
FY24 (SY23-24) IDEA FLOWTHROUGH APPLICATION

GRANTS MANAGEMENT AND SPECIAL EDUCATION PROGRAMS



1

APPLICATION RELEASE DATE

- Grant will be open **TODAY** – May 11th, 2023
 - Due Monday, July 3rd, 2023
 - Begin gathering information and begin entering information into Grants Management System (GMS)
 - The IDEA Part B Allocations have been listed on the following website:
<https://doe.sd.gov/ofm/grantallocations.aspx>

2

LOGGING INTO THE GMS

- To log into the GMS you will go to, <https://sddoe.mtwgms.org/SDDOEGMSWeb/logon.aspx>
- The first time you log into the system you will use your email address and temporary password. The temporary password is always going to be leapswd until you change it. The grants management system will prompt you to change it.
- The Superintendent or Business Official of your district must grant you access, if you do not have it. If you need further assistance you may call the Grants Management Office.

3

LOG-IN SCREEN

- If you forgot your password, use the Forgot Password link.
- Announcements regarding the GMS and grants will be posted on the home screen.

South Dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

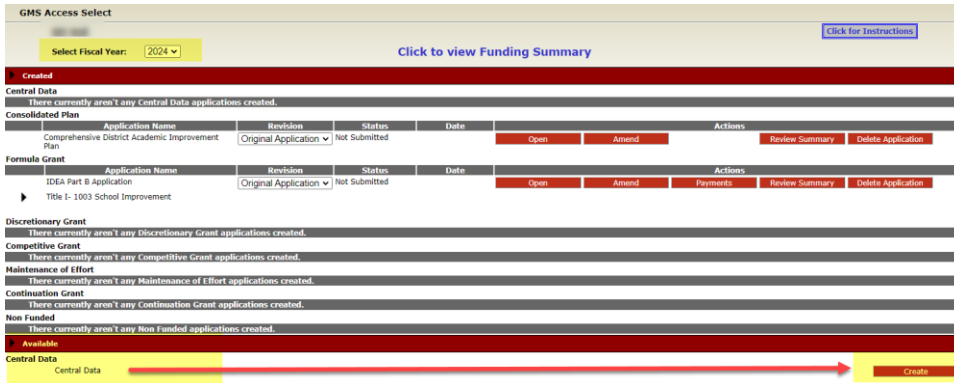
South Dakota Department of Education
Welcome to the Grants Management System

ANNOUNCEMENTS	LOGON
<ul style="list-style-type: none"> AMENDMENTS - In addition to completing the Budget and Amendment Description Tabs, if the proposed amendment includes program activities that were not previously described in the application make sure to revise the Program Information Tab(s) to describe the new activities. The SY 2023-24 Central Data Section is open and should be completed and submitted prior to any individual grant application for SY 2023-24. The SY 2023-24 Consolidated Application is now open and due on July 1, 2023. 	Username/Email <input type="text" value="robyn.seibel@state.sd.us"/> Password <input type="password" value="*****"/> Forgot Password <input type="button" value="LOGIN"/>
INFORMATION	UPCOMING
<ul style="list-style-type: none"> Allowable Costs for IDEA Use of Funds Overview for the ESSA Consolidated Application Programs 	May 2023 No events found.
TRAINING	
No notifications found.	

4

CENTRAL DATA APPLICATION

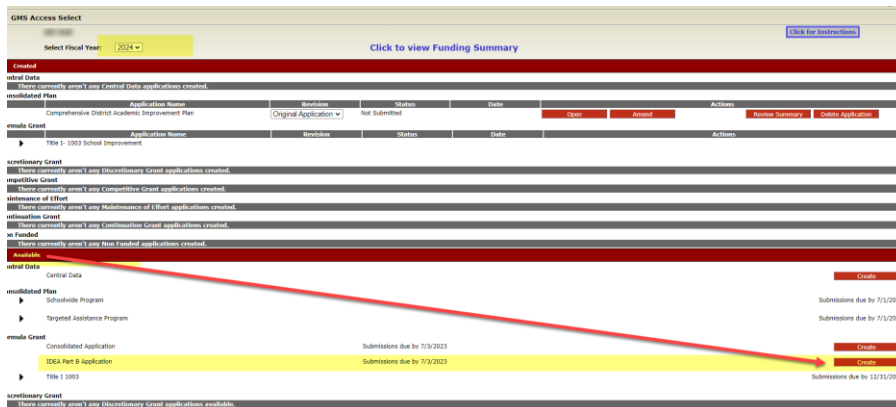
- You must complete the Central Data first before fill out and submitting any applications. Central Data contains some assurances and contact information for the grants.



5

FISCAL YEAR (FY)

After you log-in, select the correct FY, scroll to the Available section, and create the IDEA Part B application.



6

IDEA FLOWTHROUGH APPLICATION

You will work through all tabs within the application. There are 6 application sections, some may not apply to your district.

The Allowable Costs document has been updated and there is a new Equipment Request form is new.



7

IDEA FLOWTHROUGH APPLICATION

Go to live demonstration

8

MAINTENANCE OF EFFORT

Some important things to remember:

- You have to meet Maintenance of Effort Eligibility before the application is approved. You and the business manager must work together on this. Do not change your program and how things are paid without talking to the business manager!!!
- Districts in a cooperative also fill out the IDEA MOE Eligibility form but it is in an Excel version that the cooperative uploads within the application. This has been emailed to the COOPS, they will send to you to fill out.

9

2023 UPDATED DOCUMENTS

1. Allowable Costs

- Page 2 – Updated to remove excess cost language
 - Clarification from OSEP that funding may be used on allowable costs to support students with disabilities, it does not have to be an excess cost
- Added
 - Language to clarify time and effort positions
 - Language for Special Education Director salaries
 - Language for Student Incentives

Refer to the allowable costs document while completing your IDEA application budget and direct allowable cost questions to your regional representative.

<https://doe.sd.gov/sped/documents/23-IDEA-allowable.pdf>

10

2023 UPDATED DOCUMENTS

2. Private School Consultation Form

- Updated language and checklist for better understanding of consultation requirements
- Update verification of Private School participation
- Additional/Optional sheet for district and private school to write out process for each requirement

Refer to the [Private School Q&A](#) or contact your [regional representative](#) if you have questions.

Reminders:

- Required to meet and review process annually (LEA Rep, PPPS Rep, PPPS Parent)
- Must discuss and respond to the 5 consultation questions

<https://doe.sd.gov/sped/documents/23-PrivateSchoolConsultation.doc>



VERIFICATION OF PRIVATE SCHOOL PARTICIPATION

(This section is for each private school to participate.)

Name of Public School District: _____
 Name of Private School: _____
 School Address: _____
 City: _____ State: _____
 Zip: _____
 The Private School requests to participate in the applicable federal or proprietary (checked below):

	Enter Estimated Annualized Available Share	Participation Status: Please check the box that is applicable (X)
IDEA Part B, 611, Grants to States	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
IDEA Part B, 611, Preschool	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

The Private School's current status:

- The IDEA Part B, 611, requires that public school districts shall offer private schools with appropriate opportunities for equitable participation.
- The annual report process does not differ from the public school, and includes the report process.
- The content of program funds and the IDEA Part B equipment and materials purchased with these funds does not differ from the public school district. The funds are not used differently from the public school.
- The annual report process is a key step each month and make such reports as may be required.
- Any other annual report process shall be accurate, correct and available.

Signature of Authorized Private School Official: _____ YES
 Date: _____ PRIVATE SCHOOL

The LEA shall maintain a copy of this form in its records and submit a copy to the State Management System.

2023 UPDATED DOCUMENTS

Request for Prior Approval – IDEA Part B Equipment Purchases

School districts are required to obtain the prior written approval from the SDDOE for capital expenditures for equipment with a per unit cost of \$5,000 or more, when using IDEA Part B 611 through or 619 preschool entitlement grants. 2 C.F.R. § 200.439 (b) (2)

The District's superintendent or designee must submit the request and provide responses to the following areas:

- Describe the planned use of the equipment to support students with disabilities.
- Describe the procurement process to be used. Supporting documentation (i.e., specifications for the equipment and its capabilities, purchase requisitions, quotes/price comparison, etc.), as appropriate including the total amount of IDEA funds the District intends to expend.
- How will the district ensure that the use of the equipment is allocable to this program and monitored to ensure it is only being used for special education?
- Provide an explanation of why existing equipment is not sufficient, and why other options such as leasing or contracting for the services are not more efficient.
- What is the expected useful life of this equipment?
- Describe how the equipment will be maintained and how will the maintenance be funded.
- Describe the District's property management process as required under 2 CFR Part 200.313(d).

It is the District's responsibility to maintain inventory of federally funded equipment purchases of in accordance with UGG. (2 C.F.R. § 200.313). Equipment must be available for inspection and usage records must be maintained for review during monitoring and auditing activities.

I certify that the above information is true and correct to the best of my knowledge.

Print Name of Authorized Representative Signature of Authorized Representative Date

School District Name

3. IDEA Part B Equipment (over \$5000) Prior Approval

- Districts requesting to use funds for capital equipment of \$5000 or more must receive prior approval from the Department
- For FY24 please submit the form to your [regional representative](#) prior to or when you submit your application

<https://doe.sd.gov/sped/documents/EquipmentRequestForm.docx>

IMPORTANT REMINDERS/COMMON ISSUES

FY24 Application

- Comprehensive Plans must be updated annually and current at time application is submitted. If this date is not current you will not be allowed to submit the application.
- Budget descriptions must be specific and tell us what you are purchasing with the funds so they can be tracked for auditing purposes
 - i.e. Supplies and Materials: WISC testing materials or speech therapy manipulatives

- Budget detail for staff must include
 - Title of Special Education Staff
 - (i.e. Sped Para, Sped Teacher, EC Sped Teacher, SLP)
 - Percent of FTE (i.e. .4 or 4% FTE; 1 FTE)
 - Staff page and staff listed on budget page must match

Anticipated Staff Information

Administrators (non-clerical)	
SPED Paraprofessionals	
Related Service Providers/School Psychologist	
SPED Teachers	16.50
Other (specify) _____	

Object Code	
100-Salaries	Salary for 9 (1.00 FTE) special education teachers
100-Salaries	Salary for 7 (1.00 FTE) and 1 (.5 FTE) special education teachers

13

RESOURCES AND CONTACTS

Resources

- <https://doe.sd.gov/sped/idea.aspx>

Contacts

- General application questions contact your Regional Representative
<https://doe.sd.gov/sped/documents/1122-SPEDreps.pdf>
- For assistance filling out the IDEA Application sections contact
 - Mark Gageby at Mark.Gageby@state.sd.us / (605)773.3727
 - Robyn Seibel at Robyn.Seibel@state.sd.us / 605-773-8061

14