



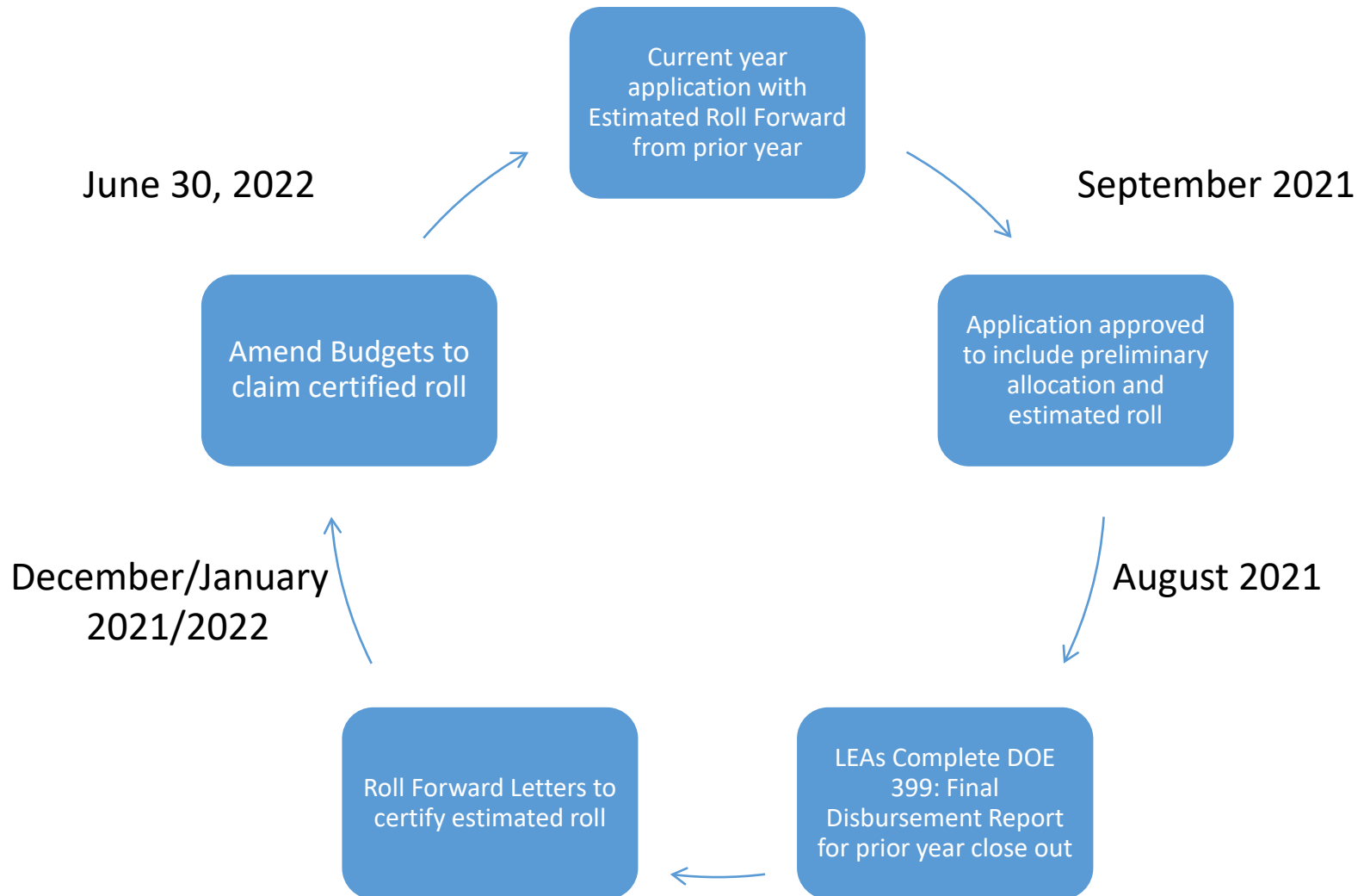
IDEA Part B, Roll Forward Training



FLORIDA DEPARTMENT OF
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Roll Forward Cycle



Roll Forward Planning

- Memorandum from the Comptroller's Office
- Roll forward adjustment
- Final allocation/adjustments to preliminary allocations via the certified roll process
- Comptroller's office certifies total funds available for current fiscal year
- Only one amendment request per project number and TAPS number may be in our system at any given time.

Data Sources for Final Allocations

- Base allocations - Student counts for students with disabilities (SWDs)
- Membership allocations for total student count (public & private students)
 - 2020-21, Survey 3
 - Public School Membership
 - 2020-21 Private School Annual Report
- Poverty count allocations for public student count (lunch status)
 - 2020-21, Survey 3
 - Free/Reduced Lunch Membership

How to Determine if a Roll Forward Amendment is Necessary

- A budget amendment is required to increase the “Total Project Amount” by \$25 or more as specified on the current “Project Award Notification” (DOE 200).
- The total project amount is defined by the approved original allocation plus any claimed estimated roll-forward.

Required Documents to Complete Certified Roll Amendments

- 2021-2022 Project Award Notification (DOE-200)
 - Original Award
 - Subsequent amendment awards if applicable
- Certified roll memo from the Comptroller
- DOE 150
- DOE 151



Florida Department of Education
Project Award Notification

1 PROJECT RECIPIENT School District	2 PROJECT NUMBER XXX-2632B-2CB01
3 PROJECT/PROGRAM TITLE IDEA Part B, K-12 Entitlement TAPS 22C001	4 AUTHORITY 84.027A IDEA -Part B, Disc USDE or Appropriate Agency FAIN#:
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 07/01/2021 - 06/30/2022 Program Period: 07/01/2021 - 06/30/2022
7 AUTHORIZED FUNDING Current Approved Budget: Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$400.00 DOE-200 Total Project Amount	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> Last date for incurring expenditures and issuing purchase orders: <u>06/30/2022</u> Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2022</u> Last date for receipt of proposed budget and program amendments: <u>04/31/2022</u> Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: Date(s) for program reports: Federal Award Date : <u>07/01/2021</u> 	
10 DOE CONTACTS	
Program: Cyrilla Hackley Phone: (850) 245-0988 Email: Cyrilla.Hackley@fldoe.org Grants Management: Unit C (850) 245-0496	Comptroller Office Phone: (850) 245-0401 Duns#: 078673921 FEIN#: F596000580023
11 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference. For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project. 	



State Board of Education

Andy Tuck, Vice Chair
Marva Johnson, Chair
Members
Ben Gibson
Tom Grady
Ryan Petty
Joe York

MEMORANDUM

TO: School District

FROM: Matt Kirkland *Matt Kirkland*

DATE: mm/dd/yyyy

SUBJECT: Individuals with Disabilities Education Act, Fiscal Year 2022 Roll Forward Funds (Preschool)

FOR YOUR INFORMATION, below are the 2021 roll forward and 2022 project funds EA.

2020 Roll Forward	XXXXXX	
Roll Forward Adjustment 2021	1X.XX	
Allocation	XXXX.XX	
Allocation Adjustment	XXXX.XX	
2021 Total Funds Available		XXXX.XX
2021 Expenditures (DOE399)		XXXX.XX
Approved 2021 Roll Forward		XXXX.XX
2022 Allocation		.XXXX
Allocation Adjustment		XXXX.XX
Total Funds Available for 2022	Total Funds Available	\$610.00
Current Year Project 2022: XXX-2672B-2CP01		

If the total Fiscal Year 2021 funds available (above) is equal to or less than the project amount in the 2021 project award notification, then by receipt of this letter the authority to encumber and/or expend up to the total Fiscal Year 2021 funds

\$400 DOE 200 Total Project Amount
-\$610 Total Funds Available
-\$210 Amount to Amend



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Steps to Successfully Completing Roll Forward Amendment Requests

1. Locate the LEA's Original DOE 200

- Cell 7: **AUTHORIZED FUNDING**, find the amount of the Total Project Amount.

Florida Department of Education
Project Award Notification

1 PROJECT RECIPIENT xxxx County School District	2 PROJECT NUMBER xxx-2631B-1CB01
3 PROJECT/PROGRAM TITLE IDEA Part B, K-12 Entitlement TAPS 21C001	4 AUTHORITY 84.027A IDEA Part B K-12 Entitlement USDE or Appropriate Agency FAIN#: H027A200024
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 07/01/2020 - 06/30/2021 Program Period:07/01/2020 - 06/30/2021
7 AUTHORIZED FUNDING Current Approved Budget: \$x,xxx,xxx.xx Amendment Amount: Estimated Roll Forward: \$x,xxx,xxx.xx Certified Roll Amount: Total Project Amount: \$9,500,000.00	8 REIMBURSEMENT OPTION Federal Cash Advance

2. Locate the LEA's Roll Forward Letter

- Find the “Total Funds Available 2022” Amount

2019 Roll Forward	X,XXX,XXX.XX		
Roll Forward Adjustment	0.00		
2020 Allocation		X,XXX,XXX.XX	
Allocation Revision		XXX,XXX.XX	
2020 Total Funds Available		X,XXX,XXX.XX	
2020 Expenditures (DOE399)		-X,XXX,XXX.XX	
Approved 2020 Roll Forward		X,XXX,XXX.XX	
2021 Allocation			X,XXX,XXX.XX
Allocation Adjustment			XX,XXX.XX
Total Funds Available for 2021 Current			10,000,000.00
Year Project 2021: xxx-2630B-0CB0I			

3. Simple Calculation

- To determine if an amendment is necessary as a result of roll forward or any other adjustment that may occur subtract the DOE 200's Total Project Amount from the Roll Forward Letter's Total Funds Available for 2022.
- Ex: $\$10,000,000 - \$9,500,000 = \$500,000$

3a. Analyze the Result

- If the number is **positive and at least \$25**, amend the budget by submitting official amendment forms (DOE 150 and DOE 151).
- An LEA does not need to submit an amendment if the increase is **less than \$25** or the amount is **negative**, the FDOE Office of Grants Management will internally process and issue an amended DOE 200 for those applicable projects.

3b. Analyze the Result (Continued)

- If the number is **negative**, no amendment is necessary unless the LEA has reserved 15% of allocated funds for Coordinated Early Intervening Services (CEIS) or Comprehensive CEIS (CCEIS).
- If no amendment is necessary the LEA will make adjustments to the budget internally to correspond with the reduced project amount.
- LEAs will also need to submit documentation of any I-1 or I-2 codes for CEIS or Proportionate Share being reduced as a result of the decreased amendment.

4. **An Exception:** If the LEA set-aside 15% of their funds for CEIS/ CCEIS

- For mandatory (CCEIS), adjust the CEIS amount during roll forward to match the revised CEIS Maximum Allowable Amount.
- For voluntary (CEIS), adjust the CEIS amount during roll forward as to not exceed the revised CEIS Maximum Amount.
- Check the last column of the Entitlement Allocation to see how much to reduce or increase the CEIS I-1 set aside code in the budget.

5. Subtract Revised CEIS From the Original CEIS



Final 2021-22 Total Entitlement Flow-Through	CEIS Maximum Allowable Amount (15% of Part B & PK Sum)	Final 2020-21 Total Entitlement Flow-Through	Difference	Maximum Allowable Amount Reduce MOE*	Original CEIS Maximum Allowable Amount (15% of Part B & PK Sum)	Difference
(6)	(7)	(8)		(10)		
\$ 7,370,711	\$ 1,140,078.30	\$ 7,362,597	\$ 8,114.00	\$ 4,057.00	\$ 1,138,555.65	\$ 1,522.65
\$ 1,122,855	\$ 175,106.70	\$ 1,099,359	\$ 23,496.00	\$ 11,748.00	\$ 171,514.65	\$ 3,592.05
\$ 6,308,716	\$ 977,515.50	\$ 6,160,455	\$ 148,261.00	\$ 74,130.50	\$ 954,913.65	\$ 22,601.85
\$ 976,508	\$ 150,656.85	\$ 1,006,748	-\$ 30,240.00		\$ 155,186.70	-\$ 4,529.85
\$ 17,073,556	\$ 2,641,649.70	\$ 16,838,293	\$ 235,263.00	N/A	\$ 2,605,464.30	\$ 36,185.40
\$ 56,409,903	\$ 8,667,607.80	\$ 56,984,887	-\$ 574,984.00		\$ 8,751,699.15	-\$ 84,091.35

- Subtract the Revised CEIS from the Original CEIS and adjust the increase or decrease on the DOE 151.

6. Complete the Required Roll Forward Amendment Forms (DOE-150 and DOE-151)

- There should be one DOE-150 and DOE-151 per project number being amended.
- Do not list multiple project numbers on a single form.
- Download the most recent forms at:
<https://www.fldoe.org/finance/contracts-grants-procurement/grants-management/departments-of-edu-grants-forms.shtml>.

7. Instructions for Completing the DOE-150

- A.** Enter Agency Name
- B.** Enter Program Name and TAPS number as listed on the original Project Award Notification.
- IDEA Part B K-12 Entitlement 2021-2022 XXX-2632B-2CB01, TAPS# 22C001**
IDEA Part B Preschool Entitlement 2021-2022 XXX-2672B-2CP01, TAPS# 22C002
- C.** Enter Amendment Type – Refer to Project Application and Amendment Procedures for Federal and State Programs (Green Book) for definitions of Program and Budget amendments.
Budget amendment
- D.** Enter Amendment Request Contact Information for the person who is responsible for the project.
- E.** Complete Required Signature. **Note:** Application amendments signed by officials other than the Superintendent, or President/Chairman of the Board, must have a **letter of authorization to sign on the behalf of said official, attached to the DOE 150 when the application amendment is submitted.**
- F.** Provide sufficient narrative to describe and justify the type of amendment being requested. Narrative should include the purpose of the amendment and description of the amended services or budget changes – i.e. changes in scope or objectives, changes in deliverables or work tasks and how these changes affect the original application. Any budget change will require details on the increase/decrease and how the change affects the original application.
- Roll Forward amendment to increase entitlement grant by \$XXXX. XX.**
- Attach Budget Amendment Narrative Form (DOE 151) if this amendment requires budget changes.**

7a. DOE 150: Completing Sections A-D

FLORIDA DEPARTMENT OF EDUCATION PROJECT AMENDMENT REQUEST

<p>Please return to:</p> <p>Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496</p>	<p>A) Agency Name:</p> <p style="text-align: center;">Enter Agency Name</p>	<p style="text-align: center;">DOE USE ONLY</p> <p>Date Received <input type="text"/></p>
<p>B) Program Name: _____</p> <p>TAPS Number: _____</p>	<p style="text-align: center;">Enter Program Name and TAPS number as listed on the original Project Award Notification.</p>	<p style="text-align: center;">Project Number (DOE Assigned)</p> <p style="text-align: center;">Enter project number</p>
<p>C) Amendment Type</p> <p><input type="checkbox"/> Program <input type="checkbox"/> Budget</p> <p>Amendment Number: _____</p> <p style="text-align: center;">Enter Amendment Type and Number</p>	<p>D) Amendment Request Contact Information</p> <p>Contact Name: _____</p> <p style="text-align: center;">Enter Amendment Request Contact Information for the person who is responsible for the project.</p> <p>Mailing Address: _____</p>	
<p style="text-align: center;">E) Required Signature and Certification</p>		

7b. DOE-150: Completing Sections E-F

E) Required Signature and Certification

I, _____, *(Please Type Name)* as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application amendment are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date of this project.

Complete Required Signature. Note: Application amendments signed by officials other than the Superintendent, or President/Chairman of the Board, must have a letter of authorization to sign on the behalf of said official, attached to the DOE 150 when the application amendment is submitted

Signature of Agency Head

Title

Date

F) Narrative

Complete Required Signature. Note: Application amendments signed by officials other than the Superintendent, or President/Chairman of the Board, must have a letter of authorization to sign on the behalf of said official, attached to the DOE 150 when the application amendment is submitted

Attach Budget Amendment Narrative Form (DOE 151) if this amendment requires budget changes.

7c. Section F of DOE 150 - Stock Language

- The School Board of “XYZ” County requests permission to increase their IDEA Part B, Pre- K/K-12 project application to include the increase in Roll Forward funds. There has been an increase of **[enter dollar amount here]**, resulting in an allocation of **[enter dollar amount here]**. Additionally, the approved roll forward amount is **[enter dollar amount here]**. The combined funds will be used to **[LEA should describe the activities associated with those activities]**.



7d. Example of a Completed DOE-150 Form

**FLORIDA DEPARTMENT OF EDUCATION
PROJECT AMENDMENT REQUEST**

Please return to: Florida Department of Education Office of Grants Management Room 352 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496	A) Agency Name: DOE FL School District	DOE USE ONLY Date Received <input type="text"/>				
B) Program Name: <u>IDEA Part B, K-12 or Preschool Entitlement</u> TAPS Number: <u>22C002</u>		Project Number (DOE Assigned) XXX-2631B-2CB01				
C) Amendment Type <input type="checkbox"/> Program <input checked="" type="checkbox"/> Budget Amendment Number: <u>1</u>	D) Amendment Request Contact Information <table border="1"> <tr> <td data-bbox="834 611 1166 646"> Contact Name: Best Director </td> <td data-bbox="1166 611 1493 646"> Telephone Numbers: 555-555-5555 </td> </tr> <tr> <td data-bbox="834 646 1166 689"> Mailing Address: 115 Best Drive, My City, FL, 32312 </td> <td data-bbox="1166 646 1493 689"> E-mail Addresses: Best.Director@myschool.com </td> </tr> </table>		Contact Name: Best Director	Telephone Numbers: 555-555-5555	Mailing Address: 115 Best Drive, My City, FL, 32312	E-mail Addresses: Best.Director@myschool.com
Contact Name: Best Director	Telephone Numbers: 555-555-5555					
Mailing Address: 115 Best Drive, My City, FL, 32312	E-mail Addresses: Best.Director@myschool.com					
E) Required Signature and Certification I, <u>Agency Head Name</u> , (Please Type Name) as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application amendment are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited. Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application amendment. <table border="0"> <tr> <td data-bbox="459 961 716 1003"> <u>Signature</u> Signature of Agency Head </td> <td data-bbox="846 961 1188 1003"> <u>Superintendent</u> Title </td> <td data-bbox="1377 961 1483 1003"> <u>2/26/2022</u> Date </td> </tr> </table>			<u>Signature</u> Signature of Agency Head	<u>Superintendent</u> Title	<u>2/26/2022</u> Date	
<u>Signature</u> Signature of Agency Head	<u>Superintendent</u> Title	<u>2/26/2022</u> Date				
F) Narrative The School Board of "XYZ" County requests permission to increase their IDEA Part B, Pre- K/K-12 project application to include the increase in Roll Forward funds. There has been an increase of [enter dollar amount here], resulting in an allocation of [enter dollar amount here]. Additionally, the approved roll forward amount is [enter dollar amount here]. The combined funds will be used to [LEA should describe the activities associated with those activities].						

8. Instructions for Completing the DOE-151

A) Enter District/Agency Name

B) Enter Project Number of original project and corresponding TAPS number

C) Enter chronological number of this Amendment Request

D) Enter the Total Project Amount Currently Approved

E) Enter the Total Project Amount resulting from this Amendment

F) Provide a narrative description for each budget item by category to justify the requested Budget Amendment. List **ONLY** the budget lines that are being amended and/or new ones being created. For each budget line to be amended, indicate whether the amount will be increased or decreased in the appropriate column and record the adjusted amount being submitted for approval.


**THIS FORM MUST BE ACCOMPANIED BY AN
APPROPRIATELY COMPLETED PROJECT
AMENDMENT REQUEST FORM, DOE 150**

8a. DOE-151: Completing Sections A-E

FLORIDA DEPARTMENT OF EDUCATION BUDGET AMENDMENT NARRATIVE FORM

A) XXX School District		B) XXX-2631B-1CB01/21C001	
District/Agency Name		Project Number/TAPS Number	
C) 1			
Amendment Number			
D) Total Project Amount Currently Approved		E) Total Project Amount resulting from this Budget Amendment	
DOE 200 Cell 7 Authorized Funding, Total Project Amount		Memo Total Funds Available for 2021	
\$400.000		\$610.00	

8c. Example of a Completed DOE-151 Form

FLORIDA DEPARTMENT OF EDUCATION BUDGET AMENDMENT NARRATIVE FORM					
A) <u>XXX County Schools</u>			B) <u>xxx-2630B-0CB01 / 200001</u>		
District/Agency Name			Project Number/TAPS Number		
C) <u>1</u>					
Amendment Number					
D) Total Project Amount Currently Approved			E) Total Project Amount resulting from this Budget Amendment		
<u>\$9,500,000.00</u>			<u>\$10,000,000.00</u>		
F) Line Item Description					
Function	Object	Account Title and Narrative	FTE	Amount Increase	Amount Decrease
5200	648	<u>Equipment and Furntirue</u> - Specialized Equipment/furniture to support students with disabilities as identified on student's IEPs (specially designed furniture which includes: support chairs, lifts, and modified bathroom equipment.		250,000.00	
5200	313	<u>Stipend</u> - Provide substitute for paraprofessionals supporting students with disabilities		260,000.00	
5200	312	<u>Decrease CCEIS I-1:Professional Contract</u> - Subagreements greater than \$25,000 Contracted services with a BCBA to provide behavioral services to our schools and units for students with Emotional and Behavioral Disabilities.			10,000.00
			Total	510,000.00	10,000.00
DOE 151 Revised January 2017		Richard Corcoran, Commissioner		 <p>FLORIDA DEPARTMENT OF EDUCATION fldoe.org</p>	

9. Reporting Set-aside Codes during Roll Forward

- I-1 and I-2 set-aside codes for CEIS and Proportionate Share must be recalculated during roll forward to capture the final allocation amount.
- Codes must be specified in the correct fields for each applicable line item on the DOE-150 and DOE-151.
- If you are increasing a line item, use the original language from the approved line item as reflected in the approved project award notification DOE-200.
- The program office is requiring that the I-1 and I-2 codes be revised and reported to the program office even in the event that the LEA is not required to submit an amendment.

9a. Example of a DOE-151 with Set-aside Codes

A) XXX County Schools
District/Agency Name

B) XXX-2632B-2CB01/ 22C001
Project Number/TAPS Number

C) X
Amendment Number

D) Total Project Amount Currently Approved
\$400.00

E) Total Project Amount resulting from this Budget Amendment
\$610.00

F) Line Item Description

Function	Object	Account Title and Narrative	FTE	Amount Increase	Amount Decrease
5200	150	Aides- (Line 5) FTE increased by 1.00 from 13 to 14.	14	25.00	
5200	310	Professional and Technical Services- (Line 9) SLP at \$10 per hr. x 10 hour = \$100.00.		25.00	
6120	130	Other Certified Instructional Personnel- (Line 14) increased due to approved		25.00	
6120	220	Social Security - (Line 15)		5.00	
6120	240	Workers Compensation- (Line 16)		5.00	
I-1, 6300	310	Professional and Technical Services- (Line 20) decreased during certified roll.			40.00
I-2, 6300	310	Professional and Technical Services- (Line 25) increased during certified roll; allocation for proportionate share increased.		25.00	
6300	330	Travel - (Line 29) in county travel for the behavior specialist at mileage rate is \$0.43 per mile.		5.00	
6400	642	Furniture, Fixtures and Equipment Non-Capitalized (Line 30) Qty. 5 chairs @ \$20		100.00	
7200	790	Miscellaneous (Line 45)- Indirect Cost		35.00	
Total				250.00	40.00

Code	Description	Total
I-1	Coordinated Early Intervening Services (CEIS)	\$XXX.00
I-2	Proportionate Share for Services to Parentally Placed Private School Children	\$XXX.00
	Total	\$XXXX.00

DOE 151

Revised January 2017

Richard Corcoran, Commissioner

10. Submission of the Amendment

- Amendment forms (DOE-150 and DOE-151) should be uploaded electronically via the OGM ShareFile.
- Upload forms to the respective 1_Local Agency Folder 263xx and 267xx entitlement folders, as applicable.
- For technical issues regarding uploading forms contact OMG@fldoe.org.
- **Submit amendment forms on or before April 30, 2022.**

REMINDER!

- LEAs will be working with both Roll Forward and IDEA ARP funds simultaneously. It is imperative that the funds remain separate from one another.
- All expenditures, proportionate share, and CEIS/CCEIS set-aside codes must be accurately tracked and reported.





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IDEAGrant@fldoe.org



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