4 FT, 1 PT); AT specialist (1 FT); secretaries (3 FT); psychologists (10 PT); sped teachers (13 FT, 5 PT); instructional assistants (8 FT); OT (2 PT); medical asst (1FT, as needed); staff supplements & stipends; VGLA/VAAP scorer stipends; homebound/homebased instruction SWD; private school set-aside (speech services); sub pay (tchrs & instructional assts.); bus monitors; summer school staff EMPLOYEE BENEFITS (2000). PURCHASED SERVICES (3000): funds for contract services to include speech, OT/PT, O&M, asst. technology, private care nurses/LPN/personnel asst., audiological eval., interpreters, translators, transportation (private, public, contract); prof. dev. to include registration, bringing presenters into division; train the trainer recertif. annual fees (Crisis Prevention trainers); ABA behavior certif. - Board Certif. Behv. Analyst;

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

field trips; IEE's; behv assts.(contract/local); transition activities (i.e. school-based work experiences, community-based instruction, vocational counseling consultant); tutoring services for SWD; tuition (regional/private programs); Sped database & equipm. maintenance agreements/renewal/training; legal consultation/services; public notice announcements. OTHER CHARGES (5000): prof. dev to include meals, lodging; travel (local & out of district); student work stipends & insurance fees (SWD); postage; indirect cost. MATERIALS/SUPPLIES (6000): classroom/administrative use (i.e. instructional, office, disability awareness, & student hygiene supplies); (i.e. asst techn. devices.); evaluation materials; software; furniture; subscriptions; workshop materials; transition/functional vocational evaluation center materials; technology & equipment including assistive technology.



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

**Part B, Section 611, Flow-Through Funds (July 1, 2015-September 30, 2017)**

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

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

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) Budget	(D) CEIS	(E) Proportionate Set-aside	(F) Total Budget
Personal Services	1000	2,193,752.00	0.00	20,427.24	2,214,179.24
Employee Benefits	2000	876,173.00	0.00	0.00	876,173.00
Purchased Services	3000	184,548.76	0.00	0.00	184,548.76
Internal Services	4000		0.00	0.00	0.00
Other Services	5000	119,947.00	0.00	0.00	119,947.00
Materials / Supplies	6000	45,100.00	0.00	0.00	45,100.00
Capital Outlay	8000		0.00	0.00	0.00
<b>TOTAL PROPOSED BUDGET</b>		<b>3,419,520.76</b>	<b>0.00</b>	<b>20,427.24</b>	<b>3,439,948.00</b>

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

Items costing under \$5000 - iPads, laptops, computers, interactive whiteboards, calculators, keyboards, cameras, printers, scanners, webcams, auditory trainers, CCTVs, specialized asst. technology (i.e. augmentative communication devices, writing devices).

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

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

**VIRGINIA DEPARTMENT OF EDUCATION  
PROPOSAL SUMMARY  
PART B, SECTION 619 (EARLY CHILDHOOD SPECIAL EDUCATION GRANT)  
GRANT PERIOD: JULY 1, 2015 – SEPTEMBER 30, 2017**

ECSE Contact Person:	Ellen M. Giordano
Title:	Coordinator
Mailing Address:	2801 Turnpike Road, Portsmouth, Va. 23707
Phone:	757-393-8792
E-mail:	ellen.giordano@pps.k12.va.us

***Joint Applications Only!***

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

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

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

If this is a joint application and allocations are to be combined into a single award issued to the fiscal agent designated above, list participating LEAs and the amounts to be combined into a single award. Note: All participating agencies must still complete the remainder of this tab.

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

**PART B, SECTION 619 (EARLY CHILDHOOD SPECIAL EDUCATION GRANT)****GRANT PERIOD: JULY 1, 2015 – SEPTEMBER 30, 2017**

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

PERSONNEL SERVICES (1000): provide salaries for special education staffing to include: Teachers (2 PT), Instructional Assistant (1 PT), Secretary (1 FT), summer school staff needs (ECSE), substitute pay for ECSE teachers/instructional assistants.

EMPLOYEE BENEFITS (2000).

PURCHASED SERVICES (3000): contract services (i.e speech, OT/PT); funds for field trips (transportation, admission fee for ECSE SWD) and funds for Professional Development activities to include registration & bringing presenters into division.

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

OTHER CHARGES (5000): Prof. Dev to include meals, lodging; Travel for direct/indirect services (local & out of district); indirect cost. MATERIALS/SUPPLIES (6000): ECSE classroom/administrative use (i.e. instructional, office, student hygiene supplies); software; furniture; food services; evaluation materials; workshop materials; technology & equipment.

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

**Part B, Section 619, Preschool Funds (July 1, 2015-September 30, 2017)**

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

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

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) Budget	(D) CEIS	(E) Proportionate Set-aside	(F) Total Budget
Personal Services	1000	107,341.00	0.00	0.00	107,341.00
Employee Benefits	2000	48,916.00	0.00	0.00	48,916.00
Purchased Services	3000	2,287.70	0.00	0.00	2,287.70
Internal Services	4000		0.00	0.00	0.00
Other Services	5000	7,460.30	0.00	0.00	7,460.30
Materials / Supplies	6000	10,000.00	0.00	0.00	10,000.00
Capital Outlay	8000		0.00	0.00	0.00
<b>TOTAL PROPOSED BUDGET</b>		<b>176,005.00</b>	<b>0.00</b>	<b>0.00</b>	<b>176,005.00</b>

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

Less than \$5000 - iPads, computers, laptops, keyboards, auditory trainers, interactive whiteboards, specilaized assistive technology (i.e. augmentative communication devices, writing devices).

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

