TO: School District Superintendents

Special Education Directors

State Agency Directors

School District Business Managers

FROM: Gretchen K. Cagle, State Director

Office of Special Education

DATE: June 1, 2016

SUBJECT: Annual IDEA Part B and Preschool Project Application

The Fiscal Year 2017 (FY 17) Individuals with Disabilities Education Act of 2004 IDEA Part B and Preschool Project Application is posted online <http://www.mde.k12.ms.us/special-education/special-education-grants-and-funding/special-education-idea-project-application/special-education-idea-project-application-fy17>. The due date for submitting the completed application is **June 30, 2016**. Please review this document before beginning your application.

Applications approved by the Mississippi Department of Education (MDE) before July 1, 2016, will be considered substantially approvable. In this case, districts may not begin obligating funds for a proposed Federal grant project until July 1, 2016. Changes to the substantially approved application may be made without an amendment during this period (before July 1, 2016). However, MDE must be notified of the changes via email to ensure revisions are captured in the final stage of the approval process. Project applications requiring revisions after final approval has been received will require an amendment.

The conditions under which your district are required to use the 15% coordinated early intervening services (CEIS) remain unchanged and are established by 34 CFR 300.646 (a). Districts are still required to review the fourteen indicators from the SPP/APR public reporting data, at <http://www.mde.k12.ms.us/special-education/special-education-spp-apr>.

This year’s allocation for IDEA Part B and Preschool is calculated in the same manner as previous years, according to IDEA requirements that include a base allocation, a poverty factor, and a child count factor. As always, any Request for Funds will not be approved until the Office of Special Education has an approved application on file.

Unexpended funds from FY 16 are still available upon submission of a Request for Funds to the Office of Accounting if the expenditures were approved under your FY 16 Project Application. The FY 15 funds must be obligated by September 30, 2016, and expended by December 31, 2016. Keep in mind that these funds must be utilized in such a way that you can offer transparency of use and show results at the end of the twenty-seven month obligation period.

If you have any questions or require assistance, please contact Mary Knight, Division Director, District Fiscal Services at (601) 359-3498.