



Office of the State Superintendent of Education

DISTRICT OF COLUMBIA
MAYOR ADRIAN M. FENTY

Sent Via E-mail

TO: School Leaders

FROM: Charity Hallman, Fiscal Policy Manager, Division of Special Education 

DATE: June 18, 2010

RE: Release of FFY 2010 IDEA Phase I Application

Please find attached the Office of the State Superintendent of Education (OSSE) Division of Special Education's **Phase I Application** for FFY 2010 (SY2010-2011) Individuals with Disabilities Education Act (IDEA) Part B grant funds.

In order to complete the Phase I application requirements, your LEA must:

1. Read each assurance (1-30).
2. 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 by which the LEA will complete changes in order to provide the assurance. At least one cell must be completed beside each assurance.
3. Read each certification statement (1-5).
4. Have the LEA's authorizing official initial certification statements (3-5).
5. Have the LEA's authorizing official type their full name, sign and date the Phase I application.
6. Save the file with the following naming convention:
 - [\[YOUR.LEA.NAME\]_IDEA_FFY10_P1_MM.DD.YY.pdf](#)
 - [District.Charter.PCS_IDEA_FFY10_P1_06.30.10.pdf](#)
7. Submit a scanned PDF copy of the signed Phase I application to OSSE.DSE-PartBFinance@dc.gov by close of business (COB) **July 1, 2010**.

Proper and timely submission of this application will result in your LEA receiving a "substantially approvable" status, which allows your LEA to begin obligating expenses against its FFY 2010 Federal IDEA funds on the first day of the FFY2010 grant cycle. It is essential to note that any obligations that occur *before* an application is considered to be "substantially approvable" cannot be charged to the Federal funds covered by this year's IDEA Phase I application (See 34 CFR §76.708). Additionally, any section left blank in the application may result in OSSE determining that the Phase I application is not "substantially approvable". As such, please be sure to review the entire application thoroughly before it is submitted.

Please remember that your IDEA Phase I Application is due to OSSE.DSE-PartBFinance@dc.gov by no later than COB **July 1, 2010**.

Thank you in advance for your prompt attention. If you have any questions or concerns, please do not hesitate to call Ethan Lin at 202-741-0272 or myself at 202-741-0477.