eGAP EXAMPLE & QUICK TIPS

The **Strategy Details** come first. In your description everything that will be covered in the following Action Steps should be mentioned.

Example:

1.0 **Special Education Salaries**
   
   **Strategy Details**
   
   **Description:**
   Certified teachers, paraprofessionals, resource staff, a school nurse, and substitutes will be employed and/or contracted to provide FAPE to IDEA students.
   
   **Performance Measures:**
   Qualified staff will meet requirements identified by SES by adhering to Alabama Administrative Code (AAC) guidelines. Students will show progression in achievement.
   
   **Estimated Costs** (Is the grand total for the following Action Steps relating to 1.0 Strategy Details)
   
   $484,000.29

1.1 **Salaries for Certified and Non Certified Staff**
   
   **Action Step Details**
   
   **Description:**
   IDEA funds will be used to provide 3.0/FTE for Special Education teachers, 2.45/FTE for paraprofessionals and .55/FTE for a speech and language pathologist that provide services to students under IDEA.
   
   **Performance Measures:**
   Teachers and paraprofessionals will work with IDEA students to help them master their IEP goals.
   
   **Estimated Costs:**
   $300,000.63 (Is the total for this Action Step)

**Grant Relationships,**

**Special Education, Part B-IDEA**

1100: (010-199); $215,000.53 1100: (200-299) $85,000.10
1.2 **Salaries for Contracted Personnel**

**Action Step Details**

**Description:**
IDEA funds will be used to pay for contracted services with an occupational therapist (OT), a physical therapist (PT), a Board Certified Behavior Analyst (BCBA), and a nurse, all from an outsourced agency. Also funds will be used to pay a retired psychometrist, and for substitutes as needed.

**Performance Measures:**
The outsourced contract with individuals who are funded through IDEA will follow IEP implementation, including how student data is provided. The psychometrist will adhere to the testing guidelines in the AAC. The OT, PT, BCBA, school nurse and the retired psychometrist each serve in 4 separate schools. Records will be maintained via timesheets for accuracy of payment for services rendered. Substitutes must meet the stringent LEA guidelines found in the LEA board policy before providing temporary services.

**Estimated Costs:**
$184,000.92 (Is the total for this Action Step)

**Grant Relationships**

**Special Education, Part B-IDEA**
2190: (300-399) $114,000.25; 2140: (300-399) $35,000.04; 2130 (010-199) $30,000.00; 1100: (300-399) $5,000.00

****Note above that individuals who are on contract or provide temporary services, such as substitutes, have salaries listed under purchased services (300-399) on the budget matrix.
QUICK TIPS

1. Always check your spelling and write the narrative using complete sentences, including complete sentences in the Performance Measures.

2. Explain exactly what you are doing in your descriptions. Keep it simple.

3. Make sure every performance measure is measurable, and reasonable, and flows with the overall description in the Strategy Detail and the Action Step.

4. Report personnel receiving benefits using the full time equivalent (FTE).

5. On the Personnel/FTE page only employees who receive benefits are to be listed under the FTE section. If salaries are paid but benefits are not, list the employee under the Personnel section AND provide an explanation stating why benefits are not being paid, in the “FTE EXPLANATION IF APPROPRIATE” box on the Personnel/FTE page. Individuals who are providing services via a contract are not listed on this page. This page is only for documenting employees.

6. Use dollar ($) signs, commas, and decimals when recording money on the narrative.

7. Make sure every dollar amount listed on the budget matrix is accounted for in your narrative and vice versa, every dollar amount listed under each Action Step on the narrative must be accounted for on the budget matrix. Special Note: Your budget should also be aligned with your LEA accounting software. Example: Nextgen

8. All Estimated Costs must be addressed. The Estimated Costs under Strategy Details is the grand total of each of the costs listed under the Action Step Details that is affiliated with the Strategy Detail.

9. All Grant Relationships must be addressed. A function Code and Object Code is REQUIRED for every dollar amount listed on the budget matrix.
10. eGAP Budgets for the following fiscal year are due to Special Education Services by September 15!!!!!

11. eGAP budgets must be approved before funds can be dispersed.

12. If changes need to be made to the narrative, the eGAP application does not need to be sent back to the LEA.

13. If changes need to be made to the budget matrix or to the Personnel/FTE page, the budget application will have to be returned to the LEA.

14. When making Amendments in the narrative, DO NOT DELETE ANY INFORMATION. Next to the Title above the Action Steps type the word AMENDMENT. Also make the AMENDMENT at the end of the Description paragraph and explain why the AMENDMENT is being made. In all caps type the word AMENDMENT. Example: At the end of the Description paragraph type the word AMENDMENT. Proceed in explaining the changes, following correct format, including referencing all dollar amounts with REQUIRED function codes and object codes at the end of the Description paragraph.

Example: 1.1.1 **Salaries for Certified and Non Certified Staff:** AMENDMENT

**Action Step Details**

**Description:**
IDEA funds will be used to provide 3.0/FTE for Special Education teachers, 2.45/FTE for paraprofessionals and .55/FTE for a speech and language pathologist that provide services to students under IDEA. **AMENDMENT:** Changes are being made due to hiring an additional paraprofessional. 1100: (010-199); $243,000.53 1100: (200-299) $91,000.22

Example: 1.1.2 **Special Education Materials and Supplies:** AMENDMENT

**Description**
Purchase reading software for grades kindergarten thru fifth to implement goals for students with disabilities. **AMENDMENT:** Additional funds were added to purchase 30 math remedial workbooks, including two Teacher Editions, for all special education students in grades sixth thru eight. 1100: (400-499) $500.00

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