



# BPA Calculator Instructions At a Glance — Method B

This is a reference for BPA Method B (Group Adjustment) Calculator users who are familiar with IDEA regulations and BPA Calculator instructions. This is not to be used in place of the detailed BPA Calculator Instructions.

## Critical Reminders



Shaded cells are for data entry. Unshaded cells are either headers or results.



If moving or copying data, using “Cut” (Ctrl + X) will result in errors. “Copying” (Ctrl + C) and “Pasting” (Ctrl + V) will work. **Best practice is to use “Paste Values,” which can be found under “Paste Special.”**



Remember to “Save” (Ctrl + S) your work often.

Be sure you have downloaded the most recent version of the BPA Calculator: <https://cifr.wested.org/resources/allocation-of-idea-part-b-subgrants-to-leas/idea-part-b-subgrant-base-payment-adjustment-calculators/>



If SEA staff have any questions about using the BPA Calculator, please contact CIFR at [cifr\\_info@WestEd.org](mailto:cifr_info@WestEd.org).

## Key Terms

**Affected LEA** — An LEA that is affected by one of the circumstances requiring a base payment adjustment.

**Starting Base Payment** — The most recent base payment, usually from the prior fiscal year.

**Child Count** — Count of children with disabilities (CWD). See *Which Child Count Should I Use?*

**Section 611** grants are for CWD ages 3 through 21.

**Section 619** grants are for CWD ages 3 through 5.

## Circumstance Types

**New LEA** — A new LEA, including a new charter school LEA, is created.

**Two or more LEAs combine** — Two or more LEAs combine into a new, single LEA.

**Change in geographic boundaries** — Two or more LEAs change geographic boundaries and thus responsibility for providing services to CWD.

**Change in administrative responsibility** — Two or more LEAs change administrative responsibility for providing services to CWD (including as a result of one or more of the LEAs closing).

**LEA newly serving CWD** — An LEA that had a base payment of \$0 in its first year of operation (because it did not serve CWD) now does serve CWD.

**Significantly expanding charter school LEA** — A charter school LEA that meets the SEA’s definition of significant expansion.

## Enter current data

- Complete list of LEAs.
- Starting base payments for all LEAs.
- Projected or final child counts for all LEAs.
- List of Affected LEAs.

## LEA Information Tab



### Recommendation:

Compile and organize the required LEA data in a separate Excel file with columns ordered to match this tab. Then copy and paste directly from the Excel file into the LEA Information tab.

Use “Paste Values” in Excel to maintain the formatting in the tool.

Ensure that each LEA has a unique LEA Name.

Required data are indicated with an asterisk (\*) in the column headers.

## Circumstance Tabs

- Use the drop-down in cell B3 to select the Circumstance Type.

- Use the drop-downs in column B to select Affected LEAs for each row as needed.

Repeat the steps above for each additional circumstance on subsequent *Circumstance* tabs.



Adjusted base payments are automatically transferred to the *Base Payments Summary* tab.

## Base Payments Summary Tab



This worksheet is updated as data are entered on the *Circumstance* tabs.

Base payments changed after each circumstance are automatically noted in **bold**.

- When you have completed all circumstances, select “Yes” from the drop-down in cell B2 to populate the “Ending Base Payment” column.