



## **MEMORANDUM**

December 2012

**TO:** Directors of Approved Special Education Programs

**FROM:** Frank Lanore, Administrator

**SUBJECT:** **Notice of Allocation of the Grant Year 2012-2013 IDEA Grant**

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Please read this memorandum carefully as it contains information and instructions pertinent to the distribution of 2012–2013 vendor funding and carryover funds from the Individuals with Disabilities Education Act. (IDEA) Part B, Section 611(a) (2) (A) (Public Law 108-446), ages 3-21 and Section 619(c) (Public Law 108-446), ages 3-5.

Federal IDEA funds are appropriated to New York State, which subgrants the funds to Local Education Agencies (LEA) for distribution to its vendors, *i.e.*, Approved Special Education Providers (ASEP). This memorandum addresses the New York City Department of Education's (Department) obligations and ASEPs' responsibilities with respect to distribution and use of the funds; it is not intended to supersede the terms of ASEPs' contracts or letter agreements. Further, ASEPs are reminded that the receipt and expenditure of IDEA funds must be accounted for separately from tuition and other revenue; that the Department has the right to direct an ASEP to submit documentation in support of its IDEA expenditures; and, that recoupment of funds will be sought where that support is deficient or is not consistent with the approved budget and narrative.

To facilitate the flow of payments, ASEPs should ensure that the budget and narrative complement each other and should adhere to the schedule on the appended calendar. ASEPs must use only the forms provided by the Department on its website:

<http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFO/PayableOperations/KeyDocuments/ideagrant.htm>

### **A. IDEA Grant Allocation**

An ASEP's available funding is based on the state's fixed per capita allocation multiplied by the verified number of eligible Section 611 and/or Section 619 New York City-placed pupils (as of October 5, 2011) plus any carryover computed by the Department.

IDEA vendor funding for Grant Year 2012–2013 is posted on the IDEA page of the Department's website.

<http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFO/PayableOperations/KeyDocuments/ideagrant.htm>

## **B. Program Narrative / ASEP-10 Form (Budget)**

To receive funding from the federal IDEA grant, ASEPs are required to submit to the Department a Program Narrative on the form provided by the Department describing specifically how the funds will be used. The Department will be reviewing the Program Narrative along with the Budget and may reject projects described in the Program Narrative that are not reflected in the Budget and *vice versa*. This will delay payment.

Generally, each year, the New York State Education Department (SED) publishes a memorandum addressed to LEAs and ASEPs that outlines IDEA grant criteria, allocation and use of funds. ASEPs must familiarize themselves with the information contained in the memorandum and include within the Program Narrative only those expenses that are permissible under the terms of the grant as defined by the SED. For example, based on the SED's most recent memorandum, IDEA funds can be used to support programs for Department-placed students in the following expenditure categories, among others.

- Extra staff development that focuses on improving outcomes for students with disabilities. Any proposed professional development should be provided *on site* whenever possible to avoid unnecessary travel expenses.
- Art and music therapies by part-time staff or contract services
- Teacher bonuses to assist in recruitment and retention
- Supplies and materials to enhance the special education program
- Special education technology innovation, including assistive technology devices and technology for IEP management
- Parent training and parent involvement activities

The form that must be used for the Program Narrative is posted on the IDEA page of the Department's website.

<http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFO/PayableOperations/KeyDocuments/ideagrant.htm>

Separate Program Narratives must be submitted for Section 611 and Section 619 programs.

The completed Program Narrative, with the ASEP-10 Form (see below), signed by the ASEP's Executive Director/Officer, must be submitted, in the original, to the Department return receipt mailing to the address indicated on the last page of this memorandum.

If the Program Narrative is not approved upon the Department's review, the ASEP will be notified. In that case, the ASEP will be required to submit a new Program Narrative with revisions addressing the Department's concerns.

The ASEP's available grant year funding upon which the budget is based comprises the total of the ASEP's grant year allocation and carryover.

In addition to submitting the Program Narrative, ASEPs are required to complete and submit to the Department an ASEP-10 Form, *i.e.*, a budget, identifying how the funds will be spent. Financial resources should be budgeted on items/activities/services that support the attainment of objectives stated in the Program Narrative. IDEA funds will be distributed only to those ASEPs that have submitted a Program Narrative and ASEP-10 Form which have been approved by the Department.

Separate ASEP-10 Forms must be submitted for Section 611 and Section 619 programs.

In developing budgets for funds received from the Department, ASEPs should be mindful of the following:

- The starting date for IDEA projects undertaken in the current grant year is July 1, 2012 and should end by June 30, 2013.
- ASEPs should incur only those expenses that are permissible under the terms of the grant as defined by the SED and only for purposes that primarily benefit students placed by the Department in the special education program.
- Projected expenditures identified on the ASEP-10 Form(s) must be consistent with the Program Narrative(s).

The Department will review the ASEP-10 Forms to determine compliance with IDEA provisions and consistency with the Program Narrative. If the ASEP 10 Form is not approved upon the Department's review, the ASEP will be notified. In that case, the ASEP will be required to submit a new ASEP-10 Form with revisions addressing the Department's concerns.

The ASEP 10 Form that must be used is posted on the IDEA page of the Department's website.  
<http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFO/PayableOperations/KeyDocuments/ideagrant.htm>

The completed ASEP-10 Form, with Program Narrative, signed by the ASEP's Executive Director/Officer, must be submitted, in the original, to the Department by hand or return receipt mailing to the address indicated on the last page of this memorandum by **March 29, 2013**.

Upon its approval of the Program Narrative and ASEP-10 Form, the Department will initiate the payment process based upon the schedule and in the proportions described below.

ASEPs are expected to obligate their IDEA funds during the grant year in which the funds are distributed.

### **C. ASEP-10A (Amendment to the Approved Budget)**

Amendments are changes to a budget of more than 10 percent of the total budgeted amount or \$1,000, whichever is less. If an ASEP finds it necessary to amend its approved budget, it must request approval on ASEP-10A Form by June 28, 2013 Only the ASEP-10A Form provided by the Department can be used for this purpose.

<http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFO/PayableOperations/KeyDocuments/ideagrant.htm>

Separate ASEP-10A Forms must be submitted for Section 611 and Section 619 programs.

The completed ASEP-10A Form, signed by the ASEP's Executive Director/Officer, must be submitted, in the original, to the Department by return receipt mail to the address listed on the last page of this memorandum.

### **D. DISTRIBUTION OF FUNDS**

An ASEP's share of IDEA funds from the Department is based on the number of Department students identified in its SEDCAR as a proportion of the total number of eligible Department students. The payment schedule to ASEPs is contingent on the state's distribution of funds to the Department.

#### **1. First Payment of the Grant Year**

The first payment of the IDEA grant year will be issued upon the Department's approval of the Program Narrative and ASEP-10 Form and is limited to 20% of the ASEP's budgeted costs up to the amount of the grant year funding, exclusive of carryover. The carryover amount is paid in full separately.

## 2. Second and Third Payments (ASEP-25 Form)

The second and third payments will be processed upon approval of a request for funds, submitted on an ASEP-25 Form. This form enables the ASEPs and Department to track the progress in the disbursement of IDEA grant funds. The request for funds should reflect anticipated costs for the next period in an amount not to exceed 25% of the budget exclusive of carryover. A separate ASEP-25 Form is required for section 611 and 619 programs.

Only the ASEP-25 Form published by the Department on its website will be accepted.

<http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFO/PayableOperations/KeyDocuments/ideagrant.htm>

The completed ASEP-25 Form, signed by the ASEP's Executive Director/Officer, must be submitted, in the original, to the Department by hand or return receipt mailing to the address indicated on the last page of this memorandum.

## 3. Final Expenditure Report and Final Payment (ASEP-10F)

At the close of the grant year, ASEPs are required to disclose final **accrued** expenditures to the Department on an ASEP-10F Form. This report documents the actual expenses incurred in the categories identified in the ASEP-10 Form/ASEP-10A Form (if any) in support of the IDEA objectives described in the Program Narrative. Final payments will be made only upon receipt, review and approval of the ASEP-10 F Form by the Department.

Only the ASEP-10F Form provided by the Department on its website can be used for this purpose.

<http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFO/PayableOperations/KeyDocuments/ideagrant.htm>

Separate ASEP-10F Forms must be submitted for Section 611 and Section 619 programs.

The completed ASEP-10F Form, signed by the ASEP's Executive Director/Officer, must be submitted, in the original, to the Department return receipt mailing to the address indicated on the last page of this memorandum between July 1, 2013 and the close of business on **August 15, 2013**. An ASEP's failure to submit the ASEP-10F to the Department by August 15, 2013 will not receive the final payment. If the ASEP submitted a proposed budget/narrative by March 29, 2013 these funds will be included in the next grant year allocation as carryover funds.

If the ASEP-10F Form is approved, the Department will calculate whether a final payment and is owed and/or whether funds will be carried over into the next grant year.

If the total accrued expenditures were less than or equal to the approved budget, the ASEP will be paid the difference between the total disbursements and total accrued expenditures. However, if the ASEP received total disbursements in excess of its accrued expenditures, the ASEP must return the difference in the form of a check made payable to the NYC Department of Education and delivered by return receipt mail to the address listed below.

- Unspent grant year funds (exclusive of carryover) that were not disbursed by Department will be carried over to the next grant year.

**Grant Year 2013 funds including carryover will not be released to the ASEP until any monies owed to the Department are returned.**

Questions regarding the procedures described above or concerns relating to the submission of any of the required documentation should be addressed to Katherine Quinones at (718)935-4789 or [Kquinon@schools.nyc.gov](mailto:Kquinon@schools.nyc.gov)

**Forms must be delivered by return receipt mail to:**

New York City Department of Education  
Division of Financial Operations  
Bureau of Non Public School Payables  
65 Court Street, Room 1001  
Brooklyn, NY 11201  
Attention: IDEA Unit

CC: George Vasiliou      Angel Lopez  
    Louise Kanian        Johannah Chase  
    Ling Tan                Cynthia Wong  
    Marlene Malamy       Robert Sosa

Appendix

KEY 2012-2013 IDEA GRANT DATES

Payment Number	Required Document	Due Date	Description	Spending Period Covered	Value of Payment
1	ASEP 10 & Program Narrative * Required	March 29, 2013	Budget	Entire Grant Year	20%
Carryover Payment	N/A	N/A		N/A	100%
2	ASEP-25	N/A	Request for Additional Funds	Expenses to Date	Not to exceed 25% of Award
3	ASEP-25	N/A	Request for Additional Funds	Expenses to Date	Not to exceed 25% of Award
N/A	ASEP 10-A (If applicable)	June 28, 2013	Amendments to ASEP 10	N/A	N/A
Final Payment	ASEP 10-F * Required Time Sensitive	August 15, 2013	Final Expenditure Report	Entire Grant Year	Balance Due