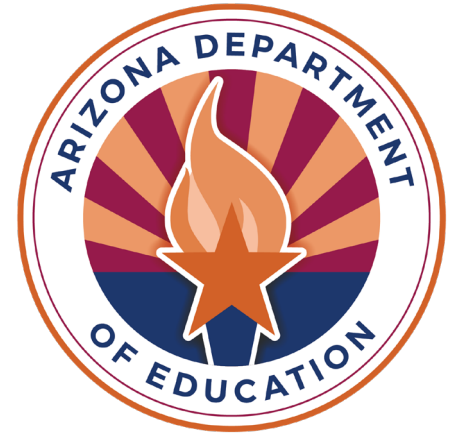# FY26 IDEA Part B Consolidated

ESS Program Management

February 11, 2025

Agenda

Purpose of the IDEA Grants

Planning a Budget

Timeline for PEAs

GME Funding Application Overview

Changes for Fiscal Year 2026

Budget Narrative Examples

Application Review Process

Questions and Answers

Please visit the ESS Program Management web page to download the Allowable Costs Under the IDEA guide.

If you have questions during today's presentation, please use the Zoom chat or e-mail essprogmgmt@azed.gov.

c

Purpose of IDEA Part B Grants

To assist local and public education agencies (PEAs) in assuring that all children with disabilities (ages 3–21) have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs.

The funds under Part B may be used for the **excess cost** of providing special education services.

"Public education agency" means a school district, a charter school, an accommodation school, a state-supported institution, or any other political subdivision of this state that is responsible for providing education to children with disabilities. A.R.S. § 15-761

c

Excess Cost Requirements for IDEA

Excess costs are those costs for the education of an elementary school or secondary school student with a disability that are in excess of the average annual per student expenditure in a PEA during the preceding school year for an elementary or secondary school student. The PEA must spend at least the average annual per student expenditure on the education of an elementary school or secondary school child with a disability before funds under Part B of the Act are used to pay the excess costs for providing special education and related services.

Only allowable costs may be charged to the IDEA grants.

Excess Cost Requirements for IDEA (continued)

In the **absence of special education needs**, would this cost exist?

If the answer is...

- No, then the cost is an excess cost and may be eligible.

- Yes, then the cost is not an excess cost and is not allowed.

Is this cost **also generated by students without disabilities**?

If the answer is...

- No, then the cost is an excess cost and may be eligible.

- Yes, then the cost is not an excess cost and is not allowed.

If it is a child-specific service, **is the service documented in the student's IEP**?

If the answer is...

- Yes, then the cost is an excess cost and may be eligible.

- No, then the cost is not an excess cost and is not allowed.

Allowable Costs Under the IDEA Guide

Visit the ESS Program Management website to download the materials from the Allowable Costs Under the IDEA webinar.

- PDF of PowerPoint presentation
- Zoom Link: Video of 1/15/25 Webinar
- Allowable Costs Under the IDEA guide
- Educator ID template

IDEA Part B Funds in Arizona

Section 611 – Subgrants to LEAs

Serves students ages 3–21

Section 611 of the IDEA (formerly called the IDEA Basic grant)

$221,271,864.56 for FY25 full award

$200 million for FY26 preliminary

638 public education agencies

Section 619 – Preschool subgrants to LEAs

Serves students ages 3–5, including Kindergarten

Section 619 of the IDEA (formerly called the IDEA Preschool grant)

$4,492,4974.67 for FY25 full award

$4 million for FY26 preliminary

445 public education agencies

What Happens If I Waive My Funds?

The ESS Program Management team has recorded your public education agency's intent to waive funds for the IDEA Sections 611 and/or Section 619 grants within the IDEA Part B application for FY26. Once waived, this allocation of funds will be unavailable to you for the remainder of the project period. Please add a note to the history log of this funding application to confirm waiving these federal special education funds.

Under 34 C.F.R. §§ 300.705(c), 300.817 these funds may be redistributed and will no longer be associated with your public education agency.

The PEA may be ineligible for other IDEA funding opportunities (i.e., High-Cost Child claims)

Once the funds are waived, you cannot request them later.

IDEA funds have 100% carryover, so you may roll them over to the next fiscal year

- FY25 waived allocations
  - Section 611 (IDEA Basic), 21 PEAs, $159,849.67
  - Section 619 (IDEA Preschool), 95 PEAs, $82,269.70

How Does a SPED Director Plan a Budget?

- Work closely with your Business Manager

- Know your MOE Compliance spending amounts

- Evaluate your needs for staff, services, and supplies/equipment

- Determine which funding source may be used to pay for a given cost

- Consider additional funding sources
  - Desegregation funds
  - Impact Aid
  - Medicaid School-Based Claims
  - ESS Claims (High-Cost Child)

c

Budget Planning Tool

2025-2026 Budget	PEA Name Amount for FY26	Expiration of funds	What PEA currently has budgeted (03/01/2025)	
State M&O Budget	$ 4,287,169.00	6/30/2026	$ 4,287,169.00	State & Local funds that must be spent to maintain MOE Compliance
Section 611 FY25 Carryover		9/30/2026		Carryover must be spent by 9/30/26 or it will be forfeited to US Department of Education
Section 619 FY25 Carryover		9/30/2026		Carryover must be spent by 9/30/26 or it will be forfeited to US Department of Education
Section 611 FY25	$ 759,127.69	9/30/2027		Normal IDEA activities, 100% of this grant can roll over to FY27
Section 619 FY25	$ 24,298.33	9/30/2027		Normal IDEA activities, 100% of this grant can roll over to FY27
Total Available to Spend	$ 5,070,595.02		$ 4,287,169.00	
Federal Dollars	$ 783,426.02		$ -	
Section 611 ages 3-21	$ 759,127.69		$ -	
Section 619 ages 3-5, including Kindergarten	$ 24,298.33		$ -	

C

FY26 IDEA Part B Consolidated Important Dates

Month	Activity
March 2025	1 – FY26 Preliminary allocations posted to ESS website. Self-Assessment and General Statement of Assurance due
May 2025	1 – Grants Management deadline for FY26 applications
July 2025	1 – FY26 project period begins 15 – FY26 Adopted budgets due to School Finance 18 – IDEA Maintenance of Effort (MOE) Eligibility opens; ESS program specialists approve IDEA Funding applications
August 2025	17 – IDEA MOE Eligibility closes
October 2025	1 – October Data Collection captured by PEAS and submitted to ESS Data Management
November 2025	Fall Allocation Adjustment (full award)
February 2026	Spring Allocation Adjustment (new/expanding charter requests)
September 2026	30 – Project Period Ends
December 2026	29 – Completion Reports must be approved by GM team

Programmatic Review of Grants

ESS Program Management specialists review IDEA funding applications

- MOE Eligibility tested on July 18
- GSA and IDEA Statement of Assurances, due March 1 and June 11 respectively
- All funding application sections complete
- Proportionate Share and CCEIS obligations are fulfilled
- Budget narratives are allowable and coding follows USFR/USFRCS
- Capital Outlay Worksheets are required for specific codes
- Districts = 6731–6739
- Charters = 0190 for items greater than $5,000 unit price

Substantial Approval

Substantial Approval Date: Once a Funding Application is approved by ADE, the applying organization is then able to obligate funds as of the date on which the funding application was submitted in a substantially approvable form.

Substantial Approval: Acceptable submitted status of a Funding Application to ADE for approval. ADE reserves the right to determine the qualifying characteristics of Substantial Approval.

ADE/ESS is unable to grant substantial approval dates until after the PEA has been tested for Maintenance of Effort (MOE) Eligibility.

If the PEA passes MOE Eligibility, the Substantial Approval Date reverts to the beginning of the project period if the grant was approvable prior to 7/1/2025.

If the PEA fails MOE Eligibility, the funding application will be returned and the PEA will be unable to resubmit until the MOE case is resolved.

- ✓ Approvable Budget
- ✓ GSA
- ✓ IDEA Statement of Assurances
- ✓ MOE Eligibility Test: Pass

C

USFR for Public Education Agencies

USFR for Charter Schools

This is the Uniform System of Financial Records for Arizona Charter Schools (effective 07/01/2021). The USFRCS is the accounting and financial reporting manual for Arizona charter schools.

USFR for Districts

This is the Uniform System of Financial Records for Arizona School Districts (effective 07/01/2024). The USFR is the accounting and financial reporting manual for Arizona district schools.

The USFR is followed for all funding applications in Grants Management.

T
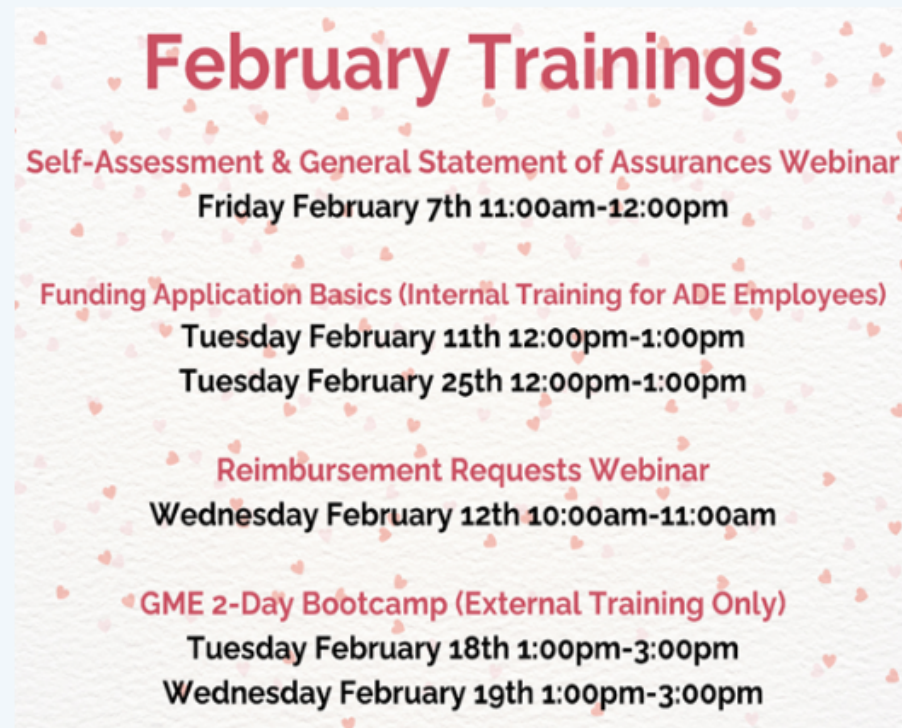
GME Training

Monthly Review

Upcoming Trainings (2/1/2025)

Please see below for our **February** training schedule! Registration is open via APLD (Arizona Professional Learning and Development).

Our team is asking for your input! Please fill out the survey linked <u>here</u> regarding scheduling of training sessions!

Unsure which training is right for you? Please utilize our new **Training Decision Maker** by following this <u>link</u>

February Trainings

Self-Assessment & General Statement of Assurances Webinar
Friday February 7th 11:00am-12:00pm

Funding Application Basics (Internal Training for ADE Employees)
Tuesday February 11th 12:00pm-1:00pm
Tuesday February 25th 12:00pm-1:00pm

Reimbursement Requests Webinar
Wednesday February 12th 10:00am-11:00am

GME 2-Day Bootcamp (External Training Only)
Tuesday February 18th 1:00pm-3:00pm
Wednesday February 19th 1:00pm-3:00pm

Register for upcoming GME webinars:

<u>February</u>

Friday, 2/7/25 (11:00 a.m. –12:00 p.m.)
Self-Assessment & General Statement of Assurances Webinar

Wednesday, 2/12/25 (10:00-11:00 a.m.)
Reimbursement Request Webinar

Tuesday, 2/18/25 (1:00–3:00 p.m.)
Wednesday, 2/19/25 (1:00–3:00 p.m.)
GME 2-Day Bootcamp

* <u>Register to attend via the Arizona Professional Learning and Development (APLD) System</u>

T

What User Roles Should PEA Staff Have in the GME?

Review the [GME User Roles Fast Facts](#) in the GME Resource Library in the User Roles/User Access Administration section.
The information on this slide comes directly from a GME resource.
View your roles in the GME Address Book.

GME Role	Description
LEA Business Manager	• Initiates and edits FAs, RRs, CRs • First level of approval for FAs • Only role required for RRs & CRs • Initiates, edits, and submits the Indirect Cost Request
LEA Authorized Representative	• Second and final approval for funding applications (incl. revisions) • Cannot initiate or edit
LEA IDEA Part B Consolidated Update	• Edits specific FAs (including revisions), RRs & CRs • FA-specific (e.g. LEA CTE State Priority Update) • Accesses items tied to 1 FA • Cannot initiate or approve

LEA Authorized Representative	
	CONROY, ELLA
	Dolan, Edie
	Kirby, Betsy
	Marshall, Barbara
	O'Brien, Hilary
	WEBB, LAURA

LEA Business Manager	
	AYZE, ANDREA
	Boor, Karon
	CONROY, ELLA
	Dolan, Edie
	Garvey, Lori
	Pierce, Jacqualine
	Piontkowski, Jason

Funding Application Sections

The LEA Business Manager must change the status to Draft Started to begin editing the application.

Frequently used sections are highlighted to the right.

Application Status: Not Started

Change Status To: Draft Started

- History Log
- Allocations
- Funding Disclaimer
- Organization Contacts
- Contacts
- Section 611 - Subgrants to LEAs
- Section 619 - Preschool Subgrants to LEAs
- Substantially Approved Dates
- IDEA Part B Consolidated Checklist

T

History Log

The history log is used to communicate between the PEA and ADE.

Program Management will record important information for the PEA specialized activities such as Proportionate Share and CCEIS.

Program Management also uses the history log to request edits to the funding application.

T

Allocations

Allocations

IDEA Part B Consolidated - Rev 1 - Allocations

Go To ▶

	(1) IDEASECBASIC CFDA: 84.027A	(2) IDEASECPRES CFDA: 84.173A	Total
Original	$1,035,651.52	$26,242.69	$1,061,894.21
Incoming Carryover	$460,288.38	$28,752.71	$489,041.09
Outgoing Carryover	$0.00	$0.00	$0.00
Reallocated	$0.00	$0.00	$0.00
Additional	$0.00	$0.00	$0.00
Incoming Interest Carryover	$0.00	$0.00	$0.00
Released	$0.00	$0.00	$0.00
Consortium	$0.00	$0.00	$0.00
Forfeited	$0.00	($1,799.89)	($1,799.89)
CR Released	$0.00	$0.00	$0.00
Total	$1,495,939.90	$53,195.51	$1,549,135.41

T

Organization Contacts

Organization Contacts

Arizona Department of Education (000111000) Test District - FY 2024 - Global Hold(s): (2021, 2022, 2023) - IDEA Part B Consolidated - Rev 0 - Organization Contacts

Go To ▶

Organization Contacts

This required section is to enable the Arizona Department of Education to more effectively provide relevant and targeted information and support to educational organizations and reduce communications not relevant to other general users within the GME system.

Organization Direct-Hire Staff

• Primary Point of Contact for this Funding Application/Grant is required for all funding applications

• If Federal Programs contact is not applicable, enter "N/A" for all cells in this row. Enter alternate program contact(s) in row "Other", clicking "Add Row" to add multiple contacts as applicable

• "Other" may be used for any other relevant program or organizational contacts

• NOTE: For vendors/contractors/consultants serving in any of the designated positions in the first table below, enter contact information in the table designated as Vendors/Contractors/Consultants"

CONTACT TYPE	NAME	EMAIL	PHONE
Primary Point of Contact for this Funding Application/Grant:			
Organization Business/Finance Manager or CFO:			
Superintendent/Charter Holder:			
Federal Programs Director or Programs Primary Point of Contact:			
Other (enter title)			

PEAs must provide name, email address, and phone number of key staff involved with the funding application.

- Primary Point of Contact for this Funding Application/Grant

- Organization Business/Finance Manager or CFO

- Superintendent/Charter Holder

- Federal Programs Director or Programs Primary Point of Contact

- Other (Special Education Director), if the SPED Director was not included in the above roles

ESS uses these contacts to send information about MOE Compliance and other federal funding issues.

C

Vendors/Contractors/Consultants

ADE has provided [guidance regarding the use of vendors/consultants](#) when applying for grant funds. This guidance is also included within assurances in the GSA section "Grants Management Enterprise (GME) System User Assurances." LEAs may use third-party vendors but must remain the responsible sub-grantee and be involved in the application process.

If your PEA contracts with a third-party vendor for SPED Director or Business Manager roles, please identify that in the Vendors/Contractors/Consultants list in the Organization Contacts Section.

Vendors/Contractors/Consultants:

- Please enter all vendors/contractors/consultants, *(hereafter referred to as "vendor")* who serve in any of the roles in the table above.
- Please also enter all vendors who have been provided roles in the GME system to directly work with Funding Applications, Reimbursement Requests, Completion Reports, Fiscal Monitoring, Single Audit, Indirect Cost and any reporting supplements.
- In the table below enter the organizational role, capacity served and/or operational function held by each vendor as it relates to grant funding
- Click "Add row" for each vendor/contractor/consultant

NOTE: Per the State Superintendent of Public Instruction's policy statement distributed on February 26, 2021, ADE's expectations are that the LEA takes full responsibility for the grant application, use of funds and accountability tied to both. Vendor roles and permissions in GME are permitted as follows:
- Vendor may **not** be provided with the LEA Entity Authorized Signer and as such, may not sign the General Statements of Assurances (GSAs) or other legally binding documents to ADE on behalf of the LEA.
- Vendor may **not** be provided with the LEA Authorized Representative role in GME.
- Vendor may be permitted to hold the LEA User Access Administrator role in GME **only** in addition to a minimum of two LEA staff holding the same role. Vendor holding this role may **not** provide themselves with any prohibited roles.
- Vendor may be permitted to hold Fiscal Monitoring Update and/or Single Audit Update role(s) in GME **only** in addition to a minimum of two LEA staff holding the same role.

ORGANIZATIONAL ROLE, CAPACITY OR FUNCTION(S) SERVED	NAME	EMAIL	PHONE
(EXAMPLE) Business Manager, contracted	John Smith	jsmith@abcconsulting.com	602-555-2368

C

Grant Sections

Section 611 - Subgrants to LEAs
- FFATA & GSA Verification
- General Education Provisions Act (GEPA)
- Budget
- Budget Overview
- Budget Overview Plus/Minus
- Program Information / Instruction ←
- Program Narrative Questions
- Assurances
- Capital Outlay Worksheet
- Related Documents

Section 619 - Preschool Subgrants to LEAs
- FFATA & GSA Verification
- General Education Provisions Act (GEPA)
- Budget
- Budget Overview
- Budget Overview Plus/Minus
- Program Information / Instruction ←
- Program Narrative Questions
- Capital Outlay Worksheet
- Related Documents

Substantially Approved Dates
- Substantially Approved Dates

IDEA Part B Consolidated Checklist
- IDEA Part B Consolidated Checklist

All

For each grant, PEAs must complete the Budget, GEPA, FFATA & GSA Verification, and Program Narratives sections.

Section 611 Assurances must also be completed.

Review the Program Information and Instructions section for each grant.

C

FFATA & GSA Verification

1. The district/organization has submitted OR will be submitting the annual General Statement of Assurance

☐ * Yes

2. The district/organization understands that if ADE is not updated with the organization's SAM.gov information, including SAM.gov registration expiration, that funding for the organization can be placed on hold.

☐ * Yes

* 3. Please provide a short description of your project in one to two paragraphs:

Program Narrative Questions

* 1. Please give an overview of your application, the priorities of special education your application addresses, details of any capital requests, and how these federal funds will enhance your special education program.

Reminder: Section 619 - Preschool Subgrants to LEAs funds may be used for students with disabilities ages 3–5 years old in a public education agency.

Program Questions

* 1. Please give an overview of your application, the priorities of special education your application addresses, details of any capital requests, and how these federal funds will enhance your special education program.

Reminder: Section 619 - Preschool Subgrants to LEAs funds may be used for students with disabilities ages 3-5 years old in a public education agency.

Types of Budget Requests in IDEA Grants

Typical IDEA Activities

- Personnel and Contracted Vendors
- Supplies and Equipment
- Professional Development
- Other Costs

Specialized IDEA Activities

- Coordinated Early Intervening Services: IDEA funds may be used to pay for intervention strategies for non-disabled students, not to exceed 15% of FY26 allocation.
- Proportionate Share: IDEA funds are used to serve students with disabilities who have been parentally-placed in a non-profit private school or homeschool.

C

Budget Narrative Guidance for Grant Writing

In the spring of 2024, ADE Grants Management published the [Budget Narrative Guidance for Grant Writing](#).

Purpose:

- To provide budget narrative guidance and general examples that meet ADE's minimum requirements for grant applications.

- To establish a baseline that program areas might build upon to meet specific requirements of the grants they manage.

It can be used by any grant writer.

There will be program-specific information under each object code.

Budget Narrative Guidance for Grant Writing

Purpose
- To provide budget narrative guidance and general examples that meet ADE's minimum requirements for grant applications.
- To establish a baseline that program areas might build upon to meet specific requirements of the grants they manage.

Disclaimer: Real-world examples have been used to provide concrete details regarding how to structure a narrative and are not to be interpreted as endorsements of any real people, businesses, or products by the Arizona Department of Education. Examples should not be interpreted as meeting allowable, reasonable, and necessary requirements for ALL grants managed.

N.R.A.C and the 5 W's
Start with N.R.A.C. Ensure your budget narrative is describing costs that are **N**ecessary, **R**easonable, **A**llocable and correctly **C**oded for the grant that is providing the funding. As you are writing your narratives, keep in mind the 5 W's, based on the Uniform Grant Guidance Cost Principles.

Legal Reference	Question For (external/LEA)	Question For (internal/ADE)
2 CFR §200.405	**What** is proposed for purchase?	Is it allocable & allowable under the grant?
2 CFR§200.403	**Why**? For what purpose?	Is the cost necessary? Included in the IAP in response to a need?
2 CFR§200.405 USFR/USFRCS	**Who** benefits from it or uses it?	Is it allocable? Is the coding aligned to USFR/USFRCS?
2 CFR§200.404	**How** much does it cost? **How** was the cost determined?	Is the cost reasonable?
As Applicable		
2 CFR§200.459 2 CFR§200.474	**Where** is this event?	Is travel required based on the location of the event? If so, are travel costs reasonable?
2 CFR§200.459 2 CFR§200.474	**When** is this taking place?	Can the service reasonably be concluded in the time proposed? Will it occur within the timeframe of the grant? Has it been pre-approved (if applicable)?

Grant Specific Formatting in Budget Narrative
Each object code below contains requirements above and beyond the agency minimums that are required by various units for the grants they oversee. Start with the minimum format requirements, located in each **Narrative Description Format Options** section. Then use the **Program Area Notes** section if there are further formatting required for the specific grant you are applying for. If you have further questions regarding these statutory requirements, please contact your Program Specialists reviewing the specific grant you are applying for.

C

Budget Narratives

- Specificity is important, but do not share PII

- Remember the requirements of coding according to USFR/USFRCS

- Educator IDs must be updated before you submit a reimbursement request in that function/object code

C

Budget Narratives (continued)

- The budget narrative should stand alone; all information relevant to the request should appear in the budget narrative, not just the Capital Outlay Worksheet

- Revise budget narratives as your scope of work changes

Budget Narratives (continued page 3)

- Explicit definition of the audience for supplies, materials, and programs in general classrooms for students with disabilities (e.g., Special Education Students in a preschool classroom)

- Training and travel costs for either special education staff members **or** general staff for when it is professional development in special education

Special Education Teachers Budget Example

- 3 Certified Special Education teachers and 1 FTE Instructional Aide working under the direct supervision of a certified special education teacher

  PEAs may opt to include a [spreadsheet](#) in the Related Documents section to show instructional aide/supervisor relationships

- 1 early childhood special education certified teacher (1234567) and 1 special education certified teacher (2345678)

- 1 special education teacher that holds a special education certificate (TBD)

- 1 instructional aide working under the direct supervision of a special education certified teacher (2345678)

Supplies Example

Example:

- 6600/2100: "Funds used to pay for paper, binders, dividers, highlighters, folders, etc. used in the Special Education and Speech rooms"

2026 Budget Narrative:

- 6600/2100: "Funds used to pay for supplies used in the Special Education and Speech rooms to develop supplemental materials to align with students' IEP goals and send progress reports to families on IEP goals."

Software/APPs Example

Example :

- 6600/1000: "Student supplies to include computer program subscriptions."

- 6737/2100: "Annual subscription to IEP management software"

2026 Budget Narrative:

- 6600/1000: "Apps or software license subscriptions determine as Assistive Technology Considerations for students with disabilities (such as Co-write, Dragon Naturally Speaking, etc.) to align with their IEP goals"

- 6600/2100: Annual subscription to IEP management software

B

Changes to Proportionate Share

FY2026 Proportionate Share Obligations for districts will be posted to the ESS Program Management website in February 2025.

Districts may only spend funds on equitable services for parentally-placed private school (homeschool) students with disabilities.

Review the [Q&A on Serving Children with Disabilities Placed by Their Parents in Private Schools](#) (February 2022).

Visit the [ESS Program Management web page](#) to download materials from the Proportionate Share and October 1 Data Collection webinar.

[Email ESS Data Management](#) for assistance on how to report your parentally-placed private school students.

C

Proportionate Share Example

Example :

- 6300/2100: "Proportionate Share: equitable services for private school students: speech and academic supports"

2026 Budget Narrative:

- 6300/2100: "Proportionate share: Contracted related services such as speech and OT for SPED eligible private school students on ISPs"

- 6300/1000: "Proportionate share: contracted special education certified teacher (9012345) to provide specially designed instruction to eligible private school students on ISPs"

c

Proportionate Share Amounts and Carryover

Proportionate Share Obligations will be posted on the 2026 Preliminary Allocations workbook by March 2025 on the ESS Program Management web page.

Proportionate Share Obligations must be expended by the end of September 2025; if not, a one-year carryover of funds must be used.

If funds are not fully expended by September 2026, the remaining funds must be returned to the U.S. Department of Education.

34 CFR § 300.133 (a) (3)

If an LEA has not expended for equitable services all of the funds described in paragraphs (a)(1) and (a)(2) of this section by the end of the fiscal year for which Congress appropriated the funds, the LEA must obligate the remaining funds for special education and related services (including direct services) to parentally-placed private school children with disabilities during a carry-over period of one additional year.

34 CFR § 300.133 (d)

Supplement, not supplant. State and local funds may supplement, and in no case supplant, the proportionate amount of Federal funds required to be expended for parentally-placed private school children with disabilities under this part.

c

Proportionate Share

Dear IDEA Administrator,

Please review your district's obligation for proportionate share for the current fiscal year (FY26).

PEA Name (000000000)	Section 611-Subgrants to LEAs	Section 619-Preschool Subgrants to LEAs
FY2025 Proportionate Share Obligation	$ 6,996.68	$ 0

Please ensure all proportionate share budget narratives identify the use of funds to provide services to parentally placed private school special education students.

Example Budget Narrative:

"Proportionate Share: These funds will be used to pay for related services for parentally placed private school special education students."

Any unspent FY2026 proportionate share funds must be carried over to the FY2027 IDEA Part B Consolidated grants through the Completion Report at the end of the project period, 9/30/2027.

Districts must review the proportionate share counts and equitable services obligations from the 2026

Coordinated Early Intervening Services

PEAs flagged to be significantly disproportionate will be required to spend 15% of the FY26 IDEA allocation on Comprehensive Coordinated Early Intervening Services (CCEIS).

PEAs who voluntarily participate in Coordinated Early Intervening Services (CEIS) may spend up to 15% of the FY26 IDEA allocation on these activities.

- [ADE CEIS](#)
- [May 2019 Reporting Memo](#)
- [Technical Assistance Manual on Coordinated Early Intervening Services](#)
- [Comparison of CEIS and CCEIS](#)

C

CEIS Example

Example :

- 6100/1000: Salary for reading intervention specialist

2026 Budget Narrative:

- 6100/1000: "CEIS: Salary for 1 reading intervention specialist to work with general education students in 1st–3rd grades through the district-wide MTSS framework"

c

CCEIS History Log

Dear IDEA Administrator,
The LEA's obligation for Comprehensive Coordinated Early Intervening Services (CCEIS) expenditures in FY25 is $161,303.77. This amount may be split between the IDEA Section 611 and IDEA Section 619 grants in accordance with the LEA's plan for CCEIS.

Please use **CCEIS** in your budget narratives to identify activities toward this obligation. ESS Program Management specialists will ensure the total amount has been budgeted in your next revision.

Thank you.
CC: LEA Business Manager

Entity ID	CTDS	PEA Name	Section 611 Allocation	Section 611 Proportionate Share Obligation (How much has to be spent on Parentally-Placed Private School Students, K-12th grade ages 3-21)	Section 619 Allocation	Section 619 Proportionate Share Obligation (How much has to be spent on Parentally-Placed Private School Students, Kindergarten ages 3-5)	Maximum Amount that can be used for CEIS
■■■■■■■■			$ 1,062,382.67	$ 64,025.10	$ 12,975.80	$ 744.51	$ 161,303.77

IDEA Part B Checklist

PEAs can review progress toward SEA Program Specialist Approval on the IDEA Checklist.

Questions 1–4 and 9 refer to GME issues.

Questions 5–8 refer to IDEA funding application requirements.

All checklist items begin in the Not Reviewed status and will be marked OK once the requirement is satisfied.

If a checklist item is marked "Attention Needed" the program specialist will leave a history comment giving the PEA instructions on how to resolve the issue(s).

T

Flowchart for Programmatic Review and Substantial Approval Date – MOE Eligibility Passes

PEA submits funding application

Programmatic review completed by ESS Specialists; funding applications are returned for edits as needed

MOE Eligibility testing window begins 7/18/25

PEA's FY26 Budget passes MOE Eligibility test

Program Specialist Approved, substantial approval date established from last LEA Authorized Representative date

SEA Director Approved

PEA may obligate funds, submit reimbursement requests, and revise funding applications as needed

T

Flowchart for Programmatic Review and Substantial Approval Date – MOE Eligibility Fails

PEA submits funding application

Programmatic review completed by ESS Specialists; funding applications are returned for edits as needed

MOE Eligibility testing window begins 7/18/25

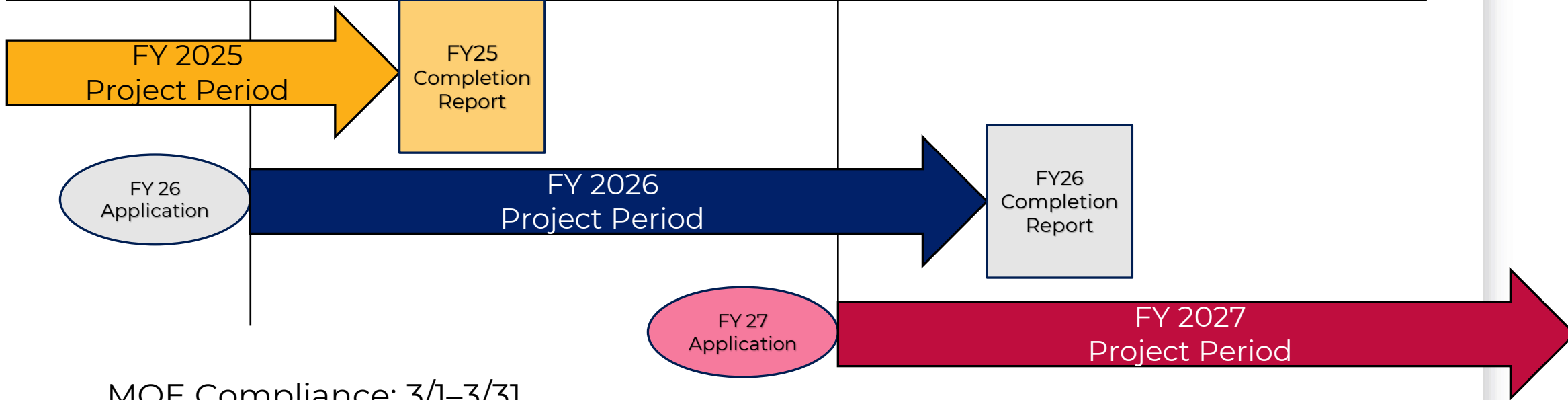PEA's FY26 Budget fails MOE Eligibility test

ESS Program Management returns funding application until the MOE case is resolved

PEA is ineligible from obligating funds against grant until the grant is approved by LEA Authorized Representative and ESS Program Management

Resubmit application and follow steps on previous slide

Timeline of IDEA Grants

Planning for Reimbursement Requests

Percentage of Allocation Paid Out	Q1 July 1–September 30	Q2 October 1–December 31	Q3 January 1–March 31	Q4 April 1–June 30	Q5 July 1–September 30
12-month fiscal period	25%	50%	75%	100%	n/a
15-month fiscal period	20%	40%	60%	80%	100%

IDEA grant funds operate on a 15-month project period, with 12-month carryover, for a total of 27 months for obligation. IDEA grant funds must be liquidated (through CR process) 120 days after the expiration of the funds.

If you anticipate having carryover of your 2026 IDEA grants, you must ensure that the carryover amount is fully drawn down by 9/30/2027 to prevent any funds from expiring and being returned to U.S. Department of Education.

T

Current Percentages Paid on 2025 IDEA Part B

Allocation	Amount Paid	Percentage paid as of 02/10/25
IDEA 611	$62,708,709	28.36%
IDEA 619	$947,903	21.53%
2024 IDEA 611 Carryover	$26,838,034	60.05%
2024 IDEA 619 Carryover	$516,417	42.39%
Year to date goal		50–60%

Avoiding Expiring Funds for FY24 IDEA

- Once a Completion Report is approved by ADE Grants Management, unspent FY24 funds become available in the next year's funding application as incoming carryover.

Grant Name	Amount Unpaid	Percentage Unpaid
2024 IDEA 611	$17,858,343	39.95%
2024 IDEA 619	$701,881	51.61%

Funding Source Data in Project Summary

		Funding Sources		
Grant - Award Year	IDEASECBASIC - 2025	IDEASECBASIC - 2024	IDEA Basic - 2023	Total
Award Number	H027A240007	H027A230007	H027A220007	
Award Date	07/01/2024 - 09/29/2026	07/01/2023 - 09/29/2025	07/01/2022 - 09/30/2024	
Original	$1,138,930.92	$0.00	$0.00	$1,138,930.92
Incoming Carryover	$0.00	$558,364.78	$0.00	$558,364.78
Outgoing Carryover	$0.00	$0.00	$0.00	$0.00
Reallocated	$0.00	$0.00	$0.00	$0.00
Additional	$0.00	$0.00	$0.00	$0.00
Incoming Interest Carryover	$0.00	$0.00	$0.00	$0.00
Released	$0.00	$0.00	$0.00	$0.00
Consortium	$0.00	$0.00	$0.00	$0.00
Forfeited	$0.00	$0.00	$0.00	$0.00
CR Released	$0.00	$0.00	$0.00	$0.00
Total Allocation	$1,138,930.92	$558,364.78	$0.00	$1,697,295.70

Reimbursement Requests

FY 2025 - Medium Risk

[2025 ▾] [IDEA Part B Consolidated ▾]

Grant	Available Budget	Total Available Amount	Received Amount	Net Available Amount
Section 611 - Subgrants to LEAs	$1,697,295.70	$1,697,295.70	$430,695.61	$1,266,600.09
Section 619 - Preschool Subgrants to LEAs	$27,834.12	$27,834.12	$845.97	$26,988.15

T

FY25 ESS Program Management Webinar Series

FY25 Webinar Series

Join the ESS Program Management team at the FY25 webinar series. Webinars will take place via Zoom from 11:00 a.m. to 12:00 p.m. on the 2nd Tuesday of each month (unless indicated otherwise).

- Maintenance of Effort March 4, 2025, 11:00 a.m. – 12:30 p.m.

- Special Education Funding: How, When, and In What Order to Spend? April 8, 2025

- Fiscal Year Wrap-Up May 13, 2025

ESS Office Hours

ESS Program Management will also host Office Hours each quarter at 1:00 p.m. PEAs are invited to attend these informal Zoom meetings to bring questions directly to their program specialist.

- February 18, 2025

- March 18, 2025

- April 15, 2025

- May 20, 2025

T

Contact Us

ESS Program Management:
www.azed.gov/specialeducation/operations

ESS Program Management Inbox: essprogmgmt@azed.gov

Director of Finance: Candice Trainor, 602-542-3398

PEA Name Starts With	Program Specialist	Phone Number
A – B,V – Z	Nancy Chavarin	602-542-3270
C – H	Maria Durazo	602-542-3057
I – M	Tanya Rodriguez	602-542-4610
N – U	Carol Bush	602-542-0709

T