



## BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: October 4, 2022

*\* = Mandatory, information must be provided*

or Procurement Director Award: ☐

**\*Contractor/Vendor Name/Grantor (DBA):**

Arizona Department of Education – Individuals with Disabilities Act (IDEA)

**\*Project Title/Description:**

Special Education Funding

**\*Purpose:**

The IDEA grant funding will give support to our Special Education students through one-to-one tutoring and completion of all required documents for state and federal compliance.

The Indirect Cost Rate is 5.16% and the Indirect Cost Amount is \$582.34.

Attachment: Approved Request for Waiver of Indirect Costs.

**\*Procurement Method:**

Not applicable

**\*Program Goals/Predicted Outcomes:**

The IDEA grant funding will give support to our Special Education students through one-to-one tutoring and completion of all required documents for state and federal compliance.

**\*Public Benefit:**

To provide age appropriate students, 16-21 years old, and residents of Pima County access to the Special Education services at Pima Vocational High School (PVHS).

**\*Metrics Available to Measure Performance:**

Documentation of one-to-one tutoring and completion of all required forms for state and federal compliance and reporting.

**\*Retroactive:**

Yes, due to delays in processing this agreement.

601T  
approves  
Du 9/16/22

**THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED**

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (\*) fields

**Contract / Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
 Commencement Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Prior Contract Number (Synergen/CMS): \_\_\_\_\_  
☐ Expense Amount \$ \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_

**\*Funding Source(s) required:** \_\_\_\_\_

Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient? \_\_\_\_\_

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-10.

**Amendment / Revised Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
 Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_  
 Commencement Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_  
 Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☐ Expense ☐ Revenue ☐ Increase ☐ Decrease

Amount This Amendment: \$ \_\_\_\_\_

Is there revenue included? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_

**\*Funding Source(s) required:** \_\_\_\_\_

Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**Grant/Amendment Information** (for grants acceptance and awards)

☐ Award ☐ Amendment

Document Type: GTAW Department Code: CR Grant Number (i.e., 15-123): 23\*020  
 Commencement Date: 07/01/2022 Termination Date: 09/30/2023 Amendment Number: \_\_\_\_\_  
☐ Match Amount: \$ \_\_\_\_\_ ☒ Revenue Amount: \$ 11,868.00

**\*All Funding Source(s) required:** US Department of Education

\*Match funding from General Fund? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

\*Match funding from other sources? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

\*Funding Source: \_\_\_\_\_

**\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**  
Arizona Department of Education

Contact: Klara Everson

Department: CWD

Telephone: 520-724-9737

Department Director Signature: [Signature] Date: 9/13/22  
 Deputy County Administrator Signature: [Signature] Date: 16 Sep 2022  
 County Administrator Signature: [Signature] Date: 9/14/2022

## History Log

## Pima County (108601000) Charter District - FY 2023 - Medium Risk - IDEA Consolidated - Entitlement - Rev 0 - History Log

Attention Needed	Date	User	Status (S)/Comment (C)	S/C
	6/6/2022 4:22:10 PM	Carol Bush	<p>Thank you for your timely submission of your FY23 IDEA Consolidated – Entitlement Application.</p> <p><b>The IDEA Statement of Assurances must be submitted through the ADEConnect Exceptional Student Services Portal.</b></p> <p>ESS Program Management specialists have completed a review of your 2023 IDEA funding application. The next step will be to test the FY23 budget your PEA submits to School Finance for IDEA Maintenance of Effort Eligibility Testing beginning on 7/16/2022.</p> <p>Once your PEA passes MOE Eligibility testing, we'll be able to approve your application and forward it to the SEA Director for review and approval.</p> <p>Please let us know if you have any questions.</p> <p>Thank you.</p> <p>CC: LEA Authorized Representative, LEA Business Manager</p>	C
	4/29/2022 10:16:34 AM	Leslie Laird-Lynch	Agreed to "By submitting this automated application, each grantee's authorized representative assures that it has been submitted in compliance with the provisions, regulations, and rules of the federal grant	C

			programs included in this funding application. By submitting this automated application the grantee is acknowledging that it understands and agrees to abide by the applicable assurances attached to this application and understands that this grant is subject to the federal OMB Circular A-133 audit requirements or the state single audit requirements. Compliance to general and specific program assurances is the legal responsibility of the grantee under the authorization of the grantee's executive body."	
	4/29/2022 10:16:34 AM	Leslie Laird- Lynch	Status changed to 'LEA Authorized Representative Approved'.	S
	4/28/2022 9:31:00 PM	Anne Ortiz	Agreed to "By submitting this automated application, each grantee's authorized representative assures that it has been submitted in compliance with the provisions, regulations, and rules of the federal grant programs included in this funding application. By submitting this automated application the grantee is acknowledging that it understands and agrees to abide by the applicable assurances attached to this application and understands that this grant is subject to the federal OMB Circular A-133 audit requirements or the state single audit requirements. Compliance to general and specific program assurances is the legal responsibility of the grantee under the authorization of the grantee's executive body."	C
	4/28/2022 9:31:00 PM	Anne Ortiz	Status changed to 'LEA Business Manager Approved'.	S
	4/28/2022 9:30:49 PM	Anne Ortiz	Agreed to "By submitting this automated application, each grantee's authorized representative assures that it has been submitted in compliance with the provisions, regulations, and rules of the federal grant programs included in this funding application. By submitting this automated application the grantee is acknowledging that it understands and agrees to abide by the applicable assurances attached to this application and understands that this grant is subject to the federal OMB	C

			Circular A-133 audit requirements or the state single audit requirements. Compliance to general and specific program assurances is the legal responsibility of the grantee under the authorization of the grantee's executive body."	
	4/28/2022 9:30:49 PM	Anne Ortiz	Status changed to 'Draft Completed'.	S
	4/6/2022 8:42:36 AM	GME Administrator	The indirect cost rate for this application has been updated to 5.16%.	C
	3/8/2022 9:55:21 AM	Anne Ortiz	Status changed to 'Draft Started'.	S
	2/28/2022 11:06:40 AM	SEA Administrator	Status changed to 'Not Started'.	S

Allocations

**Pima County (108601000) Charter District - FY 2023 - Medium Risk - IDEA Consolidated - Entitlement - Rev 0 - Allocations**

	(1) IDEA Basic CFDA: 84.027A	(2) IDEAPRES CFDA: 84.173A	Total
Original	\$11,868.12	\$0.00	\$11,868.12
Incoming Carryover	\$0.00	\$0.00	\$0.00
Outgoing Carryover	\$0.00	\$0.00	\$0.00
Reallocated	\$0.00	\$0.00	\$0.00
Additional	\$0.00	\$0.00	\$0.00
Incoming Interest Carryover	\$0.00	\$0.00	\$0.00
Released	\$0.00	\$0.00	\$0.00
Consortium	\$0.00	\$0.00	\$0.00
Forfeited	\$0.00	\$0.00	\$0.00
CR Released	\$0.00	\$0.00	\$0.00
Total	\$11,868.12	\$0.00	\$11,868.12

Funding Disclaimer

**Pima County (108601000) Charter District - FY 2023 - Medium Risk - IDEA Consolidated - Entitlement - Rev 0 - Funding Disclaimer**

The Grantee acknowledges and agrees that the Arizona Department of Education's award and/or payment of funds under this agreement is contingent upon ADE receiving funds from Federal, State, or other funding sources to support the grant. Notwithstanding any other provisions of this agreement, in the event that ADE funding is reduced or rescinded by Federal, State, or other funding sources, ADE may immediately reduce the amount of funds awarded or terminate this agreement by written notice to the Grantee.

## Organization Contacts - Required by ADE

### Pima County (108601000) Charter District - FY 2023 - Medium Risk - IDEA Consolidated - Entitlement - Rev 0 - Organization Contacts - Required by ADE

#### Organization Contacts

This required section is to enable the Arizona Department of Education to more effectively provide relevant and targeted information and support to educational organizations and reduce communications not relevant to other general users within the GME system.

#### Organization Direct-Hire Staff

- Primary Point of Contact for this Funding Application/Grant is required for all funding applications
- If Federal Programs contact is not applicable, enter "N/A" for all cells in this row. Enter alternate program contact(s) in row "Other", clicking "Add Row" to add multiple contacts as applicable
- "Other" may be used for any other relevant program or organizational contacts
- **NOTE:** For vendors/contractors/consultants serving in any of the designated positions in the first table below, enter contact information in the table designated as **Vendors/Contractors/Consultants**

CONTACT TYPE	NAME	EMAIL	PHONE
Primary Point of Contact for this Funding Application/Grant:	* Klara Everson	* klara.everson@pima.gov	* 520-724-9400
Organization Business/Finance Manager or CFO:	* Klara Everson	* klara.everson@pima.gov	* 520-724-9400
Superintendent/Charter Holder:	* Albert Garcia	* ahggg66@outlook.com	* 520-724-9400



Federal Programs Director or Programs Primary Point of Contact:	* Klara Everson	* klara.everson@pima.gov	* 520-724-9400
Other (enter title)			

### Vendors/Contractors/Consultants:

- Please enter all vendors/contractors/consultants, (hereafter referred to as "vendor") who serve in any of the roles in the table above.

Please also enter all vendors who have been provided roles in the GME system to directly work with Funding Applications, Reimbursement Requests, Completion Reports, Fiscal Monitoring, Single Audit, Indirect Cost and any reporting supplements.

- In the table below enter the organizational role, capacity served and/or operational function held by each vendor as it relates to grant funding
- Click "Add row" for each vendor/contractor/consultant

**NOTE:** Per the State Superintendent of Public Instruction's policy statement distributed on February 26, 2021, ADE's expectations are that the LEA takes full responsibility for the grant application, use of funds and accountability tied to both. Vendor roles and permissions in GME are permitted as follows:

- Vendor may **not** be provided with the **LEA Entity Authorized Signer** and as such, may not sign the General Statements of Assurances (GSAs) or other legally binding documents to ADE on behalf of the LEA.
- Vendor may **not** be provided with the **LEA Authorized Representative** role in GME.
- Vendor may be permitted to hold the **LEA User Access Administrator** role in GME **only** in addition to a minimum of two LEA staff holding the same role. Vendor holding this role may **not** provide themselves with any prohibited roles.
- Vendor may be permitted to hold **Fiscal Monitoring Update** and/or **Single Audit Update** role(s) in GME **only** in addition to a minimum of two LEA staff holding the same role.

ORGANIZATIONAL ROLE, CAPACITY OR FUNCTION(S) SERVED	NAME	EMAIL	PHONE
<b>(EXAMPLE)</b> Business Manager, contracted	John Smith	jsmith@abccconsulting.com	602- 555- 2368
Accountant, Contracted	Anne Ortiz	anne@aspirebc.net	520- 241- 4610

## Budget

### Pima County (108601000) Charter District - FY 2023 - Medium Risk - IDEA Consolidated - Entitlement - Rev 0 - IDEA - Basic

☐ By checking this box the LEA is waiving allocation for this grant and acknowledges that choosing to waive this grant will result in the reallocation of these funds.

#### Indirect Cost

Total Allocation	\$11,868.12
Budgeted Amount (Contributing to Indirect Cost)	\$11,285.80
Excludable Costs	\$0.00
Indirect Cost Rate	5.16%
Max Indirect Cost based on Budgeted Amount	\$582.34
Max Indirect Cost based on Total Allocation	\$582.34

#### Budget By Function Codes

Object Code	Total
6100 - Salaries	\$0.00
6200 - Employee Benefits	\$0.00
6300 - Purchased Professional Services	\$11,285.80
6400 - Services	\$0.00
6500 - Other Purchased Services	\$0.00
6600 - Supplies	\$0.00

6731 - Supplies (Under \$5,000)	\$0.00
6732 - Supplies (Under \$5,000)	\$0.00
6734 - Supplies (Under \$5,000)	\$0.00
6735 - Supplies (Under \$5,000)	\$0.00
6737 - Supplies (Under \$5,000)	\$0.00
6738 - Supplies (Under \$5,000)	\$0.00
6733 - Capital (\$5,000 or Above)	\$0.00
6736 - Capital (\$5,000 or Above)	\$0.00
6739 - Capital (\$5,000 or Above)	\$0.00
6800 - Other Expenses	\$0.00
6910 - Indirect Cost Recovery	\$582.32
0190 - Capital Outlay	\$0.00
<b>Total</b>	<b>\$11,868.12</b>
<b>Adjusted Allocation</b>	<b>\$11,868.12</b>
<b>Remaining</b>	<b>\$0.00</b>

Budget Detail

Pima County (108601000) Charter District - FY 2023 - Medium Risk - IDEA Consolidated - Entitlement - Rev 0 - IDEA - Basic

**Indirect Cost**

Total Allocation	\$11,868.12
Budgeted Amount (Contributing to Indirect Cost)	\$11,285.80
Excludable Costs	\$0.00
Indirect Cost Rate	5.16%
Max Indirect Cost based on Budgeted Amount	\$582.34
Max Indirect Cost based on Total Allocation	\$582.34

6300 - Purchased Professional Services - \$11,285.80 ▼

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6300 - Purchased Professional Services	1000 - Instruction ▼		1.00	\$1,285.80	\$1,285.80

**Narrative Description**

0.25 FTE Special education tutor classroom aide working under the direct supervision of the Special Education Teacher Certificate # is 1066526.

\$20.79 per hours x 10 hours per week x 52 weeks = \$10,810.80 (reduced to \$1285,80 based on available funds)

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6300 - Purchased	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.) ▼		1.00	\$10,000.00	

Professional  
Services

\$10,000.00

**Narrative Description**

Certified Special Education trainers to provide assistance to the Special Education teacher working with special needs students with multiple disabilities. Our program targets high school students ages 16 to 21 who have previously dropped out of school for periods ranging from 6 months to 4 years. In addition to their SPED status these special needs students have an average academic grade level of 4.5 in reading and math, multiple barriers including attendance rates of 50%, court involvement, teenage parenting and homelessness. These combined factors necessitate an on-site specialists to develop individual lessons, retention strategies and behavioral plans to ensure special needs student success and graduation. (\$50.00/hour x ~200 hours ) \$10,000

Certificate # is 3178287

Certificate # is 1066526

**Total for 6300 - Purchased Professional Services**

\$11,285.80

**Total for all other Object Codes**

\$582.32

**Total for all Object Codes**

\$11,868.12

**Adjusted Allocation**

\$11,868.12

**Remaining**

\$0.00

# Budget Detail

**Pima County (108601000) Charter District - FY 2023 - Medium Risk - IDEA Consolidated - Entitlement - Rev 0 - IDEA - Basic**

## Indirect Cost

Total Allocation	\$11,868.12
Budgeted Amount (Contributing to Indirect Cost)	\$11,285.80
Excludable Costs	\$0.00
Indirect Cost Rate	5.16%
Max Indirect Cost based on Budgeted Amount	\$582.34
Max Indirect Cost based on Total Allocation	\$582.34

6910 - Indirect Cost Recovery - \$582.32 ▼

	Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
	6910 - Indirect Cost Recovery	0000 - Other ▼		1.00	\$582.32	\$582.32

## Narrative Description

Indirect Costs on allowable direct costs at 5.16%. \$582.32

<b>Total for 6910 - Indirect Cost Recovery</b>	<b>\$582.32</b>
<b>Total for all other Object Codes</b>	<b>\$11,285.80</b>
<b>Total for all Object Codes</b>	<b>\$11,868.12</b>
<b>Adjusted Allocation</b>	<b>\$11,868.12</b>
<b>Remaining</b>	<b>\$0.00</b>



# Budget Overview


**Pima County (108601000) Charter District - FY 2023 - Medium Risk - IDEA Consolidated - Entitlement - Rev 0 - IDEA - Basic**

Function Code Object Code	1000 - Instruction	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)	0000 - Other	Total
6300 - Purchased Professional Services	1,285.80	10,000.00		11,285.80
6910 - Indirect Cost Recovery			582.32	582.32
<b>Total</b>	1,285.80	10,000.00	582.32	11,868.12
			<b>Adjusted Allocation</b>	11,868.12
			<b>Remaining</b>	0.00


FFATA & GSA Verification

**Pima County (108601000) Charter District - FY 2023 - Medium Risk - IDEA Consolidated - Entitlement - Rev 0 - IDEA - Basic**

1. The district/organization has submitted OR will be submitting the annual General Statement of Assurance

 \* Yes

2. The district/organization understands that if ADE is not updated with the organization's SAM.gov information, including CCR expiration, that funding for the organization can be placed on hold.

 \* Yes

\* 3. Please provide a short description of your project in one to two paragraphs:

Our program targets high school students ages 16 to 21 who have previously dropped out of school for periods ranging from 6 months to 4 years. In addition to their SPED status, these special needs students have an average academic grade level of 4.5 in reading and math, multiple barriers including attendance rates of 50%, court involvement, teenage parenting and homelessness. These combined factors are supported by the federal funds and address the priorities of developing individual lesson plans, additional one on one support, as well as retention strategies and behavioral plans to ensure the special needs student's success and graduation.

## Program Information / Instruction

### Pima County (108601000) Charter District - FY 2023 - Medium Risk - IDEA Consolidated - Entitlement - Rev 0 - IDEA - Basic

## Program Information / Instruction

### Eligibility

The local education agency (LEA) assures that it meets all eligibility criteria established in Part B of the Individuals with Disabilities Education Act as Amended by the Individuals with Disabilities Education Act Amendments of 2004 (PL 108-446) and the Education Department General Administrative Regulations.

The LEA assures it has budgeted in fiscal year for the education of children with disabilities, at least the same total, or per capita amount, from either of the following sources (state and local funds combined, or local funds only) as the LEA spent for that purpose from the same source for the most recent prior year for which information is available, 34 C.F.R. § 300.203.

The LEA assures it has obtained a DUNS number and has registered with the CCR.

In addition, the LEA is not identified as ineligible by the Excluded Parties List System at <https://www.sam.gov/SAM/>. The LEA further assures that all contracted vendors paid with federal funds are not identified by the Excluded Parties List System. Upon request, the local educational agency shall make this complete application available to the public for review.

Throughout the period of the grant award the LEA will comply with all requirements of:

Parts A and B of the Individuals with Disabilities Education Act (IDEA) as Amended by the Individuals with Disabilities Education Act Amendments of 2004 (PL 108-446), and IDEA Federal Regulations; The Arizona Revised Statutes' administrative regulations on special education; All other requirements that are not inconsistent with IDEA, PL 108-446 found in;

- The Education Department General Administrative Regulations (EDGAR); and
- Uniform Grant Guidance, Title 2, Code of Federal Regulations Part 200.

The local educational agency has the opportunity to request a hearing if the State Educational Agency finds areas of noncompliance and consequently disapproves this application and receipt of federal funds. The hearing procedures will be conducted according to Education Department General Administrative Regulations, 34 CFR 76.401, which are included in this application package. They are also available at <https://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html>.

All applicants should first read the Individuals with Disabilities Education Act (IDEA) Entitlement Application documentation, which is located on the ESS Program Management page - <http://www.azed.gov/specialeducation>. This documentation details the provisions which affect the Public Education Agencies (PEAs) funding application, including information expectations for each funding application to be submitted.

All-encompassing IDEA assurances are required to be read and signed prior to substantial approval of the funding application. These assurances are required beyond the general statement of assurance for all PEAs in the state. The special education director, superintendent, or charter holder must complete the Statement of Assurances survey in the ESS Portal of ADEConnect.

If any funds are required or voluntarily used for CEIS, CCEIS and/or Proportionate Share, these items should be explicitly identified in the Budget in separate budget narrative line items for those expenditures.

**Questions should be directed to the ESS Program Management staff at: [essprogmgt@azed.gov](mailto:essprogmgt@azed.gov)**

Please visit the ESS Program Management website to view allocation amounts, proportionate share obligations for districts, maximum CEIS values, allowable expenditures guidance, and additional technical assistance documents for the IDEA Consolidated - Entitlement Grant, <http://www.azed.gov/specialeducation>.

Questions regarding dates and deadlines (with the exception of reimbursement requests deadlines) should be directed to ESS Program Management staff.

## Program Narrative Questions

### Pima County (108601000) Charter District - FY 2023 - Medium Risk - IDEA Consolidated - Entitlement - Rev 0 - IDEA - Basic

#### PROGRAM NARRATIVE QUESTIONS

\* 1. Please give an overview of your application, the priorities your application addresses, discussion of any capital requests, and how these federal funds will enhance your special education program.

Our program targets high school students ages 16 to 21 who have previously dropped out of school for periods ranging from 6 months to 4 years. In addition to their SPED status, these special needs students have an average academic grade level of 4.5 in reading and math, multiple barriers including attendance rates of 50%, court involvement, teenage parenting and homelessness. These combined factors are supported by the federal funds and address the priorities of developing individual lesson plans, additional one on one support, as well as retention strategies and behavioral plans to ensure the special needs student's success and graduation.

## Assurances

### **Pima County (108601000) Charter District - FY 2023 - Medium Risk - IDEA Consolidated - Entitlement - Rev 0 - IDEA - Basic**

#### **ASSURANCES**

\* 1. The Public Education Agency (PEA) has special education policies and procedures that fully align with requirements of the Individuals with Disabilities Education Act (IDEA), Arizona State Statutes, Arizona Administrative Code, and State Board Rules and have been approved and adopted by your PEA's local school board/governing body.

☒ Yes

☐ No

\* 2. As of the submission or resubmission of this application, the PEA has notified the Arizona Department of Education (ADE) Exceptional Student Services division of any recent revisions made to the special education policies and procedures.

☒ Yes

☐ No

\* 3. The PEA is in good standing and in full compliance with State Board of Education, Arizona State Board for Charter Schools/Charter Board Regulators, and ADE regulations and administrative requirements.

☒ Yes

☐ No

\* 4. The PEA understands that program holds can be placed on IDEA funds for any areas of non-compliance identified by the SEA, funds from this grant will be withheld until the program holds are resolved.

☒ Yes

☐ No



Capital Outlay Worksheet

Pima County (108601000) Charter District - FY 2023 - Medium Risk - IDEA Consolidated - Entitlement - Rev 0 - IDEA - Basic

Subtotals by Object Code

Object Code	Subtotal
6731	\$
6732	\$
6733	\$
6734	\$
6735	\$
6736	\$
6737	\$
6738	\$
6739	\$
0190	\$
Total	\$

Capital Outlay Worksheet

Quantity	Cost per Unit	Tax, Shipping & Handling	Object Code	Item Description	Purpose	Total
	\$	\$	Please select...			\$
Grand Total						\$

USFR for Arizona School Districts (6731-6739)

Expenditures for initial, additional, and replacement equipment in the categories below. Also, include the present value amount of capital leases of equipment in the year of acquisition. Periodic lease payments should be coded to expenditure object codes 6832 and 6842.

Equipment should be classified in the applicable detailed object codes below and cannot be paid for from the M&O Fund.

EXPENDITURE OBJECT CODES

Cost Less than \$5,000*	Cost \$5,000 or More*	Equipment Categories
6731 and/or 6732	6733	Furniture and Equipment (see examples below)
6734 and/or 6735	6736	Vehicles (Buses, cars, trucks, vans, etc.)
6737 and/or 6738	6739	Technology-related Hardware and Software (see examples below)

\* Arizona school districts do not use a dollar threshold for determining whether an item is equipment or a supply. The detailed equipment classifications above allow correct coding of equipment in accordance with Arizona requirements and separate identification of lower cost items for federal grant reporting, including indirect cost reporting.

An item should be coded as equipment if it is included in the examples below or if it meets all three equipment criteria below the tables. Items listed as equipment examples below should not be evaluated using the equipment criteria. The examples are provided to ensure consistent treatment by all districts. Also, the examples include certain items that are exceptions to the equipment criteria, such as component parts.

Furniture and Equipment Examples (Object codes 6731-6733)

Athletic Equipment

- Blocking Sleds
- Chalk line dispensers
- Fitness Machines
- Goal posts (movable)
- Helmets/Pads
- Hurdles
- Mats
- Nets (Tennis/Volleyball)
- Tackling dummies
- Weights

Furniture/Furnishings

- Bookcases
- Chairs
- Desks
- Filing Cabinets
- Large area rugs
- Tables
- Component Parts
- A/C compressors
- Automotive engines
- Automotive transmissions

Fixtures

- Bleachers (indoor)
- Ceiling fans
- Chalkboards/Whiteboards
- Drinking fountains
- Hot water heaters
- HVAC units
- Light fixtures
- Sinks
- Toilets
- Wall mirrors

Other Equipment\*

- Appliances (kitchen)
- Battery chargers

- Auto Diagnostic machines
- Cameras (photo & video)

- Bar code scanners
- Cash registers



- Copiers (off-network)
- Key cutters
- Leaf blowers
- Paint sprayers
- Sewing machines
- TVs
- Washers/Dryers
- \* Items may be coded to Technology-related Hardware and Software if connected to a computer network.

- DVD/Blu-ray players
- Kilns
- Microwaves
- Power tools
- SPED assistance equipment
- Two-way radios
- Welders

- Floor jacks
- Laminators
- Musical Instruments
- Satellite dishes
- Telephones
- Vacuums

#### Technology-related Hardware & Software Examples (Object codes 6737-6739)

- Computers (tablets, laptops, etc.)
- Computer monitors
- Copiers (on-network)

- Network equipment
- Projectors
- Printers

- Scanners
- Smart Boards
- Software (Non-instructional)

#### Equipment Criteria

If an item is not included in the examples above, it should be coded as equipment if it meets ALL of the following:

1. Typically has a useful life of at least one year.
2. Typically repaired rather than replaced when worn or damaged.
3. An independent unit that retains its original shape, appearance, and character with use and does lose its identity through fabrication or incorporation into a different or more complex unit or substance.

#### DISCLAIMER FOR CHARTER SCHOOLS

All capital items with a unit cost of \$5000 or greater MUST be coded as 0190 in your budget and included on this Capital Outlay Worksheet.

All capital items with a unit cost less than \$5000 MUST NOT be coded as 0190 in your budget and MUST NOT be included on this Capital Outlay Worksheet.

## Related Documents

**Pima County (108601000) Charter District - FY 2023 - Medium Risk - IDEA Consolidated - Entitlement - Rev 0 - IDEA - Basic**

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## Optional Documents

Type	Document Template	Document/Link
Other	N/A	

Substantially Approved Dates

**Pima County (108601000) Charter District - FY 2023 - Medium Risk - IDEA Consolidated - Entitlement - Rev 0 - Substantially Approved Dates**

Grant	Substantially Approved	Substantially Approved Date
IDEA - Basic	No ▼	Not Yet Substantially Approved
IDEA - Preschool Grant		Not Yet Substantially Approved









# IDEA Consolidated - Entitlement Checklist

## Pima County (108601000) Charter District - FY 2023 - Medium Risk - IDEA Consolidated - Entitlement - Rev 0 - IDEA Consolidated - Entitlement Checklist

This checklist is a means of communication between the ADE and LEAs regarding the allowability and allocability of the items submitted in the funding application. Please follow the steps below to ensure that the funding application contains items that are in compliance with program requirements.

- After the LEA submits the application, the ADE will review the application and mark each section as OK, Not Applicable, or Attention Needed. If the application contains no items that are marked as Attention Needed, the application approval process will continue.
- If the application contains items that are marked as Needs Attention, the application cannot be approved and will be returned to the LEA for edits. The LEA will review the checklist for items that are marked Attention Needed and make the necessary changes to those items. Only the checked items in the sections marked Attention Needed are to be corrected and/or explained. Each section marked Attention Needed also has a place where the ADE may provide notes to explain items needing attention. The LEA should check for notes and additional comments.
- Once the LEA has made the necessary adjustments, the LEA will resubmit the application. If the ADE determines that the item has been corrected, Attention Needed will be changed to OK by the ADE Reviewer. If the items needing attention still have not been corrected, the application will be returned again to the LEA with a status of Not Approved.
- Applications that contain no items that are marked Attention Needed can be moved forward through the approval process.

### Checklist Description [\(Collapse All\)](#) [Expand All](#)

	<b>1. General Statement of Assurance (GSA) has been submitted</b>	OK ▼	Carol Bush	6/6/2022 4:20:53 PM
	1. GSA location to review submission status: GME Main Menu > Entity Information > General Statement of Assurances link			
	2. If no, contact Grants Management through history log and select No from dropdown of checklist			
	<b>2. FFATA &amp; GSA Verification page has been completed</b>	OK ▼	Carol Bush	6/6/2022 4:20:53 PM
	1. Description is included			
	2. All LEA information has been submitted			
	<b>3. Reviewed LEA for outstanding Issues</b>	OK ▼	Carol Bush	6/6/2022 4:20:53 PM
	1. Outstanding Completion Report (s)			
	2. Outstanding Refund (s)			
	3. Programmatic Holds (s)			
	<b>4. Reviewed for High Risk Status</b>	OK ▼	Carol Bush	6/6/2022 4:20:53 PM
	1. Is this LEA under a high risk status			
	2. Program area may need to apply additional monitoring			
	<b>5. Capital Outlay Worksheet page has been reviewed (IDEA - Basic)</b>	Not Applicable ▼	Carol Bush	6/6/2022 4:20:53 PM
	1. Capital Outlay Worksheet line items are corroborated in Budget Detail line items			
	<b>6. Maintenance of Effort</b>	Not Reviewed ▼		
	1. Has the LEA met the Maintenance of Effort (MOE) Eligibility standard?			
	<b>7. IDEA Statement of Assurances</b>	Not Reviewed ▼		
	1. Has the LEA submitted the upcoming fiscal year Statement of Assurances on the ESS Portal?			
	<b>8. Programmatic review completed</b>	OK ▼	Carol	6/6/2022

1. ESS Program Specialist has completed the review of all sections of the funding application; edits are required. (Identify any sections of the funding application that require PEA edits in the text below.)