**Exhibit C – ARPA Program Narrative and Budget Justification**

The American Rescue Plan Act (ARPA) provides counties with additional, one-time funding to support their Early Intervention programs from July 2021-June 2023. This is a unique opportunity for Ohio’s counties to strengthen their EI systems and improve outcomes for children by supporting the following activities in their local EI systems:

* To enhance oversight of local EI systems’ implementation of the Individuals with Disabilities Education Act (IDEA).
* To support the further application of evidence based EI practices.
* To promote the use of technology (as appropriate) for EI service provision and evaluation.

All activities described within the program narrative and budget summary must comply with the ARPA Grant Agreement, the Individuals with Disabilities Education Act (IDEA) and accompanying federal regulations, and DODD EI rules (OAC 5123-10-01, 02, 03, and 04). The EI ARPA grant budgets will be administered through DODD’s grant management system (GMS). The program narrative and budget summary must not exceed fifteen pages and must include *all* applicable program narrative required components. The template that each subrecipient must complete starts at the end of this document.

If responding for multiple counties, subrecipients may combine information across counties or break out separately depending on what makes the most sense for the local structure and circumstance.

**Complete & Upload Each Required Component to GMS -- See End of Document for Template**

***Program Narrative Instructions***

1. **Local Oversight:** Describe your EI program’s plan to enhance local oversight activities. The plan must utilize implementation science.

Identify and describe the issues(s) that your county plans to address

Identify the goals/outcomes that your county hopes to achieve

Identify which implementation science framework you plan to use (e.g., IDEAS Framework)

Identify how your county plans to evaluate the effectiveness of your local oversight activities

Describe how your county plans to ensure sustainability of your plan

Examples of Local Oversight Activities

* ARPA funds can be used for programs to improve their processes and/or framework. For example, a local EI program may be experiencing a high volume of evaluations and assessments. However, before hiring another full-time evaluator the program may want to use implementation science to determine if it would be more advantageous to shift the caseloads of staff who hold licensures or to hire a full-time evaluator and assessor.
* A local EI program may choose to increase the hours of part-time supervisor to full-time to determine if compliance issues improve after getting approval from local leadership who have agreed to fund the position long-term if compliance numbers improve. (Note: Careful documentation must be maintained if a portion of this person’s costs are already being charged to another grant and cannot be double billed.)
* Implementation science can be used to address issues around gaps in services and underserved populations. For example, a county may hypothesize they are not capturing a large portion of their homeless population. Therefore, they may use ARPA funds to hire a consultant to help them strategize ways to engage the homeless population. It is imperative the county document how they plan to measure the effectiveness of the strategies used, and how they plan to capture and utilize data.

Reasons for Denial

* If any of the five questions are left blank or do not answer what is asked.
* Answers contain any unallowable costs (see Exhibit A).

1. **Evidence-Based Early Intervention:** Describe your EI program’s plan to support the enhanced implementation of evidence-based EI practices. The plan must be consistent with generally accepted best practices for EI.

* Identify the goals/outcomes that your county hopes to achieve by enhancing evidence based EI practices.
* Identify what strategies your county plans use to achieve goals/outcomes.
* Describe your how your county plans to ensure sustainability of your evidence-based practices.
* Describe your plan to evaluate your county’s fidelity to EBEI practices.

Examples of Enhancing Evidenced- Based EI Practices:

* Purchasing books on Evidenced Based Practices or attending trainings on EBEI practices.
* Paying for contracted therapists time to attend trainings on Evidenced Based Practices.
* Staff employed by the administrative agent or the contracted agency who are part-time (Example: 24 hour a week FTE EISC who works 32 hours for one week to attend a training can be paid with ARPA funds) who need additional hours to attend trainings can use ARPA funds to pay for their additional works hours.
* Trainings – Examples of approved trainings include the Hanen Spark Training, FIPP Fidelity Training, PLAY Project Certification Training, etc.

Reasons for Denial

* + If any of the five questions are left blank or do not answer what is asked
  + Answers contain any unallowable costs (see Exhibit A).
  + Attending trainings that are not evidenced-based.
  + Attending an evidenced-based early intervention training that has not been approved by DODD’s EI Leadership team.
  + Plan to purchase items that are not evidenced-based (e.g., bubbles).

1. **Technology:** Describe in detail your program’s plan to promote the use of technology (as appropriate) for EI service provision and evaluation purchase of technology (e.g., tablets and Wi-Fi), evaluation kits, and online evaluation scoring tools.

* Identify the goals/outcomes your county hopes to achieve by promoting the use of technology.
* Identify what strategies your county plans use to achieve goals/outcomes.
* Describe your county plans to ensure sustainability of your plan.

Examples of Promoting Use of Technology

* Purchasing items such as computers, WIFI boxes, Laptops, tablets, and cell phones. Furthermore, local programs can purchase tablets, computers, and WIFI, etc. to loan to families to allow them to complete virtual visits.
* Equipment Lending Libraries -Counties have opted to purchase equipment to loan families prior to the family making the large purchase to ensure the item is a good fit for the family. Examples, of the typed of equipment purchased include gait trainers, walkers, standers, etc.

Reasons for Denial

* + If any of the five questions are left blank or do not answer what is asked.
  + Answers contain any unallowable costs (see Exhibit A).

***Budget Justification Instructions***

1. **Budget by Category of Expense:** By expense category (e.g., personnel, contracts, other direct costs), identify the amount budgeted and provide a brief narrative that breaks down the estimated costs. Include the budgeted amount and how those funds will be used to support local oversight, evidence based EI, and technology, in accordance with all applicable federal and state regulations.

|  |
| --- |
| **ARPA Funds Program Narrative & Budget Justification** |
| The American Rescue Plan Act (ARPA) provides counties with additional, one-time funding to support their Early Intervention programs from July 2021-June 2023. This is a unique opportunity for Ohio’s counties to strengthen their EI systems and improve outcomes for children by supporting the following activities in their local EI systems:   * To enhance oversight of local EI systems’ implementation of the Individuals with Disabilities Education Act (IDEA) * To support the further application of evidence-based EI practices * To promote the use of technology (as appropriate) for EI service provision and evaluation   All activities described within the program narrative and budget summary must comply with the ARPA Grant Agreement, the Individuals with Disabilities Education Act (IDEA) and accompanying federal regulations, and DODD EI rules (OAC 5123-10-01, 02, 03, and 04). The EI ARPA grant budgets will be administered through DODD’s grant management system (GMS). The narrative and budget summary must not exceed fifteen pages and must include ALL applicable program narrative required components.  If answering for multiple counties, sub recipients may combine information across counties or break out separately depending on what makes the most sense for the local structure and circumstance.  DODD is providing a template below for the Budget Justification and Program Narrative that must be utilized when responding to the Budget Justification and Program Narrative questions. Submissions that do not use the template will be rejected and required to be entered using the template.  ***If subrecipient does not plan to utilize funds for one or more of the three activities below, then they should answer “N/A” for each question pertaining to that area.*** |
| **Program Narrative** |
| **Local Oversight:** Describe your EI program’s plan to enhance local oversight activities. All activities related to enhancing oversight must utilize implementation science.  *Ensure that you provide an answer for all five questions pertaining to Local Oversight. If you do not plan to use funds for Local Oversight, then please answer “N/A” for all five questions.* |
| Identify and describe the issue(s) that your county plans to address: |
| Identify the goals/outcomes your county hopes to achieve by using implementation science: |
| Identify which implementation science framework you plan to use (e.g., IDEAS Framework): |
| Identify how your county plans to evaluate the effectiveness of your local oversight activities: |
| Describe how your county plans to ensure the sustainability of your plan: |
| **Evidence-Based Early Intervention:** Describe your EI program’s plan to support the enhance the implementation of evidence-based EI practices. The plan must be consistent with generally accepted best practices for EI.  *Ensure that you provide an answer for all four questions pertaining to EBEI. If you do not plan to use funds for EBEI, then please answer “N/A” for all four questions.* |
| Identify the goals/outcomes that your county hopes to achieve by enhancing evidence-based EI practices. |
| Identify what strategies your county plans use to achieve goals/outcomes. |
| Describe your how your county plans to ensure sustainability of your evidence-based practices. |
| Describe your plan to evaluate your county’s fidelity to EBEI practices: |
| **Technology:** Describe in detail your program’s plan to promote the use of technology (as appropriate) for EI service provision and evaluation purchase of technology (e.g., tablets and Wi-Fi), evaluation kits, and online evaluation scoring tools.  *Ensure that you provide an answer for all three questions pertaining to Technology. If you do not plan to use funds for Technology, then please answer “N/A” for all three questions.* |
| Identify the goals/outcomes your county hopes to achieve by promoting the use of technology: |
| Identify what strategies your county plans use to achieve goals/outcomes: |
| Describe your county plans to ensure sustainability of your plan: |

|  |
| --- |
| **Budget Justification** |
| By expense category (e.g., personnel, contracts, other direct costs), identify the amount budgeted and provide a brief narrative that breaks down the estimated costs. Include the budgeted amount and how those funds will be used to support local oversight, evidence-based EI, and technology, in accordance with all applicable federal and state regulations.   * If answering for multiple counties, subrecipients may combine information across counties or break out separately depending on what makes the most sense for the local structure and circumstance. * This document is intended to be completed from the perspective of the **administrative agency**.   + Any direct costs incurred by the administrative agency should be included in the Personnel, Equipment or Other Direct Cost categories.   + Any contracted costs should be reported in the Contract category.   + If choosing to budget for indirect costs, additional documentation is required. Please see Section 3.2 of the grant agreement.   Budget category totals approved in GMS are considered the final category totals, regardless of other documentation submitted. If the difference between a budget category amount in GMS and a budget category amount in the budget justification is insignificant (for example, less than $1,000), an updated Exhibit C document doesn’t need to be uploaded to GMS.  If the difference between a budget category amount in GMS and a budget category amount in the budget justification is significant (for example, greater than $1,000) – DODD will deny the budget submission. Subrecipients may either upload a revised Exhibit C document or adjust the budget category totals in GMS when resubmitting the budget. DODD reserves the right to request additional information as part of the budget review process. This also applies to budget modification requests submitted in GMS throughout the fiscal year. |
| BUDGET: |