

**Annual State Application under Part B of the Individuals with Disabilities Education Act
As Amended in 2004**

INSTRUCTION SHEET

Section I

A. Submission Statement for Part B in IDEA

When completing this section:

- Select and check the appropriate submission statement(s) the State is using for this Federal Fiscal Year (FFY). The third statement is optional and should only be checked if the State chooses to submit policies and procedures to OSEP for review under one or more of the conditions specified in the statement. States are not required to submit policies and procedures to OSEP for review and approval. Possible combinations of 'checked' statements are as follows: 1; 2; 1 and 3; or 2 and 3.

B. Conditional Approval for FFY 2008 Grant Year

Section I.B is to be completed only if the State received **conditional approval** for the FFY 2008 grant year.

When completing this section:

- Check the appropriate statement(s) found in subsection 1 and/or 2.

Section II

A. Assurances Related to Policies and Procedures

When completing this section:

- Read each assurance (1-25).¹
- Enter, in the cells found to the left of the assurance, either a check in the cell found in the 'yes' column or a date in the cell found in the 'no' column. The date in the 'no' column is the date on which the State will complete changes in order to provide the assurance. At least one cell must be completed beside each assurance.

B. Other Assurances

When completing this section:

- Read each assurance and place a check in the cells labeled 'yes'.

C. Certifications

When completing this section:

- Read each certification statement and place a check in the cells labeled 'yes'.

D. Statement

To complete the assurance and certification statement:

- Enter the name of the State and official name of the State Agency in the appropriate blanks.
- Print the name and title of the authorized representative of the State.
- Sign the signature block.
- Enter the date the assurance and certification statement was signed.

¹ An *Optional Technical Assistance Checklist – Application Requirements found in PL 108-446* is found at <http://www.ed.gov/fund/grant/apply/osep/2009apps.html>. This checklist is provided to assist States in the completion of OMB Information Collection 1820-0030.

Section III

Description of Use of Funds Under Part B of the Individuals with Disabilities Education Act – 20 U.S.C. 1411(e)(5)

States must provide the Description of Use of Funds by completing and submitting the **Excel Interactive Spreadsheet** with the 2009 Application²:

- Enter, in the appropriate cells, the dollar amount that the State is spending for the activity specified in the column to the left.
- The dollar amounts entered in the cells, for administration and for other State activities must be within the dollar amount limitations provided to the State in the spreadsheet.
- Describe, in Section III of the 2009 Application, the process used to get input from LEAs regarding the distribution of amounts among activities to meet State priorities.
- **The Excel Interactive Spreadsheet must be submitted as part of the State's application.**

Section IV

State Administration

States must attach to this application a list identifying any rule, regulation, or policy that is State-imposed (not required by IDEA or Federal regulations). If there are no such State-imposed rules, regulations, or policies, please so indicate. In addition, the State is required to inform local education agencies in writing of such State-imposed rules, regulation or policy.

² The Excel Interactive Spreadsheet is a State specific worksheet that provides the State immediate feedback as to whether the amounts it intends to set aside for specific activities are in accordance with the limitations of the Individuals with Disabilities Education Act. The 2009 Excel Interactive Spreadsheet will be sent electronically to each State when the 2009 Applications are issued.