

## Quick Assist Notes for IDEA Original Application

### Original Application - School year open

1. Superintendent must complete the **Unified Grant Profile** on GMS prior to creating the IDEA Consolidated application.  
*(If Indirect Costs are selected in the Unified Grant Profile, all grants in GMS will need to have Indirect costs on budget pages.)*
2. Create the IDEA consolidated application.
3. Look at Allocations Tab – note the amount of funds allocated for each Funding Source
  - a. If the district is conducting a VOLUNTARY CEIS project, move the funds to CEIS from Base/EP
4. Click on Goals and Needs tab – look at each subtab (Goal 1, Goal 2, Goal 3, Goal 4)  
Indicate which application the funds will be used for.  
Goal 1 = Preschool  
Goal 2 = School Age  
Goal 3 is Nonpublic funds and required uploads include:  
Non-Public Meeting information  
Meeting notice,  
Meeting agenda,  
Sign-in sheet, etc  
Goal 4 – CEIS (if no CEIS project is being conducted, select Not Applicable)
5. In the upper right-hand corner of the webpage, there is a drop-down box that lists each of the separate Federal funding sources available within the application. Click on the box and select a funding source.
  - a. Click on the **Program Information** tab.
    - i. Type in how the district will be using the funds for this funding source.
  - b. Click on the **Budget** tab.
    - i. Allocate the funds according to how they will be used:
      1. Instruction – Classroom Teachers
      2. Program Supervision
      3. Transportation
      4. Other Related Services (OT, PT, SLP, Nurse...etc)
      5. Facility Costs
      6. Contractual Services (NOT Other-related services)
      7. Paraprofessional Salaries

In an original application, the **Staff** tab will not be completed. Staffing will be added to an amendment to application to be completed after the November 1<sup>st</sup> staff verification is completed. .

6. Click on the **Submit** Tab
  - a. Run the consistency check.
    - i. Address any issues that might appear in red letters on the page.
  - b. Submit to Superintendent, who will then submit the application NDE.

## IDEA Consolidated Amendments

Amendments may be created for several reasons:

1. Add staff (November or later).
2. Adjust budgets to align to actual expenditures.
3. Allocate carryover funds from the previous year.

Staffing Amendments –

Budget page Function Code 100 total should equal Staffing Page total

SPI Codes must align to appropriate Goal in the system.

7 = Preschool = Goal 1

I = School Age = Goal 2

Verified staff must pull through on the Verified Staffing Pages

Paraprofessionals pull through on Paraprofessional Page

Manual staffing pages are used for Bus Drivers, Short-term substitutes.

For districts adding 20 or more staff members, please use the “document upload” on the manual staffing page to upload a spreadsheet with the staff. Each SPI code should have a separate page using the same information on the Verified Staffing or paraprofessional page.

Budget Amendments – Budget pages will be adjusted to the appropriate object codes. Amendment tab and Program information tabs should be updated to indicate what changes were made.

Carryover Funds Amendments - Districts who did not use all of their previous year’s allocation will receive an email regarding carryover funds when the previous year’s reimbursements have been completed.

The carryover funds will not be seen in the current year’s application until an amendment has been created. The funds can be found in the prior year’s Final Reimbursement on the line item: “Funds **Transferred to Next Year for Agency**.”

\*The district will need to allocate the funds, even if the amount is \$1.00

Non-Public carryover funds are a bit different than Base/EP and Preschool funds. If a district is not able to use the carryover funds for non-public students, please review the following document located on the SPED – Finance website (Carryover conversation starts on page 38)

[NON-PUBLIC SERVICES TO CHILDREN WITH DISABILITIES ENROLLED BY THEIR PARENTS IN NON-PUBLIC SCHOOLS GUIDANCE DOCUMENT](#)