



www.sonomaselpa.org  
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Elizabeth Engelken, SELPA Executive Director

**SPECIAL EDUCATION FISCAL & PROGRAM UPDATES  
DBUG MEETING  
May 16, 2024**

**Special Education Revenue & Expenditures:**

➤ Special Education:

◆ 2024-25 May Revise Update:

- COLA is 1.07%
- Estimated 2024-25 Special Education Revenue Projections:
  - Based on the data from the 2023-24 P1 Apportionment for Special Education
  - SELPA-wide Supported Programs are based on the 2023-24 Budgets
- SCOE Fee for Service is \$104,000

◆ Mental Health Federal Funding:

- Federal Funding:
  - Resource #3327 – your SCOE Advisor has set up the Resource Code in ESCAPE
  - Based on the prior year P2 ADA for each LEA
  - Must to used for students with an IEP
  - Continue to follow the requirements of IDEA:
    - Sign and Return the Grant Award to CDE
    - Quarterly Federal Expenditure Reports
    - Budget Plan – if funds are not expended within the first year, must complete the Budget Plan on how your LEA will expend these funds in the next fiscal
    - Will not receive any cash payments until after the Expenditure Report has been submitted

- ◆ The SELPA is recommending you calculate your MOE several times until the end of the Fiscal Year, using Form SEMAI

**SCOE 6-22 & Preschool Severe Program Monthly Pupil Count:**

- May 1, 2024, Pupil Count

**Grant Award Notification**

<b>GRANTEE NAME AND ADDRESS</b> Amie Carter, Superintendent Sonoma County Office Of Education 5340 Skylane Boulevard Santa Rosa, CA 95403-1082		<b>CDE GRANT NUMBER</b>				
		FY	PCA	Vendor Number	Suffix	
		23	15197	10496	1A	
<b>Attention</b> Amie Carter, Superintendent		<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>			<b>COUNTY</b>	
<b>Program Office</b> Mental Health ADA Region Group: RG-1		<b>Resource Code</b>	<b>Revenue Object Code</b>		49	
<b>Telephone</b> (707) 524-2603		3327	8182		<b>INDEX</b>	
<b>Name of Grant Program</b> 2023-24 Mental Health Average Daily Attendance (ADA) Allocation					0663	
<b>GRANT DETAILS</b>	<b>Original/Prior Amendments</b>	<b>Amendment Amount</b>	<b>Total</b>	<b>Amend. No.</b>	<b>Award Starting Date</b>	<b>Award Ending Date</b>
	\$3,670		\$3,670		07/01/2023	09/30/2025
<b>CFDA Number</b>	<b>Federal Grant Number</b>	<b>Federal Grant Name</b>			<b>Federal Agency</b>	
84.027A	H027A230116	Individuals with Disabilities Education Act Part B, Section 611			United States Department of Education	
<p>I am pleased to inform you that you have been funded for the Mental Health ADA Allocation Grant. Funds shall be allocated to Local Educational Agencies for pupils with mental health related services required by their individualized education program (IEP). The grant amount is based on the 2022-23 Second Principal (P-2) Apportionment ADA calculations.</p> <p>This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.</p> <p><b>Please return the original, signed Grant Award Notification form (AO-400) to:</b></p> <p style="text-align: center;">Alexa Slater, Education Fiscal Services Assistant          California Department of Education          1430 N Street, Suite 2401          Sacramento, CA 95814-5901</p> <p>Please also scan and email a copy of the signed Grant Award Notification to <a href="mailto:MHADA@cde.ca.gov">MHADA@cde.ca.gov</a>.</p>						
<b>California Department of Education Contact</b> Chris Essman				<b>Job Title</b> Education Programs Consultant		
<b>E-mail Address</b> <a href="mailto:cessman@cde.ca.gov">cessman@cde.ca.gov</a>				<b>Telephone</b> 916-327-3507		
<b>Signature of the State Superintendent of Public Instruction or Designee</b> <i>Tony Thurmond</i>				<b>Date</b> April 5, 2024		
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b>						
<i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>						
<b>Printed Name of Authorized Agent</b> <i>Amie R. Carter</i>				<b>Title</b> <i>Superintendent of Schools</i>		
<b>E-mail Address</b> <i>acarter@scop.org</i>				<b>Telephone</b> <i>707.524.2603</i>		
<b>Signature</b> 				<b>Date</b> <i>4.30.24</i>		

### Grant Award Notification (Continued)

The following grant conditions apply:

1. This grant was awarded to the California Department of Education (CDE) by the U.S. Department of Education (ED). This program is authorized under the Individuals with Disabilities Education Act (IDEA), Part B, Section 611, as amended on December 3, 2004, and codified under Public Law (PL) 108-446, 20 *United States Code (USC)* 1400 et seq. Implementing regulations for this program are in Title 34 of the *Code of Federal Regulations (CFR)* Part 300. This grant shall be administered in accordance with the provisions of IDEA.
2. IDEA, Part B, funds are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, codified in 2 *CFR* Part 200 and commonly referred to as the Uniform Guidance. The Uniform Guidance provisions in 2 *CFR* Part 200 replace provisions previously found in the Education Department General Administrative Regulations, or EDGAR, in 34 *CFR* Parts 74 and 80 and prior Office of Management and Budget Circulars A-87 and A-133.
3. General assurances and certifications are required for grants supported by federal funds and are hereby incorporated by reference. The CDE has agreed to accept the assurances your agency currently provides in the Consolidated Application. Information about the general assurances and certifications is available at the CDE General Assurances 2023-24 web page at <https://www.cde.ca.gov/fg/fo/fm/generalassurances2023-24.asp>.
4. The grantee must sign and complete the Certification of Acceptance of Grant Requirements section of the AO-400, which certifies that the grantee accepts and agrees to the conditions of the grant. The grantee must return the signed AO-400 to the CDE.
5. Acceptance of IDEA funds requires the grantee to complete and submit the following IDEA fiscal reports: Maintenance of Effort (MOE), per 34 *CFR* 300.203 (b-d), and Excess Cost, per 34 *CFR* 300.16. References listed above are available on the US Department of Education IDEA web page at <https://sites.ed.gov/idea/reqs/b/c/300.203> and <https://sites.ed.gov/idea/reqs/b/a/300.16>.
6. Payments are made on a reimbursement basis. In order to request reimbursement, the grantee must complete and return the enclosed **Special Education Federal Expenditure Report**. Each Expenditure Report submission must be accompanied by a completed **Detailed Summary of Mental Health Expenditures Worksheet** and a **Community Mental Health Affiliates (CMHA) or Private Providers Worksheet**, as appropriate. For more information on expenditure reporting and the appropriate use of supplemental worksheets, please refer to the enclosed Expenditure Reporting Instructions. Please note that additional backup documentation must be provided upon request.

Please ensure these funds are appropriately reported by using the Standardized Account Code Structure indicated on this award. All approved project funds must be expended within the designated award period. For information on reporting requirements and payment reimbursements, refer to the enclosed Expenditure Report Instructions.

**Note:** The Federal Cash Management Improvement Act of 1990 was enacted by PL 101-453 and codified at 31 *USC* sections 3335, 6501, and 6503. The implementing regulations are provided in Title 31 of *CFR* Part 205. In accordance with Title 31 *CFR* Part 205.10, the CDE grant allocations must be limited to the actual, immediate cash requirements of the grantee.

7. Upon completion of grant conditions 3 through 6, the initial payment will be processed up to the actual expenditures reported and approved by the CDE.
8. For the Final Expenditure Report, the grantee must report the total indirect costs for the grant award period. Total indirect costs must not exceed the negotiated, approved, and federally recognized indirect cost rate (ICR) for agency-wide and general management costs, according to *CFR* Part 200.331(a)(4).

The CDE-approved rates for LEAs are available on the CDE ICR web page at <https://www.cde.ca.gov/fq/ac/ic/>.

9. The grantee must complete and submit the Final Expenditure Report and supplemental Worksheet(s) to [MHADA@cde.ca.gov](mailto:MHADA@cde.ca.gov) no later than **October 30, 2025**, in order to meet end-of-year federal reporting and payment deadlines. If October 30 falls on a weekend, the final expenditure report will be due on the following Monday. Upon receipt of these documents, up to 100 percent of the grant will be reimbursed.
10. Under the False Claims Act, each recipient awarded funds under the IDEA shall promptly refer to the ED Office of Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, sub-recipient, subcontractor, or other person has submitted a false claim or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds. Information about the ED OIG Hotline is available on the OIG Hotline Fraud Prevention web page at <https://www2.ed.gov/about/offices/list/oig/hotline.html>.
11. Under the authority of the CDE, if your agency is identified as noncompliant, special conditions may be imposed. The State Superintendent of Public Instruction may authorize the CDE to withhold partial or total funding. Agencies with sanctions will receive notification of special conditions. No payments will be released to agencies with special conditions until the CDE receives written notification from the agency agreeing to the special conditions.

If you have any questions regarding this grant, please contact the Mental Health ADA Allocation Grant Team by email at [MHADA@cde.ca.gov](mailto:MHADA@cde.ca.gov). Please reference the LEA name and Mental Health ADA Region Code (found in the Program Office line of this grant award notification) in the subject line.

If you have questions regarding payment status, please contact the Special Education Division, Fiscal Payments I Unit, by email at [SEDGrants@cde.ca.gov](mailto:SEDGrants@cde.ca.gov). Please include the CDE grant number (found at the top right-hand corner and in the header of this grant award notification) and LEA name and number in the subject line.

cc: Business Fiscal Officer

# 2023–24 Mental Health Average Daily Attendance Expenditure Report Instructions

## What's New

Assembly Bill 181, Fiscal Year (FY) 2022–23 Education Trailer Bill Section 91, amended Section 56836.07 (d) of the *Education Code (EC)* to read, "...the Superintendent shall allocate funds per unit of average daily attendance [ADA], as defined in Section 56836.144, reported for the local educational agency [LEA] for the prior fiscal year as of the second principal apportionment."

Provision 6 of Item 6100-161-0890 of the Budget Act of 2023–24 appropriates \$69.0 million in federal Individuals with Disabilities Education Act funds for mental health related services, and new language was added that changed the distribution of the funds for FY 2023–24. Provision 6 now reads, "The Superintendent of Public Instruction shall allocate these funds to local educational agencies beginning in the 2023–24 fiscal year based upon an equal rate per pupil using the methodology specified in Section 56836.07 of the *EC*."

Based on these legislative changes, the FY 2023–24 Mental Health ADA grant awards will be allocated to each member LEA of the Special Education Local Plan Area (SELPA), not to the Administrative Unit of the SELPA. The FY 2023–24 Mental Health ADA grant awards are now individually calculated by the prior year ADA of each LEA member of the SELPA as of the second principal apportionment. Please note that this process is not inclusive of charter schools who have not applied to and accepted by a SELPA.

For grantee convenience, a Padlet has been created as a hub for Mental Health ADA form templates, guidance, training modules, frequently asked questions, funding results, etc., and is located at <https://padlet.com/aslater47/mental-health-ada-x12u44o60h632y2u>.

The submission of each Expenditure Report must be accompanied by supplemental forms that report detailed information regarding expenditures and, if applicable, service affiliates/providers. Please see the section titled Required Supplemental Forms for more detailed information.

## Purpose of Report

The Expenditure Report is used to determine the grant payment based on the actual expenditures reported during the grant award period. Refer to the GAN conditions for specific required documentation.

## Report Periods

- Report 1: July 1, 2023, to December 31, 2023
- Report 2: January 1, 2024, to March 31, 2024
- Report 3: April 1, 2024, to June 30, 2024
- Report 4: July 1, 2024, to September 30, 2024
- Report 5: October 1, 2024, to December 31, 2024
- Report 6: January 1, 2025, to June 30, 2025
- Report 7: July 1, 2025, to September 30, 2025
- Any report can be marked as "Final" if expenditure reporting is complete.

Please submit all reports and supplemental forms by email to [MHADA@cde.ca.gov](mailto:MHADA@cde.ca.gov).

*Emailed & mailed 5/2/24 KCG*

## Report Due Dates

Reports 1–6 are due 30 days after the last day of each report period. Report 7 is due on or before October 30, 2025. Grantees are not required to submit all seven reports and may mark any report as "Final" once funds have been fully expended.

## Payments

- Grantees must complete and return to the California Department of Education (CDE) the signed GAN, Mental Health ADA Federal Expenditure Report, and supplemental forms. Upon receipt of these documents, the initial payment will be issued on a reimbursement basis and determined by the expenditures reported.
- In accordance with Title 31 Code of Federal Regulations (CFR) Part 205.10, the grant payments must be limited to the actual immediate cash requirements of the grantee. Payments will be issued up to the reported expenditures.
- Title 34 CFR Section 80.20(b)(7) requires that if the state's sub-recipients receive payments, procedures must be followed to minimize the time between the receipt and disbursement of federal funds.
- Upon receipt of the Final Expenditure Report and supplemental forms, the CDE will issue up to 100 percent of the total grant award.

## Required Supplemental Forms

### Detailed Summary of Mental Health Expenditures Worksheet

With the submission of each Expenditure Report, grantees are required to submit the Detailed Summary of Mental Health Expenditures Worksheet.

### Community Mental Health Affiliates or Private Providers Worksheet

Grantees who engage services through Community Mental Health Affiliates (CMHA) or Private Providers (Object codes 5000–5999) are additionally required to complete and submit the CMHA or Private Providers Worksheet in tandem with the Expenditure Report and Detailed Summary of Mental Health Expenditures Worksheet.

## Naming Conventions for Documents and Electronic Communications

File names should be saved as follows: **FY-Regional Group-Grantee Name-Document Name**

(Example: 23-RG2-Jupiter Unified-Summary of Expenditures)

In-order-to maintain organization in the Mental Health ADA inbox, the CDE is requesting that all emails to the [MHADA@cde.ca.gov](mailto:MHADA@cde.ca.gov) inbox contain the following information in the Subject: **FY-Mental Health Regional Group-Grantee Name-Subject or Submission**

(Example 1: 23-RG2-Jupiter Unified-Submission of Report 1)

(Example 2: 23-RG2-Jupiter Unified-Request for guidance on use of funds)

Please refer to your GAN to find your Mental Health Regional Group number.

Revised September 2022

**Return completed form to:**  
Special Education Division  
Administrative Services Unit  
California Department of Education  
1430 N Street, Suite 2401  
Sacramento, CA 95814-5901

**Acronym Legend**

SELPA: Special Education Local Plan Area  
SCO: State Controller's Office

**Special Education Federal Grants: Expenditure Report**

<b>Grant Fiscal Year:</b>	2023-24		
<b>Name of Grant Program:</b>	2023-24 Mental Health Average Daily Attendance (ADA) Allocation		
<b>Grantee Name:</b>	Sonoma County Office of Education		
<b>SELPA Name:</b>	Sonoma County SELPA	<b>SELPA Code:</b>	4   9   0   0
<b>Program Cost Account:</b>	1   5   1   9   7	<b>Vendor Number:</b>	1   0   4   9   6
		<b>Suffix:</b>	1A
<b>Standardized Account Code Structure (SACS) Resource Code:</b>	3	3	2   7

Refer to the Grant Award Notification to complete the section above.

Refer to the Expenditure Report Instructions for reports 1–7 report periods, due dates, and reimbursement requirements.

**Report Periods**

Check the appropriate boxes to indicate the report period for this report.

- Report 1
- Report 2
- Report 3
- Report 4
- Report 5
- Report 6
- Report 7
- Final Report

**Final Report**

The Grantees may submit a Final Expenditure Report (FER) prior to the award ending date, if funds have been fully expended. Upon receipt of the FER and Indirect Cost Rate (ICR) Report (if applicable), the California Department of Education (CDE) will issue up to 100 percent of the total grant award. Refer to the Grant Award Notification conditions for ICR Report requirements. If the grantee did not expend all funds received, the CDE will issue an invoice for the amount (if any) determined as excess to be returned.

## Expenditures Summary

Description	Amount
A. Total Grant Award Amount	\$3,670.00
B. Prior Cumulative Actual Expenditures Reported, includes Comprehensive Coordinated Early Intervening Services (CCEIS), Coordinated Early Intervening Services (CEIS), and Private Parentally Placed Individual Service Plan (PPP ISP), if applicable	\$0.00
C. Current Actual Expenditures	\$1,500.00
D. Current CCEIS and CEIS Actual Expenditures (if applicable)	\$0.00
E. Current PPP ISP Actual Expenditures (if applicable)	\$0.00
PPP ISP Set Aside Amount (if applicable)	\$0.00
F. Total Combined Expenditures (B through E)	\$1,500.00
G. Cash Payments Received	\$0.00
H. Reimbursement Claimed (F minus G)	\$1,500.00
I. Report on Final Expenditures Report only. Indicate the Total Indirect Cost Claimed as reported on the ICR Report (if applicable)	
J. Unused Balance (A minus F)	\$2,170.00

### Certification

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812). Full records of receipts and expenditures have been maintained and are available for a period of five years after submission of a Final Expenditure Report.

Name and Title of Authorized Agent Jeanine Thibeau Director Internal Fiscal Services	Name and Title of Contact Person Deborah Malone-Larson Fiscal Analyst	Email and Phone Number of Contact Person dmalone@sonomaselpa.org (707) 524-2755
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Signature of Authorized Agent

Sign By <input type="text"/>	Date Signed <input type="text"/>
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### For CDE Use Only

Approved By <input type="text"/>	Date Approved <input type="text"/>	Voucher Number <input type="text"/>
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Payment Identifier <input type="text"/>	Interim Payment <input type="text"/>	Final Payment <input type="text"/>
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Comments <input type="text"/>
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Revised December 2021

**Acronym Legend**

SELPA: Special Education Local Plan Area  
CDE: California Department of Education  
ICR: Indirect Cost Rate

**Return completed form to:**

[SEDgrants@cde.ca.gov](mailto:SEDgrants@cde.ca.gov) or  
Special Education Division  
Administrative Services Unit  
California Department of Education  
1430 N Street, Suite 2401  
Sacramento, CA 95814-5901

**Special Education Federal Grants: Budget Plan**

Refer to Expenditure Report Instructions for submission details

<b>Grant Fiscal Year:</b>	2022-23												
<b>Grant Name:</b>	2023-24 Mental Health Average Daily Attendance (ADA) Allocation												
<b>Grantee Name:</b>	Sonoma County Office of Education												
<b>SELPA Name:</b>	Sonoma County SELPA	<b>SELPA Code:</b>	4	9	0	0							
<b>Program Cost Account:</b>	1	5	1	9	7	<b>Suffix:</b>	1A	<b>Vendor Number:</b>	1	0	4	9	6
<b>Standardized Account Code Structure (SACS) Resource Code:</b>	3	3	2	7									

Please complete the table below to demonstrate the grantee's intent to expend the unused funds by the award ending date.

Object Code/Line Item	Brief Description of Proposed Expenditure	Amount
1000 - 1999 Certificated Salaries		
2000 - 2999 Classified Salaries		
3000 - 3999 Employee Benefits		
4000 - 4999 Materials and Supplies		
5000 - 5999 Services and Other Operating Expenses	Mental Health Services from a State Certified NPA	\$1,977.22
7300 - Indirect Cost	CDE Approved ICR in Percent (Example, if 10.5%, enter as .105):	
	0.098	\$192.78
<b>Total</b>		<b>\$2,170.00</b>

<b>Name and Title of Authorized Agent</b> Jeanine Thibeau Director Internal Fiscal Services	<b>Name and Title of Contact Person</b> Deborah Malone-Larson Fiscal Analyst	<b>Email and Phone Number of Contact Person</b> dmalone@sonomaselpa.org (707) 524-2755
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<b>Signature of Authorized Agent:</b>		<b>Date Signed:</b>	
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\*The signature of an authorized agent conveys agreement with and accuracy of the information provided. (v1)



<b>DOR</b>	<b>6-22 Students with Shared Districts</b>	<b>Preschool Pupil Count</b>	<b>Preschool Students with Shared Districts</b>
Alexander Vly			
Bellevue	14.5	3	
Bennett Vly	3		
Cinnabar			
Cloverdale	7		
CRPUSD	23	1	
Dunham			
Forestville	2		
Fort Ross			
Geyserville	1		
Gravenstein	3	2	
Guerneville	2		
Harmony	2		
Healdsburg	3	1	
Horicon			
Kashia			
Kenwood			
Liberty			
Mark West	4		
Monte Rio			
Montgomery			
Oak Grove	1		
Old Adobe	1		
Petaluma Elem	2		
Petaluma High	3.5		
Piner Olivet	9	2	
Rincon Vly	3		
Roseland	6		
Santa Rosa Elem	20.5	3	
Santa Rosa High	51.5		
Sebastopol	1		
Sonoma Valley	19	2	
Twin Hills	2		
Two Rock			
Waugh	1		
West County HSD	2		
West Side Union			
Wilmar			
Windsor	4	1	
Wright	9	1	
Credo High	1		
St. Helena	1		
<b>Total May 2024 Pupil Count</b>	<b>202</b>	<b>16</b>	