



I. PROJECT IDENTIFICATION	
Name of Local Educational Agency	LEA Code

II. ASSURANCES

Allowable Costs: Costs incurred will be allowable under the principles established in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule [2 CFR Subpart E—Cost Principles].

Budget Modifications: The grantee will obtain an approved budget amendment when it is anticipated that claimed expenditures will vary significantly from the amount in the current approved budget. A significant variance is an increase of 10 percent (summary of all line items) of the current total approved budget. [2 CFR §200.308(e)].

Charter Schools and Their Students: Children with disabilities who attend public charter schools and their parents will be accorded all of the rights under IDEA Part B. With respect to charter schools that are public schools of the LEA, the LEA will serve children with disabilities attending those charter schools in the same manner as the LEA serves children with disabilities in its other schools, including providing supplementary and related services on site at the charter school to the same extent it has a policy or practice of providing such services on the site to its other public schools. The LEA will provide funds to its charter schools on the same basis as the LEA provides funds to the LEA's other public schools and at the same time as the LEA distributes federal funds to the LEA's other public schools, consistent with the state's charter school law. If the charter school is a public school of the LEA, the LEA will be responsible for ensuring the requirements of the IDEA Part B are met. [34 CFR §300.209].

Compliance with Statutes, Regulations, State Plan, and Applications: The grantee will comply with the State Plan and applicable statutes, regulations, and the approved applications, and will use IDEA Part B funds in accordance with them. [34 CFR § 76.700; <http://sped.dpi.wi.gov/files/sped/pdf/idea-disc-gr-stats-regs.pdf>].

Confidentiality: The grantee shall comply with provisions regarding confidentiality of student information. [Wisconsin Statute §118.125, Pupil records]

Consistency with State Policies: The grantee has in effect policies, procedures, and programs that are consistent with the state policies and procedures established in accordance with 34 CFR §§300.101 through 300.163 and 300.165 through 300.174. [34 CFR §300.201].

Contracts and Procurement: The grantee will use its own procurement procedures that reflect applicable state and local laws and regulations, provided the procurements conform to applicable federal law and the standards in 2 CFR §§200.318-200.326 Procurement Standards.

Cooperation with Evaluation: The grantee will cooperate with the performance of any evaluation of the programs by the WDPI or the U.S. Department of Education or by their contractors. [34 CFR §75.591, 75.700-75.702].

Coordinated Early Intervening Services (CEIS): The grantee will not use more than 15% of the amount the grantee receives under IDEA Part B to develop and implement coordinated, early intervening services for students in kindergarten through grade 12 who are not currently identified as needing special education or related services, but who need additional academic and behavioral support to succeed in a general education environment. If the grantee claims funds through CEIS under 34 CFR § 300.226, the grantee will annually report to the WDPI the number of children who received academic or behavioral interventions funded with CEIS during the year the funds were expended. IDEA Part B funds will be used to supplement, and not supplant, funds made available under the ESEA for CEIS activities. [34 CFR §300.226].
http://sped.dpi.wi.gov/sped_ceis

Equipment: Equipment purchased in whole or in part with grant funds will be managed consistent with the provisions of 2 CFR §200.313.

Equitable Services for Parentally Placed Private School Students: To the extent consistent with the number and location of children with disabilities who are enrolled by their parents in private, including religious, elementary schools and secondary schools located in the school district served by the LEA, provision will be made for the participation of those children in the programs assisted or carried out under IDEA Part B grants in accordance with 34 CFR §§300.130 through 300.144. [34 CFR §300.132(a)]. http://sped.dpi.wi.gov/sped_sbprivschools

Excess Cost: The grantee must compute the minimum average amount to be spent for the education of each of its elementary and secondary students with disabilities under section 602(3) of the Act before it may use funds under Part B of the Act [34 CFR §300.16]. Additional information on this requirement is at: http://sped.dpi.wi.gov/sped_excess-cost-calculation

Information for WDPI: The grantee will provide the WDPI with information necessary to carry out its duties under IDEA Part B, including, with respect to §§300.157 and 300.160, information relating to the performance of children with disabilities participating in programs carried out under IDEA Part B. [34 CFR §300.211].

Maintenance of Effort: Except as provided in 34 CFR §§300.204 and 300.205, funds provided to the grantee will not be used to reduce the level of expenditures for the education of children with disabilities made by the grantee from local funds below the level of those expenditures for the preceding fiscal year. [34 CFR §300.203] http://sped.dpi.wi.gov/sped_grt-moe.

OMB Standard Form 424B: The grantee will comply with all applicable assurances in OMB Standard Forms 424B (Assurances for Non-Construction Programs), including the assurances relating to the legal authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch Act provisions; labor standards; flood insurance; environmental standards; wild and scenic river systems; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and general agreement to comply with all applicable federal laws, executive orders and regulations.
<http://www.grants.gov/web/grants/forms/sf-424-family.html>

Personnel Development: The grantee will ensure all personnel necessary to carry out the IDEA Part B are appropriately and adequately prepared, subject to 34 CFR §300.156, *Personnel qualifications* and §2122 of the ESEA. [34 CFR §300.207]. Staff must be appropriately licensed, including those hired after the third Friday in September and not reported in the *Fall Staffing Report* (PI-1202).

Policies and Procedures Remain in Effect: Policies and procedures submitted to the WDPI by the grantee in accordance with IDEA Part B will remain in effect until the grantee submits to WPDPI the modifications the WDPI or the grantee determines necessary. [34 CFR § 300.220].

Programmatic Changes: The grantee will obtain the prior approval of the WDPI whenever any of the following actions is anticipated: (1) Any revision of the scope or objectives of the project; (2) Changes in key persons where specified in the application or grant award; (3) A disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director; (4) Contracting out or otherwise obtaining services of a third party to perform activities central to the purpose of the award; (5) Changes in the amount of approved cost-sharing or matching provided by the subrecipient. [2 CFR §200.308(c)(1, 2, 3, 6, 7)].

II. ASSURANCES (cont'd.)

Public Information: The grantee will make available to parents of children with disabilities and to the general public all documents relating to the eligibility of the grantee under IDEA Part B. [34 CFR §300.212].

Purchase of Instructional Materials: If the grantee chooses to coordinate with the National Instructional Materials Center (NIMAC), when purchasing instructional materials, the grantee will acquire those instructional materials in the same manner as the WDPI, and subject to the conditions under 34 CFR §300.172 and the procedures set forth in the Guidance for Using Accessible Instructional Materials (AIM). If the grantee chooses not to coordinate with the NIMAC, the grantee has provided an assurance to the WDPI that the grantee will provide instructional materials to blind persons or other persons with print disabilities in a timely manner. [34 CFR §300.210].

Records Regarding Migratory Children with Disabilities: The grantee will cooperate in the efforts under §1308 of the Elementary and Secondary Education Act to ensure the linkage of records pertaining to migratory children with disabilities for the purpose of electronically exchanging, among the states, health and educational information regarding those children. [34 CFR §300.213].

Record Retention: The grantee will comply with the requirements of 2 CFR § 200.333, Record Retention and Access. The grantee will ensure records relating to the grant are maintained for a period of at least three years after the end of the project year, consistent with the grantee's record retention policy. If any litigation, claim, negotiation, audit or other action involving the records starts before the end of the period, the records will be retained until completion of the action and resolution of all issues.

Reporting: The grantee will ensure all required financial and program data is reported to the WDPI timely on a schedule established by the WDPI. The grantee will report to WDPI using the accounts in the Wisconsin Uniform Financial Accounting Requirements (WUFAR). [2 CFR §200.302(b)(2)]. The grantee will ensure all required financial and program data is reported to the WDPI timely on a schedule established by the WDPI. Financial claims will be submitted quarterly on a schedule established by the WDPI and within 30 days of the end of the reporting period. Final financial claims will be submitted within 90 days of the end of the project year. All financial claims will be submitted through the WDPI's Special Education Web Portal.

School-wide Programs Under Title I of the ESEA: If the grantee uses grant funds to carry out a school-wide program under section 1114 of the ESEA, the amount used will not exceed the amount received by the grantee divided by the number of children with disabilities in the grantee's jurisdiction and multiplied by the number of children with disabilities participating in the school-wide program. The grantee will consider the funds as federal IDEA Part B funds for the calculations required for the excess cost requirement at 34 CFR §§300.202(a)(2) and (a)(3). When using IDEA Part B funds for school-wide programs, the grantee will meet all of the requirements of the IDEA Part B with the exception of 34 CFR §300.202(a)(1). [34 CFR § 300.206].

Single Audit: Any entity that expends in total (all sources) \$750,000 or more in federal funds during a fiscal year (July 1 – June 30) is required to conduct a single audit. If a single audit is required, a copy of the audit is to be submitted to DPI School Financial Services, Auditor. [2 CFR §200.501]

Subrecipient Monitoring: The grantee will cooperate with the WDPI to discharge WDPI's sub-recipient monitoring responsibilities to ensure IDEA Part B awards are used for authorized purposes in compliance with laws, regulations, and the provisions of contracts or grant agreements and performance goals are achieved. [OMB A-133 §__400(d)(3)]. http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2_012.

Text Messaging and E-Mailing While Driving: The grantee and their grant personnel are prohibited from text messaging while driving a government-owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or e-mail when driving. [Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009; <http://www.gpo.gov/fdsys/pkg/FR-2009-10-06/pdf/E9-24203.pdf>]

Time and Effort Reporting: For costs to be allowable, compensation for personal services must adhere to the Standards for Documentation of Personnel Expenses as identified in 2 CFR §200.430(i)(1). The sub-recipient must retain records that accurately reflect the work performed and be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated.

Trafficking in Persons: The grant condition specified in 2 CFR §175.10 includes the following language: "I. Trafficking in persons. 1. You as the recipient, your employees, subrecipients under this award, and sub-recipients' employees may not i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect; ii. Procure a commercial sex act during the period of time that the award is in effect; or iii. Use forced labor in the performance of the award or subawards under the award." A subrecipient is required to inform the federal agency immediately of any information received from any source alleging a violation of this condition. The federal agency may unilaterally terminate this award, without penalty, if a subrecipient is determined to have violated this condition.

Use of Amounts: The grantee will expend funds provided under this grant in accordance with applicable provisions of the IDEA Part B only to pay the excess costs of providing special education and related services to children with disabilities. IDEA Part B funds will be used to supplement state, local, and other federal funds and not to supplant those funds. [34 CFR § 300.202].

<http://sped.dpi.wi.gov/files/sped/pdf/idea-allowables.pdf>

III. CERTIFICATION

I CERTIFY the local educational agency will operate throughout the periods of grant awards consistent with IDEA Part B and the assurances in Section II. Further, I certify that:

- I have made a good faith effort to ascertain the completeness and accuracy of the information and representations made in this application;
- to the best of my knowledge, all such information and representations are complete and accurate;
- I have been authorized by the local educational agency to make the assurances in Section II and apply for funds under IDEA Part B on its behalf;
- programs and services for which monies are being sought will be administered by or under the supervision of the local educational agency; and the local educational agency maintains documentation of its compliance with all applicable statutes, rules, and regulations.

Name	Title of Individual Signing
Signature ➤ Electronically Signed	Date Signed <i>Mo./Day/Yr.</i>

**IV. CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY, AND VOLUNTARY EXCLUSION**
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.110, *Participants' responsibilities*. The regulations were published as Part VII of the May 26, 1988, *Federal Register* (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to whom this proposal is submitted.

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant will attach an explanation to this document.

Name	Title of Individual Signing
Signature	Date Signed <i>Mo./Day/Yr.</i>
➤ Electronically Signed	

INSTRUCTIONS FOR PART IV

By signing and submitting this proposal, the perspective lower tier participant is providing the certification set out below.

1. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
2. The prospective lower tier participant will provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
4. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it will not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
5. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (202-786-0688).
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under paragraph 4 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

V. CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned states, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name	Title of Individual Signing	
Signature ➤ Electronically Signed	Date Signed <i>Mo./Day/Yr.</i>	

VI. LEA ASSESSMENTS

If the LEA administers district-wide assessments, all students, with and without disabilities, participate.

Name	Title of Individual Signing	
Signature ➤ Electronically Signed		Date Signed (Mo./Day/Yr.)

VII. SPECIAL EDUCATION POLICIES AND PROCEDURES AND SPECIAL EDUCATION FORMS

Modifications to Policies, Procedures and Forms: Annual Assurance

Previously, my LEA submitted an assurance to the Department of Public Instruction (DPI) that the LEA adopted the model special education policies and procedures and forms developed by DPI or submitted its own locally developed special education policies and procedures and forms for DPI review.

As part of the department's general supervisory duties, DPI requires LEAs to submit for review subsequent substantive modifications to their policies and procedures and to their forms. Substantive modifications include rewording of the content, the elimination of content, or the addition of content. Examples of changes that are not substantive include changes in form format and changes to demographic information, public agency name or logos. LEAs that use vendor forms must carefully review those forms for compliance and submit substantive modifications for DPI review. Please review the DPI sample special education policies and procedures, and sample forms at http://sped.dpi.wi.gov/sped_form_int.

When my LEA substantively modifies special education policies and procedures or forms, I will identify how the documents differ from the DPI model policies and procedures or forms by flagging such changes and send to:

Wisconsin Department of Public Instruction
 Special Education Team – Polices & Procedures
 PO BOX 7841
 Madison, WI 53707-7841

Name	Title of Individual Signing	
Signature ➤ Electronically Signed		Date Signed <i>Mo./Day/Yr.</i>