

**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) CHARLOTTESVILLE CITY PUBLIC SCHOOLS	LEA Number 104	Questions regarding this plan should be directed to: Rachel Rasnake
Mailing Address (Street, City or Town, Zip Code) 1562 Dairy Road, Charlottesville VA 22902	UEI N2T4CUNAF419	

	Phone (ext): (434) 245-2664		Fax: _____
	<small>Numbers Only</small>	<small>Ext.</small>	<small>Numbers Only</small>

Region: **5** E-mail: **rasnacr1@charlottesvilleschools.org**

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 _____ Date

Division Superintendent (Signature)		Date

Royal A. Gurley, Jr., Ed.D.

Typed Name

School Division:

CHARLOTTESVILLE CITY PUBLIC SCHOOLS

Division Number:

104

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.

Local		Local plus State	
	School Year 2024-2025 (estimated/projected)		School Year 2024-2025 (estimated/projected)
Dollar \$	12,050,970.00	Dollar \$	13,170,762.00
	School Year 2024-2025 (estimated/projected)		School Year 2024-2025 (estimated/projected)
Per Capita	21,167.00	Per Capita	23,201.00

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.

School Division:

CHARLOTTESVILLE CITY PUBLIC SCHOOLS

Division Number:

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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:		LEA Code:	
Joint Application Project Director:			
Mailing Address of Project Director:			
Phone:			
E-mail:			

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
Total Amount to be issued to Fiscal Agent:		\$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).

Charlottesville City Schools proposes to use Part B, Section 611 Funds to fund 17 FTEs to provide instruction and support to students with disabilities. The proposed positions will be funded in part and in full by Part B, 611 funds.

These 15 FTEs will include:

- 5 Instructional assistants (in full or part)
- 11 Special Education Teachers (in full or part)
- 1 special education coordinator (in full)

This includes an additional 1 instructional assistant positions and 1 teacher position over the 23-24 application funded in part of in full.

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.

Charlottesville City Schools proposes to use IDEA, Part B, Section 611 funds to purchase materials and supplies and educational services to increase student participation in their least restrictive environment. Purchased services will be used for professional learning activities, interpreting services for parents attending special education meetings, and hearing services for students with hearing impairments. The division proposes to use purchased services for division staff to attend specialized training that will be located outside of the Charlottesville area and require travel, meals and lodging. The division proposes to use 611 funds to purchase evaluation materials for school-aged and preschool-aged students to engage in meaningful and culturally relevant evaluations for eligibility. The division will also use materials and supplies funds to purchase instructional materials including manipulatives, student workbooks, and teacher guides for structured math and literacy intervention, social skills interventions, and sensory/re-regulation tools. Charlottesville City Schools proposes to use the grant to provide transition assessments and instructional materials to students at the middle and high school levels. Capital outlay funds would be used to purchase large equipment to provide meaningful access to instructional activities such as positioning and mobility aids.

**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	820,374.76	0.00	0.00	820,374.76
Employee Benefits	2000	335,991.25	0.00	0.00	335,991.25
Purchased Services	3000	20,000.00	0.00	10,000.00	30,000.00
Internal Services	4000	61,620.76	0.00	0.00	61,620.76
Other Services	5000	5,000.00	0.00	0.00	5,000.00
Materials / Supplies	6000	34,871.63	0.00	16,221.60	51,093.23
Capital Outlay	8000	7,000.00	0.00	0.00	7,000.00
TOTAL PROPOSED BUDGET		1,284,858.40	0.00	26,221.60	1,311,080.00

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.

No proposed items of greater than \$5000 are proposed.

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

Charlottesville City proposes to send up to 3 staff to the TEACCH Five-Day Classroom Training - Elementary Through High School, Ages 6-21 in Chapel Hill NC. Registration is \$1850 per registration. 5 nights hotel is \$565 per person at \$113 per night. Travel costs would be \$243.88 for mileage in a personal vehicle for 182 miles distance from Charlottesville. Meals would be \$407 with \$74 for 4 days and \$55.50 for first and last day of travel. This training provides a theoretical foundation as well as hands-on opportunities to assess and teach school-aged children on the autism spectrum in a demonstration classroom setting. The premise of this foundation is an understanding of the learning styles of individuals with autism and how to use teaching strategies that capitalize on learning strengths.

School Division:

CHARLOTTESVILLE CITY PUBLIC SCHOOLS

Division Number:

**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).

\$43,029.05 (total of salary and benefits 1000 & 2000 object code) will be used to support the salary and benefits in part of 1 FTE early childhood special education teacher.

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.

\$3071.37 of the 619 Set aside funds will be used to support children aged 3-5 unilaterally placed by parents in private/homeschool programs to purchase materials and supplies. Children chronologically aged for Kindergarten who are eligible for services will be served using the plan for Part B 611 Set aside funds.

\$2,273.58 has been applied using the allowable percent for indirect services of 4.7%.

School Division:

CHARLOTTESVILLE CITY PUBLIC SCHOOLS

Division Number:

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**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	43,029.05	0.00	0.00	43,029.05
Employee Benefits	2000		0.00	0.00	0.00
Purchased Services	3000		0.00	0.00	0.00
Internal Services	4000	2,273.58	0.00	0.00	2,273.58
Other Services	5000		0.00	0.00	0.00
Materials / Supplies	6000		0.00	3,071.37	3,071.37
Capital Outlay	8000		0.00	0.00	0.00
TOTAL PROPOSED BUDGET		45,302.63	0.00	3,071.37	48,374.00

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.

No proposed equipment costs of \$5000 or more.

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

No proposed out of state/country travel.