Ohio | Department of Education

Request for Use of Part B-IDEA funds for Construction

OVERVIEW

School districts may budget and expend Part B IDEA funds for construction on facilities that serve special education students. Federal law and regulations require approval from the Ohio Department of Education prior to the beginning of the construction, modification, upgrade or enhancement of a school facility serving special education students using IDEA funds.

Federal law and regulations provide that the purpose of the construction and/or modification MUST be to improve the services the district is providing to students with disabilities. The construction or modification must be necessary and reasonable for the proper and efficient performance of the special education services and program. It also must be authorized and not prohibited under state and local regulations. The construction and/or equipment must be adequately documented. The district also must retain authority and ownership of the property.

The Ohio Department of Education offers this process to enable Part B-fund recipients to review the regulations applicable to the request for such expenditures and to communicate the request to the Ohio Department of Education and/or the fiscal agent of the funds.

According to recent guidance published by the U.S. Department of Education, Office of Special Education Programs, the construction must meet the requirements outlined below in addition to the purposes identified above.

Upon approval by the Office for Exceptional Children or the Office of Early Learning and School Readiness, the district must assure that the approved fund amount is entered into the proper object/function code in the Comprehensive Continuous Improvement Plan (CCIP) as a budget amendment. The IDEA funds for construction must be approved through the CCIP before construction can begin.

Instructions

Districts considering the use of Part B IDEA funds for construction, renovation or remodeling of facilities that do or will serve special education students must complete a **Request for Use of Part B-IDEA Funds for Construction form** and submit it to the Office for Exceptional Children. The project must be approved prior to the beginning of any construction or modification. Email the form to idea@education.ohio.gov.

Assurance must be provided by districts that the following list of applicable laws will be followed. Each requirement is linked so that districts may review the applicable sections of the law. Please review the list before the assurances are signed.

Construction must comply with:

- The American with Disabilities Accessibility Guidelines (28 CFR 36, Appendix A), with special attention to Subpart D;
- The Uniform Federal Accessibility Standards (34 CFR300.718);
- The Education Department of General Administrative Regulations (EDGAR) (34 CFR 75.600-75.617);
- The general criteria under Office of Management and Budget Circular A-87 (2 CFR Part 225);
- The Transparency and Oversight Requirements (H.B. 1; Title XV, Section 1511).

For assistance with the request or use of funds, please contact the Resource Management Section of the Office for Exceptional Children at (614) 466-2650, or you may send an e-mail to Idea@education.ohio.gov.

Signing the Construction Request form
The form should be electronically signed or you may just **type** the names of the superintendent and treasurer in the appropriate boxes. The form should not be printed out and signed; rather, simply type and email the form. Either method is acceptable. In both cases, **email** the completed form from either the superintendent's or treasurer's email address to assure approvability of the submission.

Submitting the Request
Upon completion of the Construction Request form, please email the electronic copy to Idea@education.ohio.gov. Please be sure to put **Construction Request** in the subject line of the email. It is not necessary to send a hard copy through the regular mail. A response will be sent to the district as soon as the approval is completed.

Request for Use of Part B Funds for Construction

District Name	County	IRN
Contact name	Telephone	Email address
Location/site of construction	☐ Public school district ☐ Community school	☐ New construction ☐ Renovation/modification

USE OF FUNDS

	Board of Education approval?
Total estimated/bid project cost: $_____ Use of IDEA funds: Special Education Regular funds: $_____ percent 0% Early Childhood Special Education Regular funds: $_____percent 0%	Yes ☐ No ☐

PROJECT ACTIVITY

Description of project. Provide the name of the building/site, purpose of the project and the impact on students with disabilities.

ASSURANCES

Yes ☐	No ☐	The American with Disabilities Accessibility Guidelines (28 CFR 36, Appendix A)
Yes ☐	No ☐	The Uniform Federal Accessibility Standards (34 CFR300.718)
Yes ☐	No ☐	The requirements in the Education Department of General Administrative Regulations (EDGAR) (34 CFR 75.600-75.617)
Yes ☐	No ☐	The general criteria under OMB Circular A-87 (2 CFR Part 225)
Yes ☐	No ☐	The Transparency and Oversight Requirements (H.B. 1; Title XV, Section 1511)

The Ohio Department of Education, Office for Exceptional Children or the Office of Early Leaning and School Readiness will notify applicant districts/agencies as soon as the approval is determined. Approval must be provided prior to the beginning of the project work. Approval is given only for the amount and the project described above.

SIGNATURES

District superintendent _____	District treasurer _____
Date: _____	Date: _____

APPROVAL

Office for Exceptional Children _____	Date: _____
Office of Early Learning and School Readiness _____	Date: _____

Submit Form

Clear Form Fields