

Fiscal Year 2025 Individuals with Disabilities Education Act (IDEA)

Part B Section 611 and Section 619 Vendor Funding

Instructions for Application Budget and Narrative (ASEP 10 Form)

DEADLINE: **Tuesday, October 15, 2024 at 4pm**

The Individuals with Disabilities Education Act (IDEA) Section 611 for students ages 3 to 21, and Section 619 for students ages 3 to 5 Part B entitlement grants assist Approved Special Education Programs (ASEPs) with the supplemental cost of providing special education and related services to students with Individualized Education Programs (IEP). The [per capita allocation](#) to ASEPs is calculated by the New York State Education Department (NYSED) pursuant to New York State Education Law §4410-b.

ASEPs are not sub-recipients of the New York City Public Schools' (NYCPS) IDEA grant funding. Rather, providers receive IDEA funding as *vendors* to the NYCPS. As such, the NYCPS can determine which supplemental goods and/or services it chooses to purchase on behalf of students with IEPs placed in ASEPs by the NYCPS. These determinations are within the guidelines issued by the NYSED and the application year's [Reimbursable Cost Manual \(RCM\)](#).

If the ASEP enrolls students *in addition* to students with IEPs for whom the NYCPS pays tuition, the ASEP must have a written allocation methodology that fairly apportions costs among the funding streams.

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SUBMISSION OF APPLICATION (BUDGET AND NARRATIVE)

All IDEA Part B, Sections 611 and 619 applications must be submitted online using the NYCPS Preschool Special Education Encounter (PSEET) system. ASEPs will receive a link to their 611 and 619 applications.

- o If an ASEP is a recipient of funding under both Section 611 and 619, an agency-specific link will be sent for each section. A separate narrative and budget must be prepared for each section, neither of which may exceed the [FY2025 IDEA allocation](#) (including carryover) for that section.
- o Application links will be sent to the two most recent contact people on file. ASEPs who wish to change contact information or designate a specific individual to receive the subsequent Section 611 and 619 application links may send the individual's first and last name, title and e-mail address to ASEPSupplFund@schools.nyc.gov.

The ASEP 10 form, consisting of a completed budget and narrative, must be submitted **by the deadline of Tuesday, October 15, 2024 at 4pm.**

Failure to submit the completed ASEP 10 form by the requested deadline may result in the ASEP not receiving IDEA vendor funding for the grant year and forfeiting any prior year carryover funds. Further, any current year IDEA vendor funding not received due to failure to submit the completed ASEP 10 form by the required deadline cannot be carried over to future funding years. Unless approved by the NYCPS, a partial submission of the ASEP 10 form will not extend the deadline.

- o All ASEP 10 forms should be submitted via the NYCPS PSEET system. Incomplete applications and/or applications not submitted through PSEET will not be accepted for review.
- o Please note that all submitted applications, including a completed budget and narrative, require approval by the NYCPS **prior to** the implementation of proposed projects/activities.
- o ASEPs may be contacted by the NYCPS if additional information or revision is needed. All requested revisions must be sent to the NYCPS **within fifteen (15) business days of the initial request.** Failure to submit requested information by requested deadlines may result in the ASEP not receiving IDEA vendor funding for the grant year and forfeiting any prior year carryover funds.

Once the ASEP 10 form has been approved by the NYCPS, it must be signed by the ASEP chief administrator. Completed forms should be saved using the ASEP name and the type of grant, e.g., 611 or 619, and must be submitted to ASEPSupplFund@schools.nyc.gov. The ASEP name and NYSED-assigned BEDS number must appear in the subject line of the email.

ASEPs are not required to mail a hard copy of the completed form. However, ASEPs should maintain the signed original copy and must produce the hard copy upon request to the NYCPS. Electronic signatures are not acceptable.

ASEPs may email ASEPSupplFund@schools.nyc.gov with any questions prior to completing an application.

APPLICATION STRUCTURE

For each ASEP 10 form, ASEPs must complete the budget and provide all requested information in the narrative. ASEPs should ensure that the budget and narrative complement each other. Incomplete applications will not be accepted for review.

Section 1: ASEP Information (including contact information): BEDS and Vendor ID numbers are pre-populated.

Section 2: Narrative: (a) General Description (mission statement and overall philosophy of the agency, school-wide goals for the current school year); and (b) Overall Student Population Served (the total number of all students and total number of NYCPS-funded students with IEPs).

Section 3: Project/Activity: All items in this section need to be completed, including:

- Project Type: select from dropdown menu
- Select Continuing Project or New Project
- Project/Activity Name and Design: Describe what will take place in order to achieve desired results.
- Project/Activity Development: (a) Choose the type of data used as a basis for this project/activity from the dropdown menu; and (b) describe how this project/activity is supplemental and will meet the needs of the student population. *If this is a continuing project, there should be a rationale for continuing this project, including measurable outcomes from previous years.*
- Intended Overall Outcomes
- Associated Budget Codes
- Alignment to the [NYCPS Special Education Office's four key strands](#)
- Evaluation: (a) Choose the type of data that will be collected to measure intended outcomes from the dropdown menu and (b) describe the evaluation criteria to assess the intended/overall outcomes. *There should be a clear alignment between the evaluation criteria and the intended overall outcomes.*

Section 4: Budget: Budget breakdowns must be completed per project. Excel templates for each budget code will be available to download for each specific project.

COST CODE DESCRIPTIONS AND TABLE OF ALLOWABLE EXPENDITURES

ASEPs are not sub-recipients of the NYCPS's IDEA grant funding. Rather, providers receive IDEA funding as *vendors* to the NYCPS. As such, the NYCPS can determine which supplemental goods and/or services it chooses to purchase on behalf of students with IEPs placed in ASEPs by the NYCPS.

The NYCPS will determine whether expenditures are allowable by ensuring that the expenditure is not prohibited by:

- o [the most recent edition of the RCM](#)
- o [the NYSED IDEA 2024-2025 grant application guidance memo](#) .
- o [the NYCPS list of allowable and non-allowable expenditures](#)

For a cost to be an allowable expense under the IDEA Part B entitlement grants, it must be an excess cost of providing special education. Only allowed costs may be charged to the special education entitlement grants.

For a cost to be allowed, it must be ***necessary and reasonable*** for proper and efficient performance and administration of the grant. A cost is reasonable if it does not exceed what an ASEP would normally incur in the absence of federal funds. Additional guidance about standards for determining costs for federal grants is available from Office of Management and Budget (OMB) Uniform Grants Guidance (2 CFR, Part 200).

NYCPS list of Allowable and Non-allowable Expenditures

Below is a list of budget items for the IDEA entitlement grants. The list is not exhaustive and includes mostly those items that have surfaced over time and that have prompted additional discussion or guidance.

SALARIES FOR SERVICE STAFF (CODE 15S AND 15H)

Identify all staff members who are employed by the ASEP, including teachers and licensed professionals, involved in the proposed project.

- o One Full-Time Equivalent (**FTE**) equals one staff member working on the project for an entire week, for each week of the project. Express partial FTE's in decimals and round to the nearest two decimal places.
 - **Example:** A 10-month employee, such as a Special Education Teacher, would be considered 1.0 FTE if the teacher were employed for the entire 10-month program. A 12-month employee, such as Administration or Support Staff, would also be considered as 1.0 FTE if employed for the entire 12-month program. It is important to always factor in the length of the project relative to the type of employee included in the budget.
- o An employee may fall under different categories of the grant, and be included in both 611 and 619 grants, but may never exceed a total FTE of 1.0.
- o Code 15S is for staff on salary; Code 15H is for staff paid hourly.
- o Do not include consultants or per diem staff under this Code. In addition, central administrative staff members who are indirect costs, e.g., business office staff, should not be included.
- o For code 15S, all professional positions should be listed individually with the salary (the amount that the ASEP expects to pay the employee in the current fiscal year), FTE charged to project and salary charged to project (FTE x salary).
- o For code 15H, all professional positions should be listed individually with the hourly rate, total expected hours at ASEP in the current fiscal year, hours charged to project and salary charged to project (hourly rate x hours charged to project).
- o Salary and benefits of any individual charged to a federal grant, including IDEA, must be supported by time and effort documentation that accurately reflects the work performed and supports the amounts claimed against the grant. "Standards for Documentation of Personnel Expenses" are established by the OMB (2 CFR § 200.430(i)).

Click [here](#) for a table of Code 15S and 15H Allowable Costs.

SALARIES FOR SUPPORT STAFF (CODE 16S AND 16H)

This section includes salaries for program support staff, e.g., teacher aides, secretarial, clerical assistance and personnel in pupil transportation and building operation and maintenance (employees who are not directly associated with providing special education services, but instead provide ancillary/support services).

- o Do not include central administrative staff members who are indirect costs, e.g., account clerks.
- o For code 16S, all professional positions should be listed individually with the salary (the amount that the ASEP expects to pay the employee in the current fiscal year), FTE charged to project and salary charged to project (FTE x salary).
- o For code 16H, all professional positions should be listed individually with the hourly rate, total expected hours at ASEP in the current fiscal year, hours charged to project and salary charged to project (hourly rate x hours charged to project).
- o For additional information regarding FTEs, see "[Salaries for Service Staff \(Code 15S and 15H\)](#)".
- o An employee may fall under different categories of the grant, and be included in both 611 and 619 grants, but may never exceed a total FTE of 1.0.

Click [here](#) for a table of Code 16S and 16H Allowable Costs.

EQUIPMENT - UNIT COST OF \$5,000 OR MORE (CODE 20)

This section includes equipment to be purchased in support of the needs of students with disabilities with a **unit cost of \$5,000 or more**.

- o A full description of proposed purchases, including the quantity, unit cost and total expenditure must be included.
- o Please note that equipment records (appropriately labeled) are required to be maintained and should include a distinct serial or other identifying number, funding source, acquisition cost, location of item and date of purchase.
- o Note that packs of items, such as a ten-pack of laptops costing \$5,000 would not fall under this code, since the per unit cost would be \$500 as there are ten items in the single pack.

Click [here](#) for a table of Code 20 Allowable Costs.

PURCHASED SERVICES (CODE 40)

This section is for costs associated with engaging consultants and other contractual services to provide supplemental services, e.g., professional development, arts programs for students, parent engagement, etc.

- o A full description of proposed purchases, including the item, provider of service, description of how the cost was calculated and the amount charged to the project must be included.
- o The hourly rate cannot exceed \$300/hour; the per diem rate cannot exceed \$2000/day (minimum of 6 hours per day).

Click [here](#) for a table of Code 40 Allowable Costs.

SUPPLIES AND MATERIALS - UNIT COST OF LESS THAN \$5,000 (CODE 45)

This section includes computer software, education programs and kits, technology, library, textbooks and workbooks and equipment items under \$5,000 per unit, e.g., a 10-pack of laptops at \$5,000 would count as \$500 per unit and would be filed under Code 45, but a Smartboard at \$5,000 would be budgeted under Code 20, Equipment.

Locking filing cabinets (for use of storing IEPs and other sensitive documentation regarding students with disabilities) and adaptable furniture required by IEPs are allowable, but furnishings of a non-special education specific nature are not allowable, e.g., office furniture like chairs, tables and desks for staff meetings, etc.

A clear description of the proposed purchase(s), including quantity, unit cost, and total cost must be provided. The description must be specific, e.g., “small art supplies including crayons, glue, and paper” as opposed to “art supplies.” In the budget documents, the supplies and materials must be itemized, e.g. one entry for crayons, including quantity, unit cost, and total cost, etc. Including vendor names with the item name can be helpful when the item name is unclear or to show vendor cost.

- NYSED strongly recommends that ASEPs **not** utilize IDEA, Part B funds under this Code to purchase items that are non-specific for special education programs or services or that could be utilized for general education purposes.

As per the NYSED guidance, for technology-based equipment that is not required by an IEP, a statement of the benefit of use in an educational setting specifically with students with disabilities must be provided in the narrative. This includes personal listening devices with instructional applications, e.g., SMART Boards, book readers, etc. If items to be purchased are not exclusively for use by students with disabilities, such as technology used in an integrated classroom, then only a prorated portion of IDEA funds can be utilized towards the cost of those items. This portion is based on the percentage of students with disabilities, e.g., five students with disabilities in an integrated class of 20 students would allow 25 percent of the cost of a purchased item to be funded via the IDEA Grant.

Laptops and items of useful life of more than one year should have an inventory control number for safeguard reasons. When technology is disposed of or transferred, ASEPs must follow the steps outlined in “Disposition of Technology and Equipment Purchased with IDEA Funds” form.

Please make sure to review the [NYCDOE data privacy and security policies](#) when considering any technology requests, including, but not limited to, applications or data networks.

Click [here](#) for a table of Code 45 Allowable Costs.

TRAVEL EXPENSES (CODE 46)

This section includes pupil transportation for field trips and staff conference costs. ASEPs must specify agency-approved mileage for travel by personal car or school-owned vehicles. Costs for parking are not reimbursable.

A description of the proposed travel, including the **staff, the destination, purpose of the proposed travel and calculation of cost including conference fees, dates for conference and overnight expenses (when applicable)** should be included. Overnight lodging must align with actual conference dates and starting and ending times.

All travel must be arranged in the most cost efficient manner possible and accommodations should be reasonable. Basic staff commuting costs are not allowable.

- o Proposed conferences must be identified either by specific conference name or topic. Generic conference travel descriptions, such as “Conference TBD”, are **not** acceptable.
- o Travel expenditures for conferences cannot be bundled together as one “conference cost” but must be broken down into its component registration fees, mileage/travel costs and overnight expenses.
- o Staff must be an employee of the agency and identified by name and title.
- o Inter-continental travel is strictly prohibited. All forms of travel must be arranged in the most cost-efficient manner possible and accommodations should be reasonable, e.g., no first-class seating on planes and lodgings must conform to federal standards.

Click [here](#) for a table of Code 46 Allowable Costs.

EMPLOYEE BENEFITS (FRINGE BENEFITS) (CODE 80)

This includes benefits related to salaries included in the IDEA grant.

- o The amount of employee benefits cannot exceed the amount of funds allocated to salaries (code 15 and 16 combined).
- o Benefits for project personnel must be allocated to the IDEA grant in a manner consistent with the patterns of benefits for all agency employees.

Click [here](#) for a table of Code 80 Allowable Costs.

AMENDMENT TO APPROVED PROGRAM NARRATIVE AND BUDGET (ASEP 10A FORM)

DEADLINE: Thursday, May 1, 2025 at 4pm

An ASEP must seek to amend its approved budget using the NYCPS ASEP 10A form under any of the following circumstances:

- Number of personnel positions increased or decreased
- Type of personnel position changed, *e.g.*, a change from art to music instructor
- Addition of a new project, even if approved total costs are not impacted
- Addition/deletion of equipment items having a unit value of \$5,000 or more; and/or
- Increase/decrease in any budget category subtotal by 10 percent or more of the original approved budget or \$1,000, whichever is greater

If an ASEP finds it necessary to amend its approved ASEP 10 form, they must submit the ASEP 10A form using the PSEET online system by Thursday, May 1, 2025 at 4pm.

Once your FY25 IDEA 611 or 619 Grant Application (ASEP 10 Form) is approved, the “10A” tab will appear on your application. You can use this form at any time to amend your approved FY2025 611 or 619 applications using the original IDEA 611/619 links. If you need your link forwarded to you, please contact your specialist or e-mail ASEPSupplFund@schools.nyc.gov.

If an ASEP is seeking to amend an approved ASEP 10 form under both sections 611 and 619, it must submit a separate ASEP 10A form for each section.

FINAL EXPENDITURE REPORT (ASEP 10F FORM)

DEADLINE: Friday, August 15, 2025 at 4pm

At the close of the IDEA grant year, ASEPs are required to report on the ASEP 10F form all **accrued** expenditures incurred in the categories identified in the approved ASEP 10 form or ASEP 10A form. Final payment will be made only upon receipt, review and approval of the ASEP 10F form by the NYCPS. All reported expenses must be supported in a manner that is consistent with the requirements of the New York State Education Department [Reimbursable Cost Manual](#).

If an ASEP is requesting funds approved under both sections 611 and 619, it must submit a separate ASEP 10F form under each section using the NYCPS' ASEP 10F form posted on the IDEA page of the NYCPS' [vendor portal website](#).

The failure to submit the ASEP 10F form by Friday, August 15, 2025 at 4pm may cause the funds not to be released. The failure to submit an ASEP 10F form at all may result in recoupment of funds that had already been released.

ADDITIONAL RESOURCES

[FY2025 Availability of FY2025 IDEA Section 611 and 619 Funding Memorandum](#)

[FY2025 ASEP 10F \(Final Expenditure Report\)](#)

IDEA 611/619 Grant Application Canvas Course

The NYC Public Schools (NYCPS) provides an online course to assist ASEPs in the completion of the IDEA 611/619 grant application. If you are interested in registering for this course, please complete [this form.](#)

[FY2025 IDEA Grant FAQs](#)

[FY2025 How to Use the NYCPS Preschool Special Education Encounter Tracking \(PSEET\) System](#)

[FY2025 Disposition of Technology and Equipment Form](#)