



**VIRGINIA DEPARTMENT OF EDUCATION  
DIVISION OF SPECIAL EDUCATION AND STUDENT SERVICES**

**Local Special Education Annual Plan/Part B Flow-Through Application and Report  
2022-2023**

**Division and Contact 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: Katrina Lee		
Mailing Address (Street, City or Town, Zip Code) 1400 Melbourne Road Charlottesville, Virginia 22901	DUNS 053341801	Phone (ext):	(434) 245-2400	2669
			Numbers Only	Ext.
		Fax:		
			Numbers Only	Numbers Only

Region: 5 E-mail: [leek1@charlottesvilleschools.org](mailto:leek1@charlottesvilleschools.org)

**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 2022-2024 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 May 5, 2022 Date**

\_\_\_\_\_  
**Division Superintendent (Signature)**  
 Royal A. Gurley, Jr., Ed.D.  
 \_\_\_\_\_  
**Typed Name**

\_\_\_\_\_ **Date**

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, 2022 – SEPTEMBER 30, 2024  
*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
<b>Total Amount to be issued to Fiscal Agent:</b>		\$0.00

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 proposed to use the IDEA grant funding to support:

12 FTE special education staff members. The proposed amounts for the positions, listed in the budget summary are: \$741,372.00 for Salary and \$294,228.00 for benefits.

These positions will be both supported in both full and part with IDEA funding.

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 611 grant funds.

The grant will also be used to purchase materials and supplies, educational services to increase student participation in the Least Restrictive Environment. The division also proposes to use purchase services proposed budget to increase instructional capacity, provide specialized training to students in specialized classrooms.

Funds will also be used to support travel to/from conferences to advance the skills, training of special education staff to better support the needs of students with disabilities.

Funds will also be used to support the enhancement of a new classroom to support the increased needs of students with intensive support requirements. This will be a new classroom due to the increase in enrollment. Associated hardware and infrastructure supports are also items the division will provide under the 611 grant funds.

**Virginia Department of Education  
SPECIAL EDUCATION FEDERAL PROGRAM  
PROPOSED GRANT BUDGET**

**Part B, Section 611, Flow-Through Funds (July 1, 2022-September 30, 2024)**

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 Web site. See 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) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) Budget	(D) CEIS	(E) Proportionate Set-aside	(F) Total Budget
Personal Services	1000	741,372.00	0.00	0.00	741,372.00
Employee Benefits	2000	294,228.00	0.00	0.00	294,228.00
Purchased Services	3000	14,408.54	0.00	0.00	14,408.54
Internal Services	4000	56,162.02	0.00	0.00	56,162.02
Other Services	5000	5,000.00	0.00	0.00	5,000.00
Materials / Supplies	6000	35,000.00	0.00	16,871.44	51,871.44
Capital Outlay	8000	7,000.00	0.00	0.00	7,000.00
<b>TOTAL PROPOSED BUDGET</b>		<b>1,153,170.56</b>	<b>0.00</b>	<b>16,871.44</b>	<b>1,170,042.00</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):**

There is no proposed out of state/contry travel

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  
PROPOSAL SUMMARY  
PART B, SECTION 619 (EARLY CHILDHOOD SPECIAL EDUCATION GRANT)  
GRANT PERIOD: JULY 1, 2022 – SEPTEMBER 30, 2024**

ECSE Contact Person:	
Title:	
Mailing Address:	
Phone:	
E-mail:	

***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
<b>Total Amount to be issued to Fiscal Agent:</b>		\$0.00

**PART B, SECTION 619 (EARLY CHILDHOOD SPECIAL EDUCATION GRANT)****GRANT PERIOD: JULY 1, 2022 – SEPTEMBER 30, 2024**

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).

\$30,438.84 will be used to support the salary and benefits in part of 1 FTE special education teacher.

\$3000.00 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.

\$2,212.32 has been applied using the allowable percent for indirect services.

\$10,000 will be used for materials and supplies to support the activities and programs in the Early Childhood Special Education Program.

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.

**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, 2022-September 30, 2024)**

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 Web site. See 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) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) Budget	(D) CEIS	(E) Proportionate Set-aside	(F) Total Budget
Personal Services	1000	20,438.84	0.00	0.00	20,438.84
Employee Benefits	2000	10,438.84	0.00	0.00	10,438.84
Purchased Services	3000	0.00	0.00	0.00	0.00
Internal Services	4000	2,212.32	0.00	0.00	2,212.32
Other Services	5000	0.00	0.00	0.00	0.00
Materials / Supplies	6000	10,000.00	0.00	3,000.00	13,000.00
Capital Outlay	8000	0	0.00	0.00	0.00
<b>TOTAL PROPOSED BUDGET</b>		<b>43,090.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>46,090.00</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):**