

IDEA Part B Grant Application Quick User Guide

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Please reference this quick user guide to ensure that critical segments of the IDEA Part B Grant application are completed in IWAS. For further details, read the IDEA Grant Program Information eGrant Application Instruction Booklet (<https://www.isbe.net/Pages/IDEA-Part-B-Grant-Program-Information.aspx>).

IDEA Part B – Consolidated Section

- 1. Applicant Information, Amendments, Allotment, and Assurance Pages completed.

IDEA Flow-Through – Consolidated Section

Maintenance of Effort (MOE)

- 1. **Flow-Through Section, Maintenance of Effort->MOE Eligibility tab:** Eligibility numbers for fields 1 and 2 are acquired from the MOE Consultant, Pam Jurkoshek (pjurkosh@isbe.net).
- 2. **Flow-Through Section, Maintenance of Effort->MOE Compliance tab:** if there is a negative comparison of net expenditures MOE number, the school district noted a rationale for a waiver in the white box.

Nonpublic Proportionate Share (NPPS)

- 1. **Flow-Through Section, Program Specific->Nonpublic Consultation tab:** Timely and Meaningful Consultation (TMC) meeting held and date noted.
- 2. **Flow-Through Section, Program Specific->Nonpublic Proportionate Share tab:** NPPS current allotment is referenced. Please select the appropriate radial dial.
- 3. **Flow-Through Section, Program Specific->NPPS Reporting tab:** The correct radial dial is selected, and the following action is completed if applicable: the previous year's NPPS carryover is referenced and an explanation for not fully expending NPPS funds is noted in the white box.

Flow-Through Budget (Budget Pages->Budget Detail)

- 1. Adhered to budgeting practices according to the **Description of Function Codes and Object Codes** document (which is linked in the middle of the Budget Detail tab, on the left of the screen).
- 2. Set aside funds for Professional Development (5% is recommended).

Please note: On all applicable budget pages the MTDC Box is checked if using Object Code 300 and if the total is \$50k or more to single vendor; excluding function code 4000, subscriptions, and software.

Coordinated Early Intervening Service Section

Coordinated Early Intervening Services (CEIS) Section

- 1. All **four** CEIS tabs should be completed whether using funds or not, correct radial dial selected. Activity Period tab, Amendments tab, Program Specific tab->Coordinated Early Intervening Services sub-tab, and the CEIS Reporting sub-tab.
- 2. If the entire CEIS allotment is **required** to be budgeted (**exactly 15% of the budget**), completed are the Allotment page (white box under "CEIS"), both the Coordinated Early Intervening Services and CEIS Reporting sub tabs, and the Budget Detail sub-tab, as applicable.
- 3. If the entire CEIS allotment is **voluntarily** budgeted (**up to 15% of the budget**), completed are the Allotment page (white box under "CEIS"), both the Coordinated Early Intervening Services and CEIS Reporting sub tabs, and the Budget Detail sub-tab, as applicable.

IDEA Preschool - Consolidated Section

IDEA Preschool Section

- 1. Nonpublic proportionate share current allotment should be added to the NPPS Reporting and budgeted.

Nonpublic Proportionate Share (NPPS)

- 1. **Preschool Section, Program Specific->Nonpublic Proportionate Share tab:** NPPS current allotment is referenced. Please select the appropriate radial dial.
- 2. **Preschool Section, Program Specific->NPPS Reporting tab:** The correct radial dial is selected, and the following action is completed if applicable: the previous year's NPPS carryover is referenced and an explanation for not fully expending NPPS funds is noted in the white box.

Please note: On all applicable budget pages the MTDC Box is checked if using Object Code 300 and if the total is **\$50k** or more to single vendor; excluding function code 4000, subscriptions, and software.