EISC SFY24 Grant Agreement

May 22, 2023

https://ohioearlyintervention.org/service-coordination-grant-agreements

Welcome to the Webinar!

Communicating: Type any questions or comments into the Questions box.

Attendance: At the end of the webinar, sign in by typing your name, role, and county in the Questions box.

CPDUs: CPDUs are not offered for today's webinar.

Recording: This webinar is being recorded, and the recording will be posted to the EI website.

Tech Tips:
- Use computer audio (**Click the arrow beside "Mute" for audio options)**
- Use headset if having audio problems
- Close other apps
- Log out and back in to Zoom
- Dial in (phone option included on the meeting invitation)

What's Updated

- Beginning with the grant year starting July 1, 2023, local FCFCs may delegate an entity other than the administrative agent to receive EI service coordination grant funds from DODD.

- This entity must be a statutory member of council as defined in Ohio Revised Code (ORC) 121.37. Consistent with our longstanding practice, an FCFC may also collaborate with council agencies in other counties to perform EI service coordination grant activities on their behalf.

- Contract Managers will now be required to sign an Attestation form (see Addendum D) that highlights specific deliverables they must ensure are completed.

What's Updated

- DODD has increased the minimum Grant Allocation for the SFY 24 EISC Grant from a $30,000 to $50,000.

- Child exit information for children who are turning three must be entered into EIDS within 30 days rather than one business day.

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What's Updated

- Contract Managers will be required to use the EI Service Coordination Oversight Report twice annually to report out to their full FCFC Council on specific topics related to EI.

- Contract Managers must deliver their first report to their full FCFC Council no later than January 31, 2024. The second report is due by July 31, 2024.

- Addendum B will now require users to list who the Contract Manager's designee is when he or she is out, who inputs data in GMS, name of System Administrator for EIDS.

- Technical Assistance and Training Plan Update - (due November 30, 2023): Subrecipient shall collaborate with the Department to review and update the county technical assistance and training plan.

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Updates

Budget Justification

The Program Narrative and Budget Justification will remain separate. The Budget Justification will be due in GMS on **June 2, 2023**. The Program Narrative will be due on **August 1, 2023**; and serve as the first Program Report.

- Counties are only required to submit *updates* to their Program Narrative for SFY24 in most situations. However, if there have been substantial changes, they will need to complete a new Program Narrative.

- Examples of when a Local EI program must submit a new Program Narrative for SFY 24 include if they entered into a new Multi-County Collaboration or changed to a new Early Intervention Service Coordination agency.

SFY 24 Due Dates

April 21	June 2	Aug 1	Feb 29	July 31
Multi-County Agreements	Signed Grant Agreements / Budgets & EI Contact Sheets	Initial Program Reports	Mid-Year Program Reports	Final Program Reports

Program Reports

August 2023

Program Narrative –
- Counties with significant program changes will submit a new narrative that updates their local protocols
- Counties with minor changes can simply make updates
- Counties with no changes, should upload the prior narrative and note there were no changes in a comment

February 2024

- Local EI outreach activities
- TBD

July 2024

- Local EI outreach activities
- TBD

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Top 10 Reason Budgets Get Denied

1 EI Contact (Addendum B) Sheet not uploaded

2 Wrong EI Contact Sheet uploaded

3 EI Contact Sheet not filled out completely

4 Budget justification does not address how each area of the grant will be funded
- Service Coordination
- EISC Supervision
- Evaluation and Assessment
- Outreach

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Top 10 Reason Budgets Get Denied

5 Narrative does not clearly state who will be using the funds and amounts

6 Staff listed in budget justification doesn't match EI Contact Sheet

7 Contracted staff not listed on EI Contact Sheet

8 Budget contains unallowable costs

9 Mileage reimbursement rate higher than state rate, but no other funding source listed

10 Budget justification doesn't match allocation

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Budget Requirements
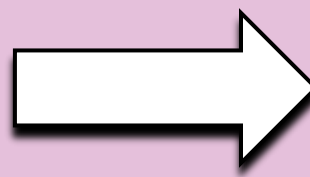
Structure of Review

Budget Justification

EI Contact Sheet

Budget Requirements

Structure of Review

Budget Justification ⟶

EI Contact Sheet

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Budget Requirements

Structure of Review

Budget Justification

⟹ EI Contact Sheet

Tips for a Proper Budget Submission

Please ensure these documents are uploaded with the submitted budget in GMS:

- **Exhibit C** – Budget Justification
- **Addendum B** – EI Contact Sheet

IF your county chooses to budget for indirect costs, additional documentation is required *(Section 3.2)*

Exhibit C must include how and how much the designated agency for EI plans to pay for:

- EI Service Coordination
- EISC Supervision
- Evaluations and Assessments
- EI Outreach Activities outside of EISC staff salaries and responsibilities

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Tips for a Proper Budget Submission

If the designated agency for EI contracts out EISC staff and their responsibilities:

- You must include the agency/agencies with whom you plan to contract and the amount of each contract
- You must upload your fully executed sub-contract prior to seeking reimbursement for any contract expenditures.

If you plan to use grant funds to reimburse for mileage, you cannot use grant funds for a reimbursement rate higher than the state reimbursement rate:

- Currently, the state rate is $.58 per mile (April 1, 2023)
- If your staff is reimbursed at a rate higher than the state mileage rate, you must note which funding source is used to pay the difference between the two rates.

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Addendum B – EI Contact Sheet

https://ohioearlyintervention.org/storage/ocali-ims-sites/ocali-ims-oei/documents/Addendum-B-EI-Contact-Sheet.xlsx

Grant Highlights
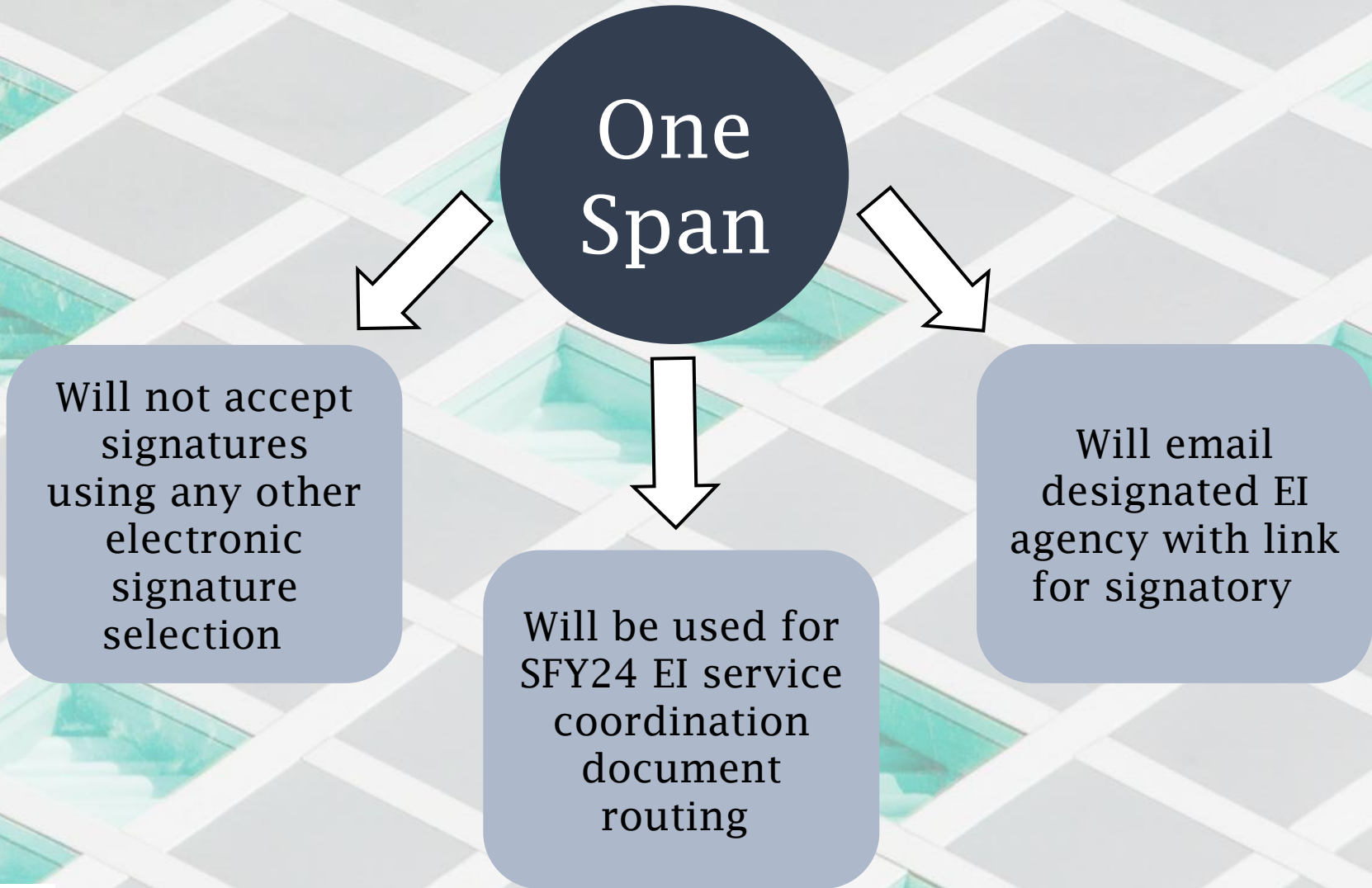
GMS:
- At least one active user
- We recommend that each county have at least two people trained to use GMS.
- Authorized to prepare/submit budget/expense report

GMS Access and User Guide

Electronic Signatures

One Span

Will not accept signatures using any other electronic signature selection

Will be used for SFY24 EI service coordination document routing

Will email designated EI agency with link for signatory

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What if a designated EI agency prefers to sign paper documents?

| Print the Document | Sign using ink | Scan each document separately. Clearly label each document. | Email to EI.Grants@dodd.ohio.gov Subject line: county + admin agency name + Service Coordination Grant Agreement July 2023 |

Grant Highlights

Either party may terminate agreement upon sixty days written advance notice

If a county is planning to change designated EI agency, you must notify your EI Consultant as soon as possible.

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Grant Highlights

3.10 (b) TA and Training Plan Update

By November 30, 2023, the subrecipient shall participate in a review and update of the county's TA and Training plan developed with program consultant

3.10 (f) EI Contact Sheet (Addendum B)

Subrecipients are required to submit a revised Addendum B to their assigned EI program consultant via email within 14 days of ==any personnel changes== within these positions

3.10 (e) Other reporting

As lead agency, DODD may request information from the Subrecipient related to the Subrecipient's activities to carry out the requirements of this Agreement. The Subrecipient shall respond to these requests ==within five business days of receiving the request for information.==

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Grant Highlights

Section 4.1 – Compliance with Federal, State & Local Laws

DODD may deny budget and/or expense reports when monitoring activities result in finding of non-compliance.

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Thank you for joining us today