

Welcome to the 2024-2025 Special Education Annual Plan/Part B Flow-Through Application in Excel.

Please Select your entity name

COLONIAL HEIGHTS CITY PUBLIC SCHOOLS

**NOTE: Must Enable Macros to Proceed.**





Welcome to the 2024-2025 Special Education Annual Plan/Part B Flow-Through Application in Excel. Please use the tabs at the bottom of this spreadsheet to work your way through the certifications, assurances, budget forms, and other required components. Use your local personal computer to prepare the document for submission to the Virginia Department of Education (VDOE) via VDOE's Online Management of Education Grant Awards (OMEGA). The OMEGA submission and all division-level approvals must be completed no later than May 10, 2024.

To print Annual Plan/Part B Flow-Through Application Document, please select this button:

To view Annual Plan/Part B Flow-Through Application Document by pages, click on "Page Break Preview" under View.

## ANNUAL PLAN/PART B FLOW-THROUGH APPLICATION PROCESS

All local educational agencies (LEAs), which include local school divisions, state-operated programs (SOPs), and the Virginia School for the Deaf and the Blind (VSDB), are required to establish their eligibility to receive funding under the Individuals with Disabilities Education Improvement Act of 2004 (IDEA). IDEA, at 20 USC § 1413(a)(1), and its federal implementing regulations, at 34 CFR § 300.201, require that each LEA, in providing for the education of children with disabilities within its jurisdiction, has in effect policies, procedures, and programs that are consistent with the Virginia Department of Education's (VDOE's) policies and procedures, which have been established in accordance with the IDEA. This Annual Plan/Part B Flow-Through Application is a component of the VDOE's overall responsibility to ensure each LEA's compliance with the implementation of the requirements of IDEA and its federal implementing regulations. Links to the 2006 federal IDEA implementing regulations and the April 2007 and December 2008 revisions to the federal regulations are available online at:

[https://sites.ed.gov/idea/files/20060814-Part\\_B\\_regulations.pdf](https://sites.ed.gov/idea/files/20060814-Part_B_regulations.pdf)

[https://sites.ed.gov/idea/files/20070409-Final\\_Regulations-Part\\_B.pdf](https://sites.ed.gov/idea/files/20070409-Final_Regulations-Part_B.pdf) (pages 17769-17774, and 17781)

<https://www2.ed.gov/policy/speced/reg/idea/part-b/idea-part-b-significant-disproportionality-final-regs-unofficial-copy.pdf>

Please refer also to the information outlined below, and the Superintendent's Newsletter #2023-23, dated December 7, 2023, for additional information and contact assistance.

### **A. Submission of the Annual Plan/Part B Flow-Through Application using the OMEGA System:**

Each LEA must submit its Annual Plan/Part B Flow-Through Application using the Online Management of Grant Awards (OMEGA) System. LEAs are requested to use the sequence of activities outlined below when completing and submitting their Annual Plan/Part B Flow-Through Application for approval. For LEAs to be eligible to receive Part B funds the following components are required: Excess Costs and Maintenance of Effort (MOE). Information will be collected concerning Excess Costs using an automated Web-based application. Projected Maintenance of Effort information will be collected within this application.

1. Verify completion of an "OMEGA User Permission Form OP1" - An OP1 Form must be on file with the VDOE's Fiscal Services Office for each person in the LEA's OMEGA approval queue for applications for Sections 611 or 619 funding. If your LEA has previously submitted an OP1 Form and has been granted permission for each individual in the approval queue to either "Create/Cancel," or to "Approve/Deny" an "Application Request" for "Section 611" and "Section 619," then you are not required to submit new OP1 Forms. However, if there are new staff members participating in the approval queue, please verify that an OP1 form, requesting the appropriate permissions, has been filed with the VDOE's Fiscal Services Office.

Instructions for completing the OP1 Form and online training opportunities are available online at:

[Online Management of Education Grants Awards \(OMEGA\)](#)

Virginia Department of Education  
Fiscal Services Office  
P.O. Box 2120  
Richmond, Virginia 23218-2120

Additional assistance regarding the OP1 Form may be obtained by telephone at (804) 371-0993 or by email at:

[omega.support@doe.virginia.gov](mailto:omega.support@doe.virginia.gov)

**NOTE:** If you are not a current user of the VDOE's Single Sign-on for Web Applications Systems (SSWS) portal, prior to submitting an OMEGA user permission form to VDOE, you must contact your local SSWS Coordinator, who will establish an SSWS "user logon" and access to OMEGA.

2. After completing all tabs below, the Annual Plan/Part B Flow-Through Application must be reviewed by the school division's local special education advisory committee, and approved by the school board prior to submission via OMEGA to VDOE for review and approval.
3. OMEGA Data Submission - Once the LEA's electronic 2024-2025 Annual Plan/Part B Flow-Through Application has been reviewed and approved, as outlined in Step 2 above, LEAs are requested to do the following:
  - a. Log in to the Virginia Department of Education's SSWS at the following website (NOTE: The website suffix is "do" rather than "doe").  
<https://p1pe.doe.virginia.gov/ssws/login.page.do>
  - b. Select the Application Name "Online Management of Education Grant Awards - OMEGA."
  - c. On the left side of the OMEGA home page is a column entitled, "I want to..." From that list, select "Submit an application." That will bring up OMEGA's "Application Request Page."
  - d. On the "Application Request Page," the first step is to "Choose the Award Year." This will be **2024**
  - e. The next question is "Do you wish to submit a consolidated application?" The answer is "Yes." (Please note that failure to select "Yes" may delay approval of your Annual Plan/Part B Flow-Through Application.)

- f. Choose the Project Groups - If your LEA is applying for both Section 611 and Section 619 funding, then in OMEGA, under “Choose the Project Groups,” select BOTH “IDEA Part B Section 611 Special Education” and “IDEA Part B Section 619 – Special Education Preschool” as part of the SAME consolidated application. However, if Section 611 is the ONLY funding stream for which your LEA is applying, under “Choose the Project Groups,” select ONLY “IDEA Part B Section 611 Special Education.”

**NOTE:** If you currently use OMEGA to submit ESSA applications, those funding streams may appear under "Choose the Project Group." Please be careful to select only the IDEA Part B selections, which are applicable to your Annual Plan/Part B Flow-Through Application.

- g. The next step is to "Browse." Selecting "Browse" will allow you to locate and attach the Excel file containing your saved, completed 2024-2025 Annual Plan/Part B Flow-Through Application.
- h. Once the file containing the Excel spreadsheet has been attached, select "Go to Submit" from the options at the bottom of the screen. This will bring up a "Confirmation Page." The "Confirmation Page" will allow you to ensure that the file you uploaded is the appropriate file, and that you selected the appropriate "Project Group(s)." Once you have verified that the information is ready for submission, select "Submit Request."
- i. Once the OMEGA application is submitted, it will be routed to the individual(s) within the LEA, who are authorized to approve OMEGA applications, and it will appear in the approvers' OMEGA "To Do List." The application must be approved by each required LEA-level approver before it will be submitted via OMEGA to VDOE for review. At a minimum, at the LEA level, the OMEGA application must be approved by the individual authorized to provide "Level 4" approval, typically the Superintendent or other authorized designee.

- 4. To ensure a timely approval process, the electronic 2024-2025 Annual Plan/Part B Flow-Through Application must be uploaded via OMEGA, and all LEA-level approvals must be completed no later than May 10, 2024.

**B. Contact Information:**

If you have any questions during the completion of your Annual Plan/Part B Flow-Through Application, please contact a VDOE staff member using the following information:

Plan Section	Contact Person	Telephone	Email Address
IDEA, Part B Annual Plan Certifications, Policy Statements, OMEGA submission and General Questions	Tracie Coleman	(804)-750-8652	<a href="mailto:Tracie.Coleman@doe.virginia.gov">Tracie.Coleman@doe.virginia.gov</a>
Special Education in Local and Regional Jail Programs	Laurie Cooper	(804)-418-4760	<a href="mailto:Laurie.Cooper@doe.virginia.gov">Laurie.Cooper@doe.virginia.gov</a>
MOE Eligibility and PSA	Shalonda Lewis	(804)-774-4279	<a href="mailto:Shalonda.Lewis@doe.virginia.gov">Shalonda.Lewis@doe.virginia.gov</a>
Report on the Implementation of the 2022-2023 Plan	Denise Lawus	(804)-750-8601	<a href="mailto:Denise.Lawus@doe.virginia.gov">Denise.Lawus@doe.virginia.gov</a>

Submission Statement, GEPA Statement and Section 611 Application	Denise Lawus	(804)-750-8601	<a href="mailto:Denise.Lawus@doe.virginia.gov">Denise.Lawus@doe.virginia.gov</a>
Section 619 Application	Samantha Tansey	804-298-3149	<a href="mailto:Samantha.Tansey@doe.virginia.gov">Samantha.Tansey@doe.virginia.gov</a>
	Dawn Hendricks	(804) 225-2675	<a href="mailto:Dawn.Hendricks@doe.virginia.gov">Dawn.Hendricks@doe.virginia.gov</a>
Comprehensive Coordinated Early Intervening Services Plans	Joseph Wharff	(804) 750-8077	<a href="mailto:Joseph.Wharff@doe.virginia.gov">Joseph.Wharff@doe.virginia.gov</a>
Coordinated Early Intervening Services Determination	Jeffrey Phenicie	(804)-750-8145	<a href="mailto:Jeff.Phenicie@doe.virginia.gov">Jeff.Phenicie@doe.virginia.gov</a>
OMEGA Submission Support and OPI Form	OMEGA Support	(804) 371-0993	<a href="mailto:OMEGA.Support@doe.virginia.gov">OMEGA.Support@doe.virginia.gov</a>

**C. Local Policies and Procedures:**

Each LEA must provide assurances via its Annual Plan/Part B Flow-Through Application that its local policies and procedures are in compliance with the requirements of, and any revisions to, the IDEA, its federal implementing regulations, and Virginia's state special education regulations. Approval of the electronic Annual Plan/Part B Flow-Through Application in OMEGA by the LEA's Level 4 approver serves as that assurance. Thus, LEAs are not required to submit copies of their local policies and procedures, or revisions to those policies and procedures to the VDOE. Nonetheless, LEAs are reminded that revisions to local special education policies and procedures must be approved by school boards for school divisions, or the Board of Visitors for the VSDB. State-operated programs must submit revisions to policies and procedures to the State Special Education Advisory Committee for review. A guidance document that provides technical assistance regarding those areas in which LEAs are required to have local special education policies and procedures is available online at:

[Developing Local Policies and Procedures](#)

**D. Private School Set-Aside Requirements:**

Approval of the electronic Annual Plan/Part B Flow-Through Application in OMEGA by the LEA's Level 4 approver will provide assurance that each school division will comply with the 2006 federal IDEA implementing regulations regarding parentally-placed private school students, at 34 CFR 300.129 to 300.144. and Virginia's special education regulations at 8 VAC 20-81-150 C. Nonetheless, each school division will be required to submit information demonstrating compliance with its proportionate set-aside (PSA) share of its Section 611 and Section 619 subgrant to provide services to the population. This information is subject to review and public disclosure. Preliminary PSA amounts should be included within this annual plan.

Upon notification of its grant award, each school division must calculate the proportionate share amounts from its 611 and 619 subgrants to be spent on parentally-placed private school students. These calculations will be submitted to the VDOE using the online Spec-ed PSA application. If set-aside funds received in accordance with the 2024-2025 Annual Plan/Part B Flow-Through Application are not spent by the end of the 2024-2025 fiscal year, any remaining funds must be obligated for one additional year to provide special education and related services to children with disabilities who are parentally placed in a private school or are home-schooled and may not be used for other purposes. The PSA funds may be reallocated for other allowable uses after June 30, 2026. Note: A web-based application will be used to submit the information to the VDOE. Additionally, school divisions will identify these expenditures in OMEGA.

#### **E. Excess Costs and Maintenance of Effort Requirements:**

Each school division must comply with requirement provisions of the 2006 federal IDEA implementing regulations, and the Virginia Regulations, at 8 VAC 20-81-260 B and C. These local records are subject to review and public disclosure, including in the event of a financial audit, or if an applicable state complaint or due process action is filed. Each school division will use the new web-based Excess Costs application to submit information to the VDOE to complete its Excess Cost calculations. The federal mandates regarding Maintenance of Effort are in the federal IDEA implementing regulations, at §§ 300.154(g)(2), and 300.203-300.205. Preliminary Maintenance of Effort information is to be included in this annual plan. The Level 4 (Superintendent or Authorized Designee) approval will ensure compliance with Excess Costs and Maintenance of Effort requirements.

#### **F. Section 611 and Section 619 Grant Applications:**

Grant awards will be issued upon receipt of funds from the U.S. Department of Education (USED) and the VDOE approval of the LEA's Annual Plan/Part B Flow-Through Application. Awards will be made upon a determination that the LEA has met all eligibility requirements of IDEA. The amount of funds to be allocated to your LEA is based on a formula specified by the IDEA.

Additional Tips:

- **Required components:** In order for your LEA to receive funding under Part B of IDEA, all sections of this application must be completed in accordance with federal and state funding requirements. (LEAs not applying for Section 619 funding are not required to complete the tab entitled, "Section 619.")
- **Application Signature:** Approval by the LEA's Level 4 approver of this Annual Plan/Part B Flow-Through Application in OMEGA serves as an electronic signature for purposes of applying for federal funds.
- **Contact Information:** Please ensure the "Contact Person" identified in the application is available during the summer.

- **Proposed Budget:** We recommend that you base your 2024-2025 proposed budget, for both Section 611 and Section 619, on the LEA's 2023-2024 grant award for each funding stream, as specified in Superintendent's Newsletter #2023-03 dated July 20, 2023. Please review both the proposed budget and the narrative budget description to ensure consistency.

- **Personnel:** For personnel to be paid from project funds, please clearly indicate percentages of salaries (FTEs) to be covered by Part B funds. For personnel who do not spend 100 percent of their time serving children with disabilities, only the amount of time (i.e., percentage of salary and fixed charges) spent serving children with disabilities may be charged to Part B funds. When employees are expected to work on a single Federal award or cost objective, the LEA must ensure that a semi-annual certification is made supporting the employees' salaries and wages. When employees are expected to work on multiple projects the LEA must ensure that a monthly certification is made supporting the employee's salaries and wages.
- **Equipment Purchases:** Approval for specific items of equipment is required for items costing \$5,000 or more. You must obtain approval of each equipment item prior to purchase. For items not included in this application, approval must be obtained prior to purchase in accordance with the policies and procedures in effect at that time. School divisions are expected to maintain an inventory of purchases costing less than \$5,000 for items such as iPads, computers, smartboards, library reference books, etc.
- **Indirect Costs:** Applicants are encouraged to consider budgeting for “indirect costs” (restricted rate). Please consult with your LEAs chief financial officer for information pertinent to indirect costs and the restricted cost rate(s) computed for your LEA.
- **Equipment/Travel:** Where equipment items and/or travel details are not known at the time this application is submitted, applicants may budget for equipment and travel and shall seek specific prior approval at a later date (prior to purchase or out-of-state travel).
- **Capital Outlay:** Proposed expenditures for capital outlay, object code 8000, must be itemized. These items would normally cost at least \$5,000 per item.
- **Amendments:** Once the VDOE receives a federal grant award for Sections 611 and 619 funding, each LEA whose Annual Plan/Part B Flow-Through Application has been received in substantially approvable form, and which continues to meet the eligibility requirements of Part B of IDEA, will receive sub-grant awards in accordance with federal and state funding requirements. The amount of the sub-grant awards will be published in a Superintendent's Memorandum, and posted in OMEGA. It is anticipated that the LEA's sub-grant award may differ from the proposed 611 or 619 budget amount submitted as part of the LEA's Annual Plan/Part B Flow-Through Application. If so, the amount of the discrepancy will appear in OMEGA under Object Code 0000. Select "Change my object code budget" to reallocate any funds in Object Code 0000 between the remaining Object Codes. The LEA is not required to submit a revised Annual Plan/Part B Flow-Through Application to the VDOE via OMEGA to make this adjustment.

Following approval of the LEA's Annual Plan/Part B Flow-Through Application, if the LEA proposes to spend IDEA Part B funds differently than outlined in its Annual Plan/Part B Flow-Through Application, the amendment process will differ depending on the type of amendment requested. To make a change to a proposed expenditure **within the same object code**, please send an email message to the appropriate contact for the funding stream to be amended, outlining the proposed amendment. The VDOE staff will review the proposed change and notify you regarding whether or not it is approved or denied. To make a change to a proposed expenditure **between object codes**, transfer the funds using “Change my object code budget” in OMEGA, and insert a “justification” in the comment box. The justification will be reviewed by VDOE staff, who will then either approve or deny the request via OMEGA. **Note that both amendment processes require VDOE approval of proposed expenditure changes, prior to the purchase of goods or services.** The LEA is not required to submit a revised Annual Plan/Part B Flow-Through Application to the VDOE via OMEGA to request an amendment.

- **Reimbursements:** The VDOE is responsible for assuring that federal special education funds are used in accordance with all applicable federal and state requirements. Thus, reimbursement requests will be monitored closely to ensure compliance with such requirements. If you have any questions about the appropriateness of a proposed use of these funds, please contact either Denise Lawus for Section 611 or Samantha Tansey for Section 619. Their contact information is identified in section B above.



- **Technical Assistance Documents:** Additional technical assistance information regarding completion of the Annual Plan/Part B Flow-Through Application is available on the VDOE's website at:

[Special Education Annual Plan / Part B Flow-Through Application](#)

These documents provide guidance regarding object codes and the types of expenditures to be included under each object code, and suggestions for the appropriate use of early childhood special education funds.

[Object Codes/Object Code Definitions](#)

**SSWS Application Selection**

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Please select one of the Applications listed below

**APPLICATIONS**

[Educational Registry Application \(ERA\)](#) - Educational Registry Application maintains information on DOE divisions, offices and staff. This application also maintains division and school administration, superintendent, superintendent's designee, principal, central office staff, school calendar, school programs, paired schools, division contacts, and triennial census counts.

[Logout](#)

[Educational Directory](#)

[Contact List](#)

[Applications Contact Info](#)

[Change Password](#)

[Change E-mail](#)

[Maintain Contacts](#)

[Dropbox](#)

[EIM Service Request](#)

[Oracle Financial Reports](#)

**Virginia Department of Education Dropbox**

The Virginia Department of Education Dropbox provides a secure method of transferring files, containing sensitive or confidential information, between SSWS account owners. Click the Instruction link on the gray right-hand menu for full operating instructions.

**Upload Files**

**File information**

**To: School Division :** Virginia Department of Education

**Receiver :** Coleman, Tracie

Spec. Educ. Budget & Finance Mgr.  
Virginia Department of Education  
Special Education & Student Services  
Financial & Data Services

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LEA Instructions

VIRGINIA DEPARTMENT OF EDUCATION  
DIVISION OF SPECIAL EDUCATION AND STUDENT SERVICES

Local Special Education Annual Plan/Part B Flow-Through Application and Report  
2024-2025

Information - to be Completed by School Division

Division Applicant Name (Legal Name of Agency)	LEA	Questions regarding this plan should be directed to:	
COLONIAL HEIGHTS CITY PUBLIC SCHOOLS	Number	106	Christy George, Director of Support Services
Mailing Address (Street, City or Town, Zip Code)	UEI	D8K6KKD9FJ94	
3445 Conduit Road Colonial Heights VA 23834			
Phone (ext):		(804) 524-3445	Fax: (804) 520-4342
		Numbers Only	Ext. Numbers Only
Region:	E-mail: christy_george@colonialhts.net		
1			

DIVISION SUPERINTENDENT'S CERTIFICATION

For the purpose of implementing the provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), I certify that throughout the period of the 2024-2025 grant award, this School Division will comply with the requirements outlined in each of the following:

- (1) Part B of IDEA, including the eligibility requirements of Section 613;
- (2) The IDEA federal implementing regulations, dated October 13, 2006, and revised April 9, 2007, and December 31, 2008, at 34 C.F.R. Part 300 et seq.; and
- (3) Virginia's "Regulations Governing Special Education Programs for Children with Disabilities in Virginia," at 8 VAC 20-81 et seq., effective January 25, 2010, and any revisions.

I certify that this school division has developed local policies and procedures for the provision of special education and related services, which are kept current, and which ensure compliance with the requirements of, and any revisions to the IDEA, its federal implementing regulations, and the Virginia Board of Education's regulations.

I certify that all students, including those who may be placed in regional programs by this agency, are afforded all assurances as delineated in this document.

Finally, I certify that this Annual Plan/Flow-Through Application for Part B Funds under the provisions of IDEA, was approved by the School Board on April 23, 2024 Date

<b>Division Superintendent (Signature)</b>	<b>Date</b>
Mrs. Haidee Ratliff	
<b>Typed Name</b>	

School Division:

COLONIAL HEIGHTS CITY PUBLIC SCHOOLS

Division Number:

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## ANNUAL PLAN/PART B FLOW-THROUGH APPLICATION POLICY STATEMENTS

(continued on next page)

This LEA assures that it has in effect policies, procedures, and programs which have been established and administered to comply with the IDEA, and its federal implementing regulations, including 34 CFR §§ 300.201-300.213, and which are consistent with the policies and procedures that VDOE has established in accordance with IDEA, and its federal implementing regulations, including 34 CFR §§ 300.101–300.163, and 300.165–300.174, to ensure each of the following:

- A free appropriate public education will be available for each child with disabilities, ages two to 21, inclusive.
- All children, ages two to 21, inclusive, residing in the LEA who have disabilities and need special education and related services, who have not been parentally-placed in a private or home school, are identified, located, evaluated, and placed in an appropriate educational program.
- An individualized education program (IEP) will be maintained for each child with a disability, as required.
- To the maximum extent appropriate, children with disabilities will be educated with children who are nondisabled in the Least Restrictive Environment.
- Children with disabilities and their parents or guardians are guaranteed procedural safeguards in the process of identification, evaluation, educational placement, or the provision of a free appropriate public education, including the right to access dispute resolution options.
- Surrogate parents will be appointed, when appropriate, to act as advocates to serve the education interest of children, ages two to 21, inclusive, who are suspected of being or are determined to be disabled.
- Testing and evaluative materials used for the purpose of classifying and placing children with disabilities are selected and administered so as not to be racially or culturally discriminatory.
- The confidentiality of personally identifiable information, that is collected, maintained, or used under IDEA, shall be protected.
- Children with disabilities, who are participating in Part C early intervention programs, and who will be participating in Part B preschool programs, will experience a smooth and effective transition between the programs.
- All children, ages two to 21, inclusive, who have disabilities and need special education and related services, and who are parentally-placed in a private school or home school, that is located within the geographic boundaries of the LEA, are identified, located, evaluated and provided services, in accordance with the results of a timely and meaningful consultation process.
- Homeless children with disabilities will be served in accordance with the requirements of the *McKinney-Vento Homeless Assistance Act*.
- Valid and reliable data is submitted to the VDOE, as requested, including data regarding the performance goals and indicators established by the VDOE to determine the progress of children with disabilities, and the performance of the LEA toward targets outlined in Virginia's State Performance Plan.
- Policies and procedures will be in effect that are designed to prevent the inappropriate overidentification, underidentification, or disproportionate representation by race and ethnicity of children as children with disabilities, including children with disabilities with a particular impairment.

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(continued on next page)

- Children with disabilities are not required to obtain prescription medication as a condition of attending school, receiving an evaluation, or receiving special education and related services.

- Children with disabilities are given the right to participate in the state assessment system.
- There will be ongoing parent consultation.
- Funding will be used to develop and implement coordinated early intervening educational services, as required.
- Children with disabilities who attend charter schools are provided services in the same manner as other children with disabilities who attend public schools.
- Instructional materials will be provided to children with a visual impairment or other print disabilities in a timely manner.
- Efforts will be made to cooperate with the United States Department of Education (USED) to ensure the linkage of records pertaining to migratory children with disabilities.
- All documents relating to the LEA's eligibility under IDEA will be made available to the public.

**School Division:**

COLONIAL HEIGHTS CITY PUBLIC SCHOOLS

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**SUBMISSION STATEMENT (continued on next page)**

**Under the provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), and its federal implementing regulations, at 34 C.F.R. Part 300 et seq., a local educational agency, that desires to receive funds under the Act, must provide the following assurances:**

1. The local educational agency shall be responsible for (1) the control of funds provided under Part B of the Act; (2) title to property acquired with those funds; and (3) the local educational agency will administer such funds and property.
2. The local educational agency shall maintain records that show that where Part B funds are used to supplement existing services or to provide additional services to meet special needs, those services shall be at least comparable to services provided to other children with disabilities in the local educational agency with state and local funds.
3. The local educational agency application and all pertinent documents related to such application, including all evaluations and reports relative to the application, shall be made available for public inspection.

4. The local educational agency shall maintain records showing that Part B funds are used to supplement and, to the extent practicable, increase the level of state and local funds expended for the education of children with disabilities. Part B funds shall, in no case, be used to supplant local and state funds.
5. The funds provided under Part B of the Act shall be used to employ only those professional personnel who meet appropriate State standards. In addition, all other professional personnel employed, such as therapists, etc., shall be properly licensed.
6. The Virginia Department of Education assumes rights to all materials and/or products developed in this project, including equipment purchased with Part B funds.
7. No person shall, on the grounds of race, color, national origin, sex, disabling condition or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received financial assistance under the provisions of the Act.
8. The local educational agency shall provide students enrolled in private schools an opportunity to participate in programs funded through Part B of IDEA.
9. The local educational agency will ensure that projects involving construction, are consistent with overall State plans for the construction of school facilities. In developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed under Section 504 of the Rehabilitation Act of 1973 and subsequent amendments in order to ensure that facilities constructed with the use of Federal funds are accessible to, and usable by, individuals with disabilities.
10. The local educational agency has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in Part B programs significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects.
11. The local educational agency will ensure that none of the funds expended under Part B programs will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization.
12. Except when used to provide Comprehensive Coordinated Early Intervening Services or Coordinated Early Intervening Services, the local educational agency will ensure that funds expended under Part B of IDEA will only be used for the costs which are directly attributable to the education of children with disabilities, and which exceed the average annual per student expenditure during the preceding year as computed in accordance with 34 C.F.R. § 300.202, Appendix A of the IDEA federal implementing regulations, and as documented using the Web-based application.

**School Division:**

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**SUBMISSION STATEMENT (continued from previous page)**

13. The local educational agency will ensure that funds expended under Part B of IDEA will not be used to reduce the level of expenditures made from local funds below the amount expended for the education of children with disabilities from state or local funds during the preceding fiscal year, in accordance with 34 C.F.R. §§ 300.203 to 300.205 of the IDEA federal implementing regulations, and as documented using the web-based application.

14. The school division will ensure that, in accordance with 34 C.F.R. § 300.133, and Appendix B of the IDEA federal implementing regulations, during the grant award period, a proportionate share of the school division’s Section 611 subgrant will be set aside to be expended for children with disabilities, ages 3 through 21, who are parentally-placed in a private school within the school division, and a proportionate share of its Section 619 subgrant will be set aside to be expended for children with disabilities, ages 3 through 5, who are parentally-placed in a private school within the school division. This school division further assures that if it has not expended for equitable services all of its set-aside funds by the end of the fiscal year for which it was appropriated, the school division will obligate any remaining funds for one additional year to provide special education and related services to children with disabilities who are parentally placed in a private school within the school division. Actual proportionate set-aside amounts will be submitted using the web-based application.
15. The local educational agency shall maintain records demonstrating compliance with the provisions of IDEA and its federal implementing regulations, including each of the assurances outlined above, and afford the Virginia Department of Education access to those records that it may find necessary to ensure the correctness and verification of the information required under this Act.
16. The local educational agency certifies this application as a material representation of its compliance with the following provisions of Education Department General Administrative Regulations (EDGAR), as applicable: 34 CFR Part 82 § 82.110—New Restrictions on Lobbying; 34 CFR Part 85 § 85.105 and § 85.110—Governmentwide Debarment and Suspension (Nonprocurement); and 34 CFR Part 84 §§ 84.200 through 84.230, and 84.300 – “Governmentwide Requirements for Drug-Free Workplace” (Grants). In addition the LEA certifies this application complies with 2 CFR, Part 200 Uniform Guidance, as applicable.

**School Division:**

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**IDENTIFICATION OF BARRIERS AND DESCRIPTIONS OF  
STEPS TO OVERCOME THEM IN ACCORDANCE  
WITH PROVISIONS IN SECTION 427 OF  
THE GENERAL EDUCATION PROVISIONS ACT**

Applicants for federal assistance are required under Section 427 of the General Education Provisions Act (GEPA), enacted as a part of the Improving America's Schools Act of 1994 (P.L. 103-382) to include in its application a description of the steps in addressing equity concerns and full participation of students, teachers and other program beneficiaries with special needs in designing their federally-assisted projects or activities. The legislation highlights six characteristics that describe broad categories of persons or groups that may more frequently encounter barriers to participation. The characteristics are: Gender, Race, National Origin, Color, Disability, and Age.

Section 427 of the General Education Provisions Act (GEPA) applies to applicants for grant awards under this program. Please refer to the following link for more information.



[20 U.S.C. 1228a](#)

**ALL APPLICANTS FOR NEW GRANT AWARDS MUST INCLUDE THE FOLLOWING INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

**1. Describe how your entity’s existing mission, policies, or commitments ensure equitable access to, and equitable participation in, the proposed project or activity.**

**2. Based on your proposed project or activity, what barriers may impede equitable access and participation of students, educators, or other beneficiaries?**

**3. Based on the barriers identified, what steps will you take to address such barriers to equitable access and participation in the proposed project or activity?**

**4.What is your timeline, including targeted milestones, for addressing these identified barriers?**



**Notes:**

- 1.Applicants are not required to have mission statements or policies that align with equity in order to submit an application.
- 2.Applicants may identify any barriers that may impede equitable access and participation in the proposed project or activity, including, but not limited to, barriers based on economic disadvantage, gender, race, ethnicity, color, national origin, disability, age, language, migrant status, rural status, homeless status or housing insecurity, pregnancy, parenting, or caregiving status, and sexual orientation.
- 3.Applicants may have already included some or all of this required information in the narrative sections of their applications or their State Plans. In responding to this requirement, for each question, applicants may provide a cross-reference to the section(s) and page number(s) in their applications or State Plans that includes the information responsive to



**2024-2025 SPECIAL EDUCATION IN LOCAL AND REGIONAL JAILS**

Each local school division with a regional or local jail in its jurisdiction shall establish an interagency agreement with the sheriff or jail administrator responsible for the operation of the jail. The interagency agreement shall address staffing and security issues associated with the provision of special education and related services in the jail. It is suggested that you review your agreement annually.

**Interagency Agreement**

Name of Local or Regional Jail:

1. Is there a local or regional jail located within the geographic boundaries of your school division?

**You have completed the special education in jails section of the annual plan.**

2. Has the interagency agreement between your school division and the jail been revised since the submission of your most recent annual plan?

[Instructions for Using drop box](#)

**REPORT ON IMPLEMENTATION  
OF THE 2022-2023 ANNUAL PLAN**

Submit a report indicating the extent to which the annual plan for the 2022-2023 school year has been implemented (*Code of Virginia*, Section 22.1-215). (Maximum capacity of each text box is 975 characters.)

The 2022-2023 annual plan was implemented without changes or amendments. Funds supported nine special education positions: four teachers, three paraprofessionals, one occupational therapist, and one support services specialist. Contractual and purchased services included physical therapy and behavior aide services. No funds will be used to develop and coordinate early intervening educational services.

School Division:

COLONIAL HEIGHTS CITY PUBLIC SCHOOLS

Division Number:

106

### Maintenance of Effort

The Virginia Department of Education (VDOE) is required by federal regulation to ensure all school divisions in Virginia comply with §300.203 of the *Individuals with Disabilities Education Act* (IDEA), which mandates that school divisions meet a maintenance of effort (MOE) obligation. This regulation requires school divisions to spend at least the same amount from at least one of the following sources: (i) local funds; (ii) state plus local funds; (iii) local per capita; or (iv) state plus local per capita for a current school year on the delivery of special education and related services, as were spent for the most recent fiscal year (i.e. 2022 - 2023) for which the information is available, subject to the Subsequent Years rule.

34 CFR §300.203(a) requires that in order for an LEA to be eligible for an IDEA Part B subgrant for the upcoming fiscal year, the LEA must budget, in each subsequent year, at least the same amount that it actually spent for the education of children with disabilities in the most recent fiscal year for which information is available, subject to the Subsequent Years rule. When establishing eligibility, an LEA is **not** required to use the same method it used to meet compliance standard in the most recent fiscal year for which the information is available. An LEA can change methods to establish eligibility from one year to the next, as long as the division uses the same method for calculating the amount it spent in the comparison year for which it is establishing eligibility.

Provide the total local and the total state plus local expenditure budget and per capita amount for the school division's total special education program for the years designated below. The projected/estimated expenditure budget amounts provided must come from the district's 2024-2025 preliminary budget, and must be reviewed and confirmed by the division's fiscal's office.

<b>Local</b>		<b>Local plus State</b>	
	School Year 2024-2025 (estimated/projected)		School Year 2024-2025 (estimated/projected)
Dollar \$	6,090,483.88	Dollar \$	7,718,166.88
	School Year 2024-2025 (estimated/projected)		School Year 2024-2025 (estimated/projected)
Per Capita	12,454.98	Per Capita	15,783.57

If an LEA determines that the budget above did not meet the eligibility standard in any of the four methods for which the information is available, an LEA is allowed to consider Exceptions under §300.204 and Adjustments to MOE under §300.205 to the extent the information is available. These exceptions and adjustments must also be taken in the intervening year (i.e., SY2023-2024) and that the LEA reasonably expects to take these exceptions and adjustments in the year it is budgeting (i.e., SY2024-2025). Please describe which allowable exceptions will be used and provide the corresponding dollar amount.

[MOE Procedures](#)

**NOTE:**

The Dec. 1, 2023 Child Count totals should be used to compute the per capita amounts. The Child Count should be adjusted to exclude students funded through CSA. To confirm the CSA student count, please log into the Special Ed December 1 Membership Application and locate the Maintenance of Effort Report. Also, the budgeted amount must be based on the division's preliminary budget and must be within the same level of effort or higher amount to meet the MOE eligibility requirements by using either dollar or per capita amounts. Division's budgeting the same exact amount it spent in the comparable year (i.e., the year it met its MOE requirement) may be requested to provide additional documentation.

**2024-2025 SPECIAL EDUCATION CCEIS/CEIS AND PROPORTIONATE SET ASIDE**

Each local school division shall ensure Comprehensive Coordinated Early Intervening Services (CCEIS) and Coordinated Early Intervening Services (CEIS) and Proportionate Set-aside (PSA) requirements have been addressed.

*If your answer is "yes" to question 1A or 1B, the annual CCEIS/CEIS Plan will be required. Please provide a preliminary budget by object code below; budget must not exceed 15 percent of the Part B allocation used under the 611 and 619 sections of the application. The annual CEIS application will be requested to be completed in OMEGA at a later time.*

**1A Is your school division required to set aside 15 percent of Part B funds for Comprehensive Coordinated Early Intervening Services?**

Select Yes or No

**1B Is your school division voluntarily setting aside up to 15 percent of Part B funds for Coordinated Early Intervening Services?**

Select Yes or No

Click here if you need additional information about "Allowable Expenditures"

**2 Is your school division required to set aside funds for parentally-placed students in private schools or students identified during child find?**

Select Yes or No

*If no, explain why the division is not required and if yes, explain how funds will be used. The actual budget will be determined when the division submits its data in the Proportionate Set-Aside (speced-PSA) application. Amounts entered here are estimates.*

*Please explain why the division is not required to set aside funds.*

EXPENDITURE ACCOUNTS	OBJECT CODE	Section 611		Section 619	
		(D) CCEIS/CEIS	(E) Proportionate Set-Aside	(D) CCEIS/CEIS	(E) Proportionate Set-Aside
Personal Services	1000				
Employee Benefits	2000				
Purchased Services	3000				
Internal Services	4000				
Other Services	5000				
Materials / Supplies	6000				
Capital Outlay	8000				
<b>TOTAL PROPOSED BUDGET</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

School Division:

COLONIAL HEIGHTS CITY PUBLIC SCHOOLS

Division Number:

106

For additional instructions for completing this section of the Annual Plan/Part B Flow-Through Application, please review Section F of the "LEA Instructions" tab.

VIRGINIA DEPARTMENT OF EDUCATION  
PART B, SECTION 611 (Flow-Through Funds)  
GRANT PERIOD: JULY 1, 2024 – SEPTEMBER 30, 2026  
*Joint Applications Only!*

For joint applications, please select the Fiscal Agent below, and provide the requested contact information. **If this is not a joint application move directly to the next section below.**

Fiscal Agent:	<input type="text"/>	LEA Code:	<input type="text"/>
Joint Application Project Director:	<input type="text"/>		
Mailing Address of Project Director:	<input type="text"/>		
Phone:	<input type="text"/>		
E-mail:	<input type="text"/>		

If this is a joint application and allocations are to be combined into a single award issued to the fiscal agent designated above, list participating LEAs and the amounts to be combined into a single award. Note: All participating agencies must still complete the remainder of this tab.

Participating Agency Name	Code Number	Amount Released
<b>Total Amount to be issued to Fiscal Agent:</b>		\$0.00

**PROPOSED USE OF PART B, SECTION 611 FUNDS  
GRANT PERIOD: JULY 1, 2024 – SEPTEMBER 30, 2026**

In narrative format, please provide a description and budget outline of all personnel (i.e., teachers, instructional assistants, administrators, clerical, support personnel, and others) to be supported in whole or in part with IDEA, Part B, Section 611 grant funds (with proposed amounts and FTEs).

The personnel supported through Section 611 funds include four full-time special education teachers, one full-time support services specialist, one full-time occupational therapist and three full-time special education paraprofessionals. This includes salaries and benefits. Remaining funds are used to purchase contractual services to include physical therapy, behavior aides, special transportation, and evaluations.

In a narrative format, please provide a detailed description and budget outline of all additional activities, goods and services to be supported with IDEA, Part B, Section 611 grant funds.

No funding will be used to develop and implement coordinated early intervening educational services. No proportionate set aside funding is established because there are no students that qualify.

**School Division:** COLONIAL HEIGHTS CITY PUBLIC SCHOOLS

**Division Number:** 106

**Virginia Department of Education  
SPECIAL EDUCATION FEDERAL PROGRAM  
PROPOSED GRANT BUDGET  
Part B, Section 611, Flow-Through Funds (July 1, 2024-September 30, 2026)**

Complete column C, by allocating PROPOSED grant funds to object code categories 1000 through 8000. A description of the object code categories is available on the VDOE's website. Refer to the instruction tab for the Web address. In determining appropriate assignment of items to object codes, applicants are strongly encouraged to consult with the individual(s) within the LEA who have responsibility for completing the Annual School Report – Financial Section.

List all equipment items costing five thousand dollars (\$5,000) or more and also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc., to be purchased with grant funds, and provide information on proposed out-of-state/country travel to be supported with grant funds.

(A)	(B)	(C)	(D)	(E)	(F)
EXPENDITURE ACCOUNTS	OBJECT CODE	Budget	CEIS	Proportionate Set-aside	Total Budget
Personal Services	1000	444,222.00	0.00	0.00	444,222.00
Employee Benefits	2000	199,228.00	0.00	0.00	199,228.00
Purchased Services	3000	92,903.00	0.00	0.00	92,903.00
Internal Services	4000		0.00	0.00	0.00
Other Services	5000		0.00	0.00	0.00
Materials / Supplies	6000		0.00	0.00	0.00
Capital Outlay	8000		0.00	0.00	0.00
<b>TOTAL PROPOSED BUDGET</b>		<b>736,353.00</b>	<b>0.00</b>	<b>0.00</b>	<b>736,353.00</b>

Proposed Equipment: List items costing \$5,000 or more. Also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc.

Proposed Out-of State/Country Travel (destination, purpose, estimated cost, number of people):





**PART B, SECTION 619 (EARLY CHILDHOOD SPECIAL EDUCATION GRANT)  
GRANT PERIOD: JULY 1, 2024 – SEPTEMBER 30, 2026**

In narrative format, please provide a description and budget outline of all personnel (i.e., teachers, instructional assistants, administrators, clerical, support personnel, and others) to be supported in whole or in part with IDEA, Part B, Section 619 grant funds (with proposed budget amounts and FTEs).

No personnel. See next section.

In narrative format, please provide a detailed description and budget outline of all additional activities, goods and services to be supported with IDEA, Part B, Section 619 grant funds.

The Section 619 grant funds the Early Childhood Pre-School inclusion program at Wesley Pre-School in Colonial Heights. The money is used to pay tuition costs for pre-school aged eligible children with disabilities. Tuition costs are not assigned to parents enrolling their child at school because students with disabilities receive services free of cost. No funding will be used to develop and implement coordinated early intervening educational services.

**Virginia Department of Education**  
**PART B, SECTION 619 (EARLY CHILDHOOD SPECIAL EDUCATION GRANT) APPLICATION**  
**PROPOSED GRANT BUDGET**  
**Part B, Section 619, Preschool Funds (July 1, 2024-September 30, 2026)**

Complete column C, by allocating PROPOSED grant funds to object code categories 1000 through 8000. A description of the object code categories is available on the VDOE's website. Refer to the instruction tab for the Web address. In determining appropriate assignment of items to object codes, applicants are strongly encouraged to consult with the individual(s) within the LEA who has responsibility for completing the Annual School Report – Financial Section.

List all equipment items costing five thousand dollars (\$5,000) or more, and also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc., to be purchased with grant funds, and provide information on proposed out-of-state/country travel to be supported with grant funds.

(A)	(B)	(C)	(D)	(E)	(F)
EXPENDITURE ACCOUNTS	OBJECT CODE	Budget	CEIS	Proportionate Set-aside	Total Budget
Personal Services	1000		0.00	0.00	0.00
Employee Benefits	2000		0.00	0.00	0.00
Purchased Services	3000	16,468.00	0.00	0.00	16,468.00
Internal Services	4000		0.00	0.00	0.00
Other Services	5000		0.00	0.00	0.00
Materials / Supplies	6000		0.00	0.00	0.00
Capital Outlay	8000		0.00	0.00	0.00
<b>TOTAL PROPOSED BUDGET</b>		<b>16,468.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,468.00</b>

**Proposed Equipment: List items costing \$5,000 or more. Also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc.**

**Proposed Out-of State/Country Travel (destination, purpose, estimated cost, number of people):**