

## MEMORANDUM

To: Family and Children First Council Coordinators and Early Intervention Contract Managers

From: Jacob Foskuhl, Financial Manager, DODD Division of Fiscal Administration  
Nathan DeDino, Part C Coordinator, DODD Division of Policy and Strategic Direction

Date: April 4, 2023

Re: SFY24 Service Coordination, Evaluation/Assessment & Outreach Grant

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The Department of Developmental Disabilities is the lead agency of the early intervention program in Ohio and oversees service coordination activities at the local level. The following memorandum lays out what to expect from DODD in the coming months.

- 1) **Agreements:** Ohio FCFC will provide DODD with the list of designated agencies for early intervention for the grant year starting July 1, 2023. DODD will provide those entities with funding agreements containing information about the terms of the award, use of funds, reporting requirements, contact information, etc. We will post the agreement documents and allocations to the EI website in April. We ask that signed agreements are returned to DODD by Friday, June 2, 2023. Training resources (including documents and videos) are available on the service coordination website: <https://ohioearlyintervention.org/service-coordination-grant-agreements>
  
- 2) **OneSpan:** DODD utilizes OneSpan as the department's electronic signature solution. In early May, DODD will send grant agreement documents via OneSpan to the signatory of each FCFC administrative agency receiving grant funds. The notification will appear in the signatory's email on file with the Ohio FCFC. In the email, the signatory will click a link to visit OneSpan's website. There is no need to create an account or register to use OneSpan; however, only the individual identified (via their email address) will be able to complete & sign the documents. The signatory will then sign, complete, and submit the Agreement, electronically within OneSpan. If the FCFC delegates the administration of this grant to a county member agency, the designated agency for EI will sign the agreement and return to DODD via OneSpan per the steps identified here.  
  
Fully executed grant agreements will be returned after a state budget is enacted (typically early July).
  
- 3) **Program Narratives & Budget Justifications:** The Program Narrative will not be submitted with the initial grant materials. Instead, the program narrative is part of the reporting requirements specified in the service coordination agreement and must be submitted to your EI program consultant no later than August 1, 2023. Insufficient or incomplete program narratives may result in delayed or denied payments in GMS. The

budget justification will be uploaded in GMS by the designated agency for early intervention prior to a budget being approved. Please see the updated Exhibit C (Budget Justification) when agreement documents are posted to the Early Intervention Service Coordination website.

- 4) **Multi-County Collaborations:** DODD welcomes counties to collaborate and pool or aggregate funds by establishing multi-county agreements. The intent to enter into a multi-county agreement must be shared with Ohio FCFC via email prior to Friday, April 21, 2023 so the budgets resulting from the multi-county agreements are properly loaded into GMS. This email must identify all counties participating in the collaboration, the county that will become responsible for overseeing the aggregated funds, and the name of the designated agency for early intervention for the responsible county. DODD will accept a signed service coordination grant agreement from only the county responsible for the aggregated allocation. Collaborating counties must formalize the multi-county collaboration by agreement or resolution. Before a grant payment is issued, DODD will require documentation that the multi-county collaboration was made formal by agreement signed by all counties or resolution. Please email this documentation to [EI.Grants@dodd.ohio.gov](mailto:EI.Grants@dodd.ohio.gov). Finally, please note that multi-county agreements must remain in place for the entire duration of the grant year.

Example: Adams and Brown counties choose to create a multi-county agreement and decide that Adams County will be the recipient and responsible party of the grant funds. Adams County will notify Ohio FCFC by April 21, 2023 of their intent to collaborate with Brown County. DODD will then add the allocations for Adams County and Brown County together and load the combined allocation in the grants system under Adams County. Brown County's allocation in the system will be \$0. DODD would then have an agreement with Adams County but would not have one with Brown County. Prior to submitting the first expense report in GMS, Adams County will provide documentation that the multi-county collaboration is agreed to by all parties by emailing [EI.Grants@dodd.ohio.gov](mailto:EI.Grants@dodd.ohio.gov).

**GMS Budgets:** Service coordination grants for the new grant period (beginning July 1, 2023) will be administered in DODD's Grants Management System (GMS). Budgets for the grant year starting July 1, 2023 are expected to be loaded into GMS by Friday, May 5, 2023. Budgets must be completed and uploaded with a copy of the Addendum B (EI Service Coordination Contact Sheet) and a copy of the Exhibit C (Budget Justification) document by Friday, June 2, 2023. Training resources will be available on the EI website:

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

Please note that DODD does not require counties to attach copies of fully executed subcontracts until requesting reimbursement for related expenses for the first time.

- 5) **DUNS / UEI change.**  
All entities need a unique identifier for federal award purposes. The Unique Entity ID (UEI) will be the identifier of record. You can get a Unique Entity ID by registering your organization in SAM.gov.
- In compliance with pre-award UEI validation requirements, all entities should ensure that their UEI records are available for public view by checking the “Allow the selected record to be a public display record” in their registrations. If your organization’s registration information in SAM has changed in the last year, please email [EI.Grants@dodd.ohio.gov](mailto:EI.Grants@dodd.ohio.gov).
- 6) **Early Intervention Data System (EIDS):** DODD administers the Early Intervention Data System. EIDS is used to collect information about participants in the Early Intervention program. Each grantee must designate the Early Intervention contract manager to have the role of “EI System Administrator” in EIDS, who will be responsible for creating and maintaining access to EIDS at the agency level. Exhibit F of the grant agreement will provide additional information. Directions for obtaining access to EIDS are available here: <https://ohioearlyintervention.org/data-system>
- 7) **Contract Manger Training Requirements and Attestation.** DODD identified training requirements for EI contract managers consistent with those training requirements for EI service coordinators and supervisors and agencies under contract with DODD to provide EI services. EI contract managers will have up to a year to complete the trainings. Information regarding the trainings and timeline will be included in Addendum D of the Grant Agreement. Beginning this grant year, the designated agency for EI must formally indicate who will be serving as the EI contract manager on Addendum D. Both the EI contract manager and a representative from the designed agency for EI must sign an attestation that the EI contract manager will ensure compliance with the terms of the grant agreement, relevant state and federal regulations, and other requirements outlined in the attestation.
- 8) **State vs. Federal Funds:** The source of funds associated with each grant payment is available to subrecipients to inform SEFA reporting and revenue deposits as needed.
- Funding information will be available via the payment message field. This can be viewed using the OAKS EFT lookup website, administered by the Office of Shared Services. The website address is <http://remitlookup.obm.ohio.gov/>. Questions about how to use the site should be directed to the Office of Shared Services (OSS) by emailing [ohiosharedservices@ohio.gov](mailto:ohiosharedservices@ohio.gov). If additional information about these resources or a direct deposit is needed, call OSS at 1-877-644-6771.
  - DODD will provide the total amount of disbursements made using each funding source: state general revenue funds or federal (by FAIN).

If you have any questions, please do not hesitate to contact [EI.Grants@dodd.ohio.gov](mailto:EI.Grants@dodd.ohio.gov).

<b>Who Does This</b>	<b>Activity</b>	<b>Deadline</b>
Designated agency for early intervention	Notify Ohio FCFC of Intent to Participate in Multi-County Agreements	Friday, April 21
DODD	SFY23 Allocations & Grant Agreements Posted on EI Website	Mid April
DODD	Budgets uploaded to GMS	Late April
Designated agency for early intervention	Grant Agreements & Required Forms Due via OneSpan to DODD	Friday, June 3
Designated agency for early intervention	Budgets Due in GMS	Friday, June 3