

- Welcome, this is Lori Myers and I'm the Training Coordinator for the Early Intervention Program. And today we're gonna talk about the ARPA Grant Agreement. I'm gonna go ahead and turn things over to our presenters for today to get us started.

- I apologize in advance, I'm a little under the weather today but at least I won't be infecting anyone else who probably didn't infect me in my own house. So we'll go ahead and get started. I like this slide, the what are ARPA funds? I mean, I'm gonna give you sort of a technical response to that but I think to start, I would say that our ARPA funds are a wonderful opportunity for our state system and our local partners to really enhance it and to improve outcomes for children served in Early Intervention. I think that's first and foremost, and the guiding principle that we have used as we have put together these priorities in conjunction with Early Intervention Advisory Council and stakeholder group and had conversations with many of you already as you were working on your intents to apply. So the ARPA funds are part of the American Rescue Plan Act that Congress passed earlier this year. I have a number of different provisions and one of those was the inclusion of significant additional one-time funding under IDEA or the Individuals with Disabilities Education Act to support state Early Intervention Programs for the time period of July, 2021 through June, 2023. And like I said, this is a wonderful and unique opportunity for Ohio's local EI programs to find ways to strengthen their EI systems and improve outcomes for children and families. And like I said, in conjunction with the Early Intervention Advisory Council and Stakeholder Group, we identified three priorities for these funds. The first is around enhancing oversight of local EI systems implementation of IDEA. The second is to support the further implementation of evidence-based early intervention practices. And then the third is to promote the use of technology for EI service provision in education, evaluation rather. All of our administrative SCFC agents in our system, those are the entities with whom DODD has a fiscal relationship as it relates to Early Intervention will be required to submit a program narrative and budget justification in the new Grant Management System or GMS. The document won't or is not permitted to exceed 15 pages and must include a number of elements and we're gonna be talking about some of these things later today. We will talk a bit about if you're answering, responding for multiple counties, you can break those things out. However, it makes the most sense just as we do with the EI Service Coordination Grant. And we will like we do with the EI Service Coordination Grant, we will be providing a template for the budget justification and program narrative to make this really as easy and as painless a process as possible. We always want folks to be focusing their efforts on the important work that you guys are planning on rather than trying to spend lots of time filling out, figuring out how to fill out something. So we will be providing a template again, like we have for the Service Coordination Grant in hopes that that'll make things a bit easier for everyone. We can move on to the next slide. So we did put

together for these funds an allocation table and similar to the base allocation that we use for the surface coordination grant, this allocation of the \$6.9 million that we received in ARPA funding is based 70% on children who were served in calendar year '20. 20% on referrals that had the eligibility and assessment process completed and 10% for referrals where we did not get to the eligibility and assessment process. Those would be calendar year '20 referrals. Obviously there wasn't the 10% cap on reductions because it wasn't applicable that cap week is applicable for the Service Coordination Grant. So we can move to the next slide. I wanted to talk briefly about how the ARPA funds are flowing. And so they do come from the US Department of Education. And unlike if you've been around in the system for a bit, you might recall the stimulus funds in 2008 and these are different. They are one-time funds but they are coming through basically an additional allocation to states through the Federal Individuals with Disabilities Education Funding. So they are subject to all of the same rules that the DODD must abide by as it relates to IDEA funding. I think that's an important thing. So that's why we've got the two years, like we would ordinarily to spend Federal IDEA funds, things that are allowable or not allowable with our other funding that we receive from the US Department of Education all apply in this case as well. So DODD has received these funds and has obligations, the exact same obligations that we have as it relates to reporting and rules that apply to our usual allocation that we receive from the Department of Education. And then, as I was saying earlier, we have under Ohio statute formalized relationship with the Family and Children First Council administrative agents. Those are the entities through whom the Early Intervention Service Coordination funds flow as you all know. So that's how these ARPA funds are also going to be moving. And so we will have grant agreements in place with the administrative agents in each county, just like we do under the Service Coordination Grant. Unless of course you are combining formally into to one grant agreement then we'll just have a grant agreement in place with the county that's taking the lead. But I just wanna underscore that this process is all working the same way that it does for the Early Intervention Service Coordination Grant. And so related to that is, excuse me, we know that many of you who are administrative agents contract out your work in Early Intervention, maybe to the county board, that the most likely agency after is a contract but it might also be to the Health Department or another agency. So that same sort of setup would apply here as well. And so if you are gonna be contracting out that work, we'll need a copy of that contract, whatever that formal written agreement is uploaded ahead of your first expenditure report, same sort of rules that we have in place for the Early Intervention Service Coordination Grant. And I just wanna underscore here too, we are looking at ways that we can affect system change so we need to ensure that we are always engaging with all of the relevant local Early Intervention Program partners in your county as it relates to this funding as well. We can move to the next slide. Then I wanna talk briefly about some of those costs that

aren't allowable and obviously if you have questions about this then you wanna be sure to reach out to your Early Intervention Program consultant. I think a lot of this again, I feel like a bit of a broken record because it's all the same rules for the Early Intervention Service Coordination Grant. I think many of these things will look very familiar to you because they are also unallowable costs under the Service Coordination Grant. Some of these things that we wanna talk a bit about because it's a unique and specific to the ARPA funding. So any of those costs related to food or out-of-state travel are not allowable under the grant because these are IDEA funds, we need to be cognizant of our maintenance of effort requirements that we have under IDEA. So we have to be thinking about any of these issues of grant supplanting which is why really that also has driven some of those priorities that we have identified for these funds. We have structured this in a way that it's minimizing the chances really that we're going to get into some of those issues but certainly wanna flag that here. We don't wanna be... These are one-time funds, they will be going away by June of 2023 so we wanna ensure that whatever we're doing is sustainable in the longterm. And so I think that you wanna be thoughtful and I know that you already are about how you are structuring different things with these funds so that you can ensure that they have long-term viability. I think that many of you are looking at investing in trainings for your staff and those are those sorts of long, you're making longterm investments in your staff which will continue beyond June 2023 fortunately. I think some of the things that you're doing around local oversight, also you might use these funds to demonstrate to your other funders that certain different ways of structuring things might work. And if you could just show that then you've got, you may have a promise that they'll continue to fund that or you may be able to find some efficiencies which will give you some longterm sustainability. We did wanna just flag to you, you can't use these funds to fund other programs. We did get asked about these in a couple of place so we did just want to flag that as well. I think we can move on to the next slide which is Diane.

- Thank you so much, Nathan. We are getting a lot of questions around, are we going to share the PowerPoint? And yes, we are. We are recording this presentation so we will upload the recorded presentation and the PowerPoint. We plan to upload it to the Service Coordination tile on the Ohio Early Intervention website. And then everyone should be able to see the PowerPoint I heard there were a couple comments about not being able to see Nathan's slides. So hopefully you're able to see the presentation as we're talking. All right, so good morning. I wanna share information around the intent to apply for the ARPA funds share with you what we learned and what counties are planning to do with the ARPA funding, including how many counties responded and of course, what they plan to do with the funds. But first I'd just like to add some additional information about each priority area regarding oversight. During the past year, DODD has identified opportunities for growth in oversight in our local EI

systems. We proposed using ARPA funding to provide training and an evidence-based implementation science approach. For example, Harvard Center on the developing child's ideals framework to local early intervention leadership. Supporting the local early intervention leadership with creating a plan for improving local oversight, using implementation science and implementing and completing the plan no later than June 30th, 2023. ARPA funding would be available to support implementation of the plan for example, staff time to create and carry out the plan, software to facilitate oversight activities and training on implementation science. We highly encourage any county that is currently on a program improvement plan, corrective action plan or a finding consider this activity. This activity is highly sustainable. As once a leadership team is trained on a framework, this framework can be implemented ongoing. DODD is working on a training contract to provide the ideal framework training so we'll have more information about that soon. Evidence-based practices, evidence-based practices are essential for improving child outcomes in EI. Implementation of these practices have been a long-standing focus of DODD. Local Early Intervention Programs have worked very hard on understanding and implementing evidence-based EI practices. And the use of ARPA funding in this area will support Local Early Intervention staff to become more proficient in evidence-based practices and perhaps train new team members on evidence-based EI practices. Since funding for staff time to participate in professional development is frequently cited as a barrier, the additional ARPA funding is an opportunity to overcome this barrier. Technology, since March, 2020, the use of technology to provide Early Intervention Services surged, in many cases this method of Early Intervention Service delivery worked well for both families and providers. Although, we expect most Early Intervention Services to return to a primarily in-person method of service delivery in the coming year, technology will remain an effective method for many families. To ensure that all families who may benefit from virtual service delivery are able to access Early Intervention Services in this way. Counties should consider using ARPA funds to upgrade software, purchase software and to purchase technology such as tablets and Wi-Fi boxes. Next slide, please. Also, if you haven't done so already, if you could mute your audio that would be great. Based on the counties that submitted their intent to apply and we heard from all counties for all ARPA funds counties intend to utilize over \$6.6 million in ARPA funds, all but one county plans to sign a grant agreement for ARPA funding. Three sets of counties who have a joint EI Service Coordination Grant Agreements plan to continue those partnerships for the ARPA funds, two additional counties plan to enter a partnership to combine their ARPA funding. 47 counties plan to use the funds for oversight, 82 counties plan to use funds for evidence-based Early Intervention and 85, which is all counties plan to use funds for technology. Later, we will share more about the specific activities that counties plan to do in each priority, just in case you need some ideas. While we can't use ARPA funding for service coordination evaluation and assessment or service delivery activities,

we recognize that some counties are experiencing proportionately higher number of referrals. And this is challenging their ability to provide service coordination and timely evaluations due to staffing. We are working internally to find ways to provide additional funding for counties in these situations, we will commit communicate our initial plans via a future statewide webinar. We will now take a closer look at each priority area. We will begin with oversight, I'll now turn it over to Kelli Lanzot, one of our Program Consultants, Kelli take it away.

- Good morning, everyone. What do we mean by oversight? Do we mean ensuring compliance? Yes, ensuring access to Early Intervention supports and services, yes. Ensuring that all providers implement family centered evidence-based practices, yes. Ensuring implementation of IDEA and DODD EI rules, yes. What are the outcomes of strong local oversight? What are the outcomes of strong local oversight? When counties have strong local oversight programs are well-run, timelines are met, there's no corrective action, there's no performance improvement plans. Local oversight should be considered. Next slide, please, I apologize. Okay, local oversight should be considered when an Early Intervention Program recently received findings or corrective action for 45 day, timely receipt of services, transition or their county report card or their APR is in the category of needs assistance or a performance improvement plan or PIP has been issued or the local EI leadership wants to learn how to use an implementation science framework to strengthen their current oversight process. Here are a couple of examples of implementation science. The Early Intervention contract manager hypothesizes the reason the program received a finding is because the Early Intervention service coordinator supervisor works only 28 hours for Early Intervention. The contract manager reviews child count reports, caseload reports and Early Intervention service reports from EIDS and the reports appear to confirm his or her hypothesis. The contract manager proposes to use ARPA funds to increase the Early Intervention Service Coordinator supervisors hours from 28 hours dedicated to early intervention each week to 48 hours dedicated to EI each week. The contract managers agency is willing to cover the additional hours if this process proves the case manager's hypothesis. Another example is a county's preliminary research suggests that EI is not serving many families experiencing homelessness. The program intends to use ARPA funds to hire a firm to conduct research to determine ways to recruit, engage, and retain homeless families. The county will then use implementation science to create a plan to increase engagement and monitor its implementation. The program could then sustain and implement the findings from the research using EI outreach funds. Counties participating in this priority will have access to training and technical assistance on the ideas framework. While counties do not have to use the ideas framework and may choose another framework, DODD is working on developing a training with a contractor within and the... Excuse me and the training will focus on the ideas framework.

We will communicate directly to the counties that have chosen to focus on local oversight when the training will be available. The ideas framework training will be available at no cost to staff. Counties who use another framework may cover the training costs with ARPA funds. Implementation science is an evidence-based framework used to improve processes and for this priority, improving the local EI oversight process. ARPA funds could be used to purchase professional books, resources, staff time to attend training on implementation science or on training for specific implementation science framework. Here are some resources that further explain implementation science and can generate additional ideas. And we've included the link to the ECTA implementation science information where you can get additional information on the slide. And like Diane said, we will be providing that information on the EI website. We also believe that this is highly sustainable as once trained and the process practice, the local EI leadership can continue to use this process and target other areas for growth. We highly encourage any county on a finding, corrective action, program improvement plan or their county report indicates needs assistance and improving local oversight consider using ARPA funds to improve their practices. Next slide, please. Here are some more approved activities where ARPA funds can be used for oversight. Again, the consulting firm contracts cost to identify target areas like the example we used prior for targeting homeless families for outreach. Additional personnel costs related to training and implementing ARPA activity. Trainings on the implementation science framework, personnel costs such as increasing case manager's time to implementation science. And those are just some of the examples that we have. If you have any additional examples that you would like to ask questions about, please reach out to your Early Intervention Program consultant. Next slide, please. When you are completing your program narrative, addressing the area of oversight. For counties choosing to use their ARPA funds for oversight in the program narrative you will be asked to, describe the oversight issue the county plans to address, identify the goals and outcomes the county hopes to achieve as a result of this activity, identify which implementation science framework you plan to use, identify how your county plans to ensure sustainability Henry, take it away. Again before you take it away, Henry, we strongly encourage any county that is experiencing, a finding, PIP or corrective action to take advantage of the ARPA funds and look at using local oversight to strengthen your program. This is an excellent opportunity for counties to really look at their program and look at ways to enhance certain areas. If you have any questions, your program consultant is an excellent contact and can provide you with technical assistance and additional examples of how your program can benefit from using local oversight.

- Thanks Kelli, before we turn it over to Henry, there was a question to that. If I'm not in those circumstances of CAP or PIP or my APRs needs assistance, can I still identify oversight as my priority?

- Absolutely, you can always use ARPA funds because programs can always improve. And this is an excellent opportunity to look at ways to improve your program or take advantage of an opportunity to advance. Absolutely, you can still use oversight, local oversight.

- Thank you, Kelli, that's all the questions we have.

- Thank you

- All right, thank you, Kelli. If you can get the next slide, Lori. Awesome, so the second area in which these ARPA funds can be used is evidence-based practices. So you wanna be able to use the funds in a number of ways but all of them centered around enhancing your team's knowledge and practices of evidence-based EI. Those practices must be consistent with the generally accepted best practices for EI such as the key principles for providing Early Intervention Services in natural environments, any of the Division for Early Childhood or DEC's recommended practices which you'll see, there'll be a link to those at the bottom of the page once you get the slides. As well as any activities that use tools to support fidelity of evidence-based practices, any tool available through the Family, Infant and Preschool Program, FIPP Center for advanced study of excellence, the case trainings, those as well. So anything that supports the fidelity to our evidence-based practices, the funds can be used in that way. Next slide, please. So we've listed up here a few different ways that you can use the funds to support evidence-based practices and while doing so counties may collaborate and pool funds to offer in-person or virtual trainings together. And those instances and agreement such as an MOU would be needed if you're sharing funds. Some potential ideas would be to attend online or in-person trainings, conferences, things like that. You can pull funds to offer a regional training in person or online, any practical materials that are needed, books, any of the tools themselves, little packets of things like that if there's cost associated with them to help inform your team on evidence-based practices, the funds can be used in that way. The DECA trainings are an option, any additional support you need implementing evidence-based practices in other settings other than the home, childcare online, things like that, that will help your team and anything on parent centered practices, videos, resources, developing those little tidbits, working on helping to train your team, things like that. Any of the coaching books that you can then have a book club or something like that, those are also options that you can try out with these funds. All right, next question, please or next slide, please. So within our program narrative, that you'll need to be filling out, there's a handful of questions for each of these three areas. When it comes to evidence-based EI, you will need to answer a few questions in there. First, you'll need to identify the goals and outcomes that your county hopes to achieve by enhancing evidence-based practices. Next you'll need to identify what strategies your county plans to use to achieve those goals and outcomes. You'll need to describe how your

county plans to ensure sustainability of your evidence-based practices and describe your plan to evaluate your county's fidelity to EBEI practices. Okay, and now turn it over to Shelly for her to talk to you guys about the technology section.

- [Shelly] Thanks Henry. So there are several benefits to investing in technology, virtual service coordination and virtual service provision will continue to be an option for providing services long after COVID. EI staff and families need reliable and up-to-date technology in order to successfully provide and have access to EI services when the team determines virtual services are appropriate. The benefits of having updated technology and access. So it will provide more options for families to access technology and video sharing and use video conferencing for visits as well as having access to teaming process. It will help streamline the process for IFSPs and consent forms. Having tablets available to get signatures in real time will allow parents to have access to consents in real time. It will provide opportunities for the team to access and share records. It will allow that ENA team to input information gathered into the IFSP while allowing the service coordinator to complete their portions of the IFSP simultaneously thus ensuring adherence to that 45 day timeline. It will provide increased access to online evaluations so each county should be able to have updated toolkits thus making that ENA process more efficient. It will help build a family's confidence and competence with technology, which will benefit them in those next settings, such as preschool. It can allow video sharing for families and providers, which can ensure quality functional assessments. It will provide participation within natural learning environments and routines to ensure strategies and outcomes are a match. So let's think about how your county can continue to provide EI services via technology. So how can your county continue to improve record keeping? How can we sustain the virtual and paperless records that we've worked so hard to obtain? What updates are needed for your county? What system does your county have for record keeping? How can we continue move forward and towards a shared system? What technology or equipment does your county have for families? What could your county purchase for equipment or loaners? What does access in your county look like in terms of the internet? Are there several areas that don't have access to internet and will hotspot work in these cases? What does your county already have in place for evaluations? What equipment or kits are needed? Do you already have the online access to the tool? And does your county have access to the updated evaluation tools? Both have been revised. Next slide. Did we skip a slide? There you go. So in terms of the initiatives and the activities that EI programs should consider for technology, your county can invest in technology such as upgrading software. There you go. Where was I? Upgrading software, obviously upgrading computers, tablets, equipment, purchasing additional evaluation materials. Your county should consider applying for that technology priority if you've answered yes to any of my questions. So there are some ways that I think most counties that I've

talked to are planning on using those ARPA funds. So purchase of equipment, tablets, laptops, I think I've heard signing pads, hotspots. This could be for either upgrading that staff equipment but also thinking about loaner technology to ensure virtual access for families. Purchase of support, such as electronic signature apps like HelloSign or Adobe Pro or eSign Genie. The purchase of cloud storage such as Brit + Co or G Suite or Dropbox, Microsoft OneDrive. The purchase of virtual venues, such as Teams or Zooms or Google Meet. So what system does your county have in place for that? Next slide or fill in those boxes. There we go, thank you. So thinking about what is needed for that program narrative, your county will need to describe how those funds will be used to support technology. So what are some of the outcomes you hope to achieve by using those funds in this category? What strategies will you use to ensure accessibility in your county? And how will you address sustainability? So an example could be your county stated on the initial intent that they would be using funds to purchase some equipment under technology category. Your county has taken initial steps towards going paperless, we've all been working on that, right? So how can purchasing technology help your county reach the goal of going paperless? Your county could purchase tablets for the service coordinator and the EI providers to use on visits both virtually and in person. The county could also purchase an app for instance, HelloSign or Adobe Pro to obtain those electronic signatures as well as support maybe a local county with funds to support service coordination and EI providers have access to a shared drive such as G Suite or Brit + Co. So think about those electronic records and how that would best meet the needs for your county. I will now turn the presentation over to Karen Kincaid and she'll go over the steps for applying for the ARPA funds.

- Good morning, everyone. So as you can see on your screen, there is an ARPA Grant timeline. And so the first thing we have is October 1st, October 1st is when all of the ARPA documents will be listed under the Service Coordination Grant section on our website. It will have its own header so it'll be easy to find and all the required documents for ARPA will be uploaded there. We will have the grant agreements, you will have Exhibit C, which would be the program narrative and budget justification, Addendum B which will be the contact spreadsheet and as well as Addendum C which is the Federal Funding Accountability and Transparency Act and Addendum E which will be the standard affirmation and disclosure form. Also on October 1st, as we mentioned a little bit earlier and Jacob will go into a lot more detail later is if a county either wants to make a change to their current multi-county collaboration agreement that they have under the Service Coordination Grant or they want to enter into a new multi-county collaboration specifically with ARPA funds, you will need to let us know by October 1st by both emailing your program consultant and sending it to our new email, grants.invoices@dodd.ohio.gov. And that email will also be on many slides later too. Then on November 15th just like with the Service Coordination Grant, there are documents that you will need to

email and there are documents that you will need to upload into the new GMS system. The signed grant agreement, the Addendum C and E must be emailed to our grants.invoices@dodd.ohio.gov and the program narrative budget justification, the contact spreadsheet and indirect cost must be uploaded into our GMS system. Then from 11/15 to 12/31 program consultants will be reviewing your submissions and by 12/31/21 of this year, they will be reviewed and approved. Once approved counselors will be able to start submitting expenditures. And as we've said, this is very similar to the Service Coordination Grant so we will also be requiring some progress reports and the timelines will match the service coordination program reports due dates. And then July 31st, 2023, we'll be asking for a final report to see all of the great work you guys have done with these funds over the last couple of years. Next slide. So just to kind of go through what's gonna be happening between now and the end of the year. You're gonna have to do a grant agreement. This has been modified for the ARPA funds so please read over it carefully. It'll need to be signed by the admin agent and then emailed to our grants invoices email. Then you will have to do an exhibit C program narrative budget justification. We have embedded the instructions into the template that each county will complete. Questions that we will be asking you to answer as part of the program narrative having shared today in each of the three areas of local oversight, evidence-based early intervention and technology. And then that will be uploaded into our GMS system. We will be asking you to also to complete spreadsheet, a contact spreadsheet, this is similar to what we have with the Service Coordination Grant. This is like the personnel spreadsheet, we are asking for this one that you identify the following people that are associated. We're asking for the fiscal agent, the administrative agent, FCFC coordinator, contract manager and then any anyone in your county, who's gonna be a GMS user. So we were asking for specific people for you to be listed on this sheet and as with the Service Coordination Grant, if there's a change sometime over the next year, we're just asking you to email your consultant with that information, the updated information. Next slide. So I touched about on this just briefly. Yes, it will be listed on your sheet, but the people on the contact sheet are going to be the fiscal agent, the head of the organization director, the fiscal agent relating to the fiscal contact, FCFC coordinator, contract manager and anyone who is listed as a GMS user in your county. So as far as moving on to program reports, we touched that it's really going to match the Service Coordination Grant timeline. And we're gonna use a very similar approach, templates, surveys, progress reports. We are gonna be creating a template for counties to use the document trainings for all staff that are attending trainings using ARPA funds so that we can track numbers of people that have been trained over the next year and a half. And the one thing that's gonna be different with this versus the Service Coordination Grant is, remember when we talked in each of those three areas about the questions that you were going to be answering under local oversight evidence-based Early Intervention and technology. So when you identify the goal in each of those areas if

you're using all three or if you use in one, it doesn't matter if you're using ARPA funds and you've created a goal in one or all of those areas, those goals will be identified on your county's TA and training plan. So that way we can have continued conversations and support you as you go through the next year and a half. I will now turn the presentation over to Jacob Foskuhl from our Fiscal Department who's gonna talk to you about our new system and give you some more fiscal information related to this grant.

- Well, good morning, everybody. It's a pleasure to be here virtually and see a lot of faces and names and I'm really excited about this opportunity and I'm excited to take a little bit of time and walk through kind of the nuts and bolts of some of the financial stuff, administrative stuff. As kind of mentioned previously, a lot of what we're looking at for the grant agreement process and expenses and all that type of stuff should look pretty familiar to the past in terms of some of the little details may change but the high-level stuff should be the same. So we'll go through it and take it from there. So we can jump to the next slide and kind of give an overview of the stuff we'll cover. So we'll talk a little bit about the grant agreement process. A lot of it is pretty much the same as most recent period but we'll get into that a little bit. We'll spend a little bit of time on the Grant Management System, which is DODD's new Grant Management System to be redundant. We'll look at that a little bit and the soul, we'll look at the specifics of that and then finally, I've just got a couple of notes for some popular fiscal topics that we already received questions on and we will kind of what it goes specifically. So we'll just move right along. So for getting grant agreements signed and completed, I suspect that most of the people on this call were at least involved in doing the EI coordination grant agreements just a couple of months ago the processes, mostly the same. You basically have two options to get things back. We have a new, DODD has a new electronic signature solution called OneSpan so we'll be sending out email to everybody that signed the service coordination agreements last time so agency director, superintendent whoever that might be, whoever ended up signing coordination grant agreements, we will send that and make that available again. So that is, if you wanna sign something electronically, DODD we can only accept stuff through OneSpan electronically. That being said, you don't wanna mess around with that or for whatever reason you wanna do it through the traditional process, you can do that as well where you simply print out the grant agreement, sign it with pen and scan it, send it back. We've got the only thing that's different from all this is, we've just got a different mailbox, grants.invoices. The previous one was in the IDEAS ones within the different grant use a different mailbox just to keep things clean. So the overall process is gonna be the same, the grant agreement I think there are two agenda kind of standard forms, a lot of this for most the grant agreement language will be different but the other forms are gonna be the same. So it should be pretty straightforward. Mostly the same thing that we did just two, three

months ago. The only note I'll make is that I apologize. It says Addendum B at the bottom there is actually Addendum C. We collected information for our federal reporting requirements and we're gonna collect that via a spreadsheet as well but with our new grant system, we're gonna be able to capture that too so we wanted to collect it through a spreadsheet so that we could make sure that we get all that data 'cause this is our big first range of the grant system and testing it's functionality. So just a little note that there may be a point where we're kind of looking at that specific information getting entered in both the spreadsheet and then in GMS. So we can go to the next slide. And I see a couple of questions coming in, I'll probably take a break in a couple of minutes to review them just to get them comprehensively. So we mentioned this before, just wanted to reiterate. So we talked about multi-county agreements just to kind of make clear where we were using that terminology in relation to the grant agreements or talking about that single administrative agency, receding allocations for multiple one or more counties. So whereas this is the kind of the highest level of collaboration, whereas instead of three different grant agreements with three different budgets in the system and three different expenses, it would be one grant agreement, one budget, combined allocations so our operating procedure over the next couple of weeks was basically, we're gonna assume that the same partnerships are happening at service coordination if that's not the case, please let us know by Friday so we know who to send the grant documents to and who to look for. So if you're gonna do something different, you're of course more than welcome to. We just would like a heads up so that we can make sure that we know what we're looking for and can properly get everything completed on our end. Just a reminder when you're doing that multi-county agreement or sorry, that collaboration, you need either some sort of a fully executed agreement between the counties. So an MOU or resolution something certifying that the counties that are not gonna be getting a grant agreement a budget or thing, yeah, we've signed off that this is cool that the money's going here. So sending that to our mailbox if you plan on doing something, gives us a chance to verify that yes, these are set up kind of as we want so that's kind of the plan. If you have any questions or not sure what should wanna do, reach out to the program consultant as well as fiscal staff through that mailbox and we can get it squared away so that'll be that. I think we can move to the next slide. This slide is blank so I'm gonna take that opportunity to look at the questions really quickly and see if there's anything I can answer. So we've got a question about audits, well, we could touch on an audit question. I think the question is about as I'm reading it now, additional money means potentially additional audit costs. The short version is this is gonna be similar to how EI service coordination works and we'll cover kind of broadly how that works later on. So I'll make a note to circle back on the audit question. And if I wanna make sure that I'm reading that right before provide a full answer. We've also got a question about the start date for allowable expenses once we'll get into some of this

now but basically once budgets are set up and approved then basically expenses can start coming in. So the short version is once grant agreement is signed and budget is submitted and approved within our Grant System then expenses can be submitted from that point. The effective date, I think of the grant agreement is spelled out there 'cause there's gonna be a little bit of a buffer there. But basically once this process is done then you can start billing. And there's one more question that I'm gonna stay back 'cause I think this will be covered in a minute. So I think we can jump to the next slide. We've talked about this a little bit but we'll go a little more in depth. We've got a new Grant Management solution here at DODD. So this is a process that's been in the work for a long time. DODD is really excited to have a system that will be able to use for everything that we do. One grant system that can kind of manage all the varied work that we do. I know that sometimes you say new system, people get nervous, you have to learn new things. We're very excited to use this, I think everybody on this call is gonna have a leg up and are gonna be in a good position to use this because we purposely designed it with many of the same principles as EIGS. It's gonna look pretty similar functionality, it's gonna be very familiar to people. It will have all the things you kind of know and expect from EIGS as well as kind of additional enhancement stuff that we're able to build. And so for EI APRA which this is gonna be similar to folks who use the EIGS for service coordination, the documents that would have been uploaded into EIGS with service coordination for EI ARPA, you're just gonna put them in GMS. The functional process is to be pretty much the same and that includes kind of spelling out your budget that you put in your budget justification, bringing that screen on the next slide just to give you a sense of what that looks like but I think folks on the call are gonna be in a, it's gonna look pretty familiar and is gonna be pretty easy transition and it'll be helpful too because with this being our end all kind of still loose ends for all of our grants, everything in the EIGS that's there now it's gonna still be there for the rest of the year. Looking at next summer, EIGS will flip it over to GMS. So this will be kind of that first step toward that process. Again, anything for service coordination is gonna be the same for this year but for EI ARPA we're gonna talk about GMS. Next slide. So we've got, here's just a screenshot to give you a look for those of you, again, familiar with the EIGS, it's gonna look a little bit similar in terms of, an you got budget information spelled out, it'll have breakdowns for the standard kind of budget categories that you know personnel contract and direct costs could be controlled that same way, files will be uploaded to budgets as well as expenses. One of the key changes for this system is whereas in service coordination, it's on like a monthly schedule where everybody gets a report it's created automatically and then it closes out and it's very structured. This is gonna be more freeform where basically you can submit requests whenever you'd like up to once a month. So there's not gonna be especially when you're ready to go in and bill you go, you enter things, it goes through the same approval process, you're familiar

with IEGS. And then once it's all done and paid, you can do another one the following month. So there'll be a little bit of differences but yeah, before we go to the next slide, I'm gonna peek in and see what kind of questions we have here. So I think there's a question about what happens if you've got new stuff that you'd like to find that wasn't initially included, it's gonna be a similar process to how we manage things in EIGS whereas if the substance of what you wanna do is roughly in line with what you said you would do. For example, if you're going with training contractor B instead of training contractor A and you've already got the money committed and budgeted in this case within GMS then you should be good to go. If you're gonna do something new and different, that would result in spending the money a different way, then you'll be able to submit a request to modify your budget and update your documentation to say like, "Hey, we're gonna go in a different direction." It would just go through our normal approval process. So that should be pretty similar to what we've done in the past. Got a question here about... I think we've got a question about how folks spending money. It sounds so the question is basically between like a county board, SCSC administrative agent, like how do they kind of make those decisions about what to spend. I believe that's really like an up to the local entities decision, like whatever you have in your contract or under you or things like that is gonna determine that. I'm gonna flag this question and look at it a little bit later to make sure I'm not missing anything but typically DODD is not really involved in the questions of like, and that type of stuff. That's really kind of when you're in the contract situation, that's different. So I'll look at that again, but that's, I think the right answer. We've got a question about EIGS accounts and access, that's on the next slide. So we'll cover that in just a minute. Got a question about, I apologize, the question is about MIECHV, I think that's home visiting and probably some other stuff in there. I'm not totally up on every acronym. The question is whether other programs like that, it's gonna go through GMS. For now anything that is going through DODD would go through GMS. So if it's something like Department of Health, little go through whatever system or process that they use. At the DODD, it'll go through GMS with the exception of our current EIGS system which we'll run through this year and then we'll transition. That'll be a conversation for another time. A lot of questions here. Sorry and it looks like Diane, I think already covered that, so. Okay, great, oh, yes and I'd like to clarify 'cause I'm seeing in the chat too. There's GMIS or GMIS, which is Department of Health grant system, ours is GMS, just another fund, similar acronym to kind of keep track of but correct, yeah, GMS is for DODD specific grants. I think they have one more question that I'll try and knock out now and then we'll keep going. It's a question about billing. So the question about how out early can retroactive costs and things like that. So some of that is gonna be spelled out in the grant agreement, like when the actual period of award starts. It looks like Diane wanted to chime in so I could let her kind of answer that too.

- I was just gonna tell you, it came from Pam, so it'd be easier to find but I believe that is spelled out in the grant agreement. So Pam will have that answer for you. Just make sure to read closely the grant agreement.

- Yep, I believe that the date is before whenever it gets signed. So there'll be some flexibility there but I don't wanna risk giving you the wrong date. So you'll have that in a couple days. Okay, a lot of questions but this is good. That's what we're here for. I think we're good to go to the next slide. Thank you, invisible person who's moving the slide. I'm not sure who's doing that but I appreciate that. So you're gonna have to get access to GMS to get into the system. Luckily, folks who are already using EIGS with our Service Coordination Grants, it's gonna be a much simpler process. You'll use your existing DODD account. So that'll already be established. All you'll have to do is go in and add a GMS role. It takes about 30 seconds. Basically you log into your account and instead of going, whereas you would normally click on EIGS to open that up, there's like a little, I think a person icon or something in the upper right you'll find that, we've got a guide that we'll send out on Friday as part of the grant agreement package. But it's really just looking through a list, picking a role and since you've already got the account, it will set you up that way. So if you don't have that already, that's okay. And I will have instructions on how to do that. Get your DODD accounts set up as well. And it's just an extra step that maybe takes a day or two on average. So two different roles that you can request from prepare and submit a role. This kind of a standard thing that we like to do at DODD where we give you the opportunity to do some more internal controls at the local level. So to prepare a role as optional, that's if you have a staff who you want to be able to prepare and enter data without actually clicking that button that sends it over, it gets paid. So typically our counties with high volume or lots of staff will utilize this option but it's open to anybody to have that as well. But we do need at least one, possibly two, I forget. I mean, we really want two folks with the submitter role, typically you have one person who's gonna be doing this on a regular basis. And we really want to just for backup purposes that person's out sick or they're on vacation or things like that. It just makes it easier for everybody to do that. So the submitter role, you can enter any data on your budgets or expenses and you can also click that nice submit button that sends it over to DODD to get reviewed, so nothing groundbreaking here but that process will simply be logging in, picking whatever role is appropriate and that's up to the folks at the local level to decide what works for you and then we'll go from there. So we wanna know this is something that's new and part of GMS. And it's not really present in EIGS is we have whoever is first in GMS for your organization is gonna be by default an admin user, admins have a couple of different things that they can do, mainly it's gonna be helping manage roles locally. So your admin user will be able to do some stuff behind the scenes for your organization, typically adding

and removing people, making other admins, allowing them to see multiple grants that your organization has versus 'cause over time it's likely that a lot of these agencies will have at least two, maybe three grants. So we'll have a little more detail coming on that as that's getting sorted out. But I wanted to note that I urge folks to keep that in mind whoever is going first is gonna get that role by default. So whoever you think is gonna be most likely to be in the system a lot and comfortable dealing with that, that's what we recommend doing that process for. So yes, hop into the questions really quickly. I saw a couple come in. We have a question, is different GMS from GMFS? I'm gonna assume, yes, because I don't know what GMFS is. That doesn't sound familiar to me. So I think yes, it's different. Or at least to my knowledge, it's different. GMS, Grant Management System here at DODD. I see a question through GMS request process, that same kind of email address we gone through before, you can just kind of send through and we'll do our best. As this system will be onboarding folks. We'll do our best to get people in but I'm hoping that everybody here, it's gonna be pretty easy to do that. So we'll go to the next slide. Just a note about budget justification. So this'll go through and I'm gonna pile those. We're gonna just skip this slide 'cause this is actually outdated language referencing, is just coordination but the moral of the story is budget justification is gonna be tied to that program narrative that our consultants talked about earlier and it's gonna be pretty similar. Basically when you go in and put your budget categories, we just need a high level look at what you're spending the money on so we can make sure that it makes sense within the context of the system. So it's really not gonna be anything that the updated guidance will be in the document. It comes out on Friday, so you can skip and ignore everything on this screen. And it'll show up in the document and it'll be just a couple of paragraphs and similar to what folks have seen before. So we can go to the next slide. So a couple of different fiscal related topics that we can cover because of the length in which these funds will be available and the joyful course of how all these different fiscal years go together. We're gonna be doing two different grant budgets within GMS but I just wanted to give people a heads up on that. One of them is basically gonna run through, your total allocation will be split roughly proportionally based on everything that is gonna be in the award document. So constantly we'll have a grant budget for those costs through June 30th, 2022 and then the remaining funding will be budgeted within GMS for the following year. So this is all gonna be based on estimates that were submitted through that intent to apply process. So it should line up there and will line up with the budget justification. A question we've been getting already is what happens if I don't spend everything by June, that's budgeted for June? The plan as of now is basically you'll be able to let us know like, "Hey, we still got this money under spent. We have a plan to do it this way." And we'll do a request through GMS. We'll have the specifics of that lined out in the grant agreement but essentially you'll just have to let DODD know and say, "Hey, this is my plan for this." And it'll

go through that. So that's our intention. And the specifics will be outlined in the grant agreement in terms of the steps of how that would look. I touched on this a little bit briefly earlier, so I'm not gonna go into it again but for those of you familiar with the IGF through coordination, the 4th and the 24th are probably dates seared into your minds is when expense reports come open and when they're closed, that that process is not gonna be in GMS. It's gonna be more, it's gonna be driven by when you as the local agency is gonna want to request your expenses. So the only thing I just wanna note is we set it up that you can only get reimbursed once every 25 days, just to limit the administrative burden of having to do weekly invoices with something for hundreds of different agencies. So once you submit a request and that gets approved and paid and that'll set the clock on when we can get reimbursed again. So it's our approval process for getting expenses paid is similar to EIGS. We have it built in a way that if you make a mistake and we haven't fully approved and paid it yet, then we can usually stop the process and restart it. So we wanna preserve that flexibility so that you forgot something is wrong or whatever. It's always beneficial for us to be able to correct that before money's been sent out the door. So we will still preserve that process. Getting a couple of questions come in on payment stuff. So I will open up the little question box here and run through. We've got a question about whether folks from different agencies can have admin users, I think Sylvia is referencing to the admin role within GMS. So at this point, I'm assuming with the SCFC being the admin agency and accounting board who I'm assuming it's the contractor 'cause they both have admin users. That's really a local decision. I would say, I know that for these grants it's a pretty close relationship and a pretty long standing relationship that admin agencies have with county boards and other service providers and things like that. So that might be appropriate and I know for other grants we typically wouldn't see that, like if we were doing a separate grant, a contractor usually doesn't have access to this type of system because typically a contractor is not gonna be the one submitting expenses and billing it's not really appropriate. So ultimately I think it's a local level call but I'd urge folks to think through the logistics of that of having contractors and other folks that aren't technically being awarded with funds, having access to be able to view and potentially submit and approve expenses. So we've got a question about fiscal year, we apply each fiscal year or apply both years, one application. So I think this question is basically saying when you're doing your budget justifications and program narratives, and it looks like Diane, I think already answered that but basically, yeah, the plan is gonna be, when we're doing these documents plan for everything, just so we have it all so we can set up both grant years. Yep, so Diane, it looks like it's covered that correctly.

- And Jacob there'll be a budget for each fiscal year. Like you described earlier, be proportionate for state fiscal year '22 and then '23. And then there will be a mechanism that if you do not spend all

the state fiscal year '22 allocation there'll be a way to request to have the remaining ARPA funding move to state fiscal year '23.

- Great, yeah, that's awesome, thanks Diane. We've got a question about expenses at the timeline. I'm gonna read it really quickly to make sure I understand what I'm seeing. So the question is if you've got different types of expenses, do you have to wait? And so, for example, if you had a training and then you also had new laptops and you made those purchases on different days, do you have to submit them separately within GMS? So you're allowed to combine them if you happen to submit, for example, an expense today on Monday for a training and then you ended up purchasing your laptops later in the week, you can always call us here at DODD and say, "Hey, I forgot that we've got this other purchase that finally cleared, can we get our report denied before it gets paid?" And that way we can do it all in once so you don't have to sit on that expense for a long time. You can also just wait to combine them on your own that's totally fine. So, but yeah, essentially once you do have an invoice moving through the process and once it gets paid, then it's gonna be I believe 25 days from when the first one was submitted. So really the goal is just it's to help us with scale because we're gonna have potentially hundreds of grantees doing expenses, kind of at their own schedule. So we don't necessarily have the capacity to do like pay people on a weekly basis. So once a month seems to be, it seems to work across all of our programs as the minimum to ensure that folks who need access to cashflow and things like that are covered. Again, we're able to in situations where something was forgotten or needs to be fixed or whatever we can usually within a couple of days get that turned around and fixed, minimize the amount of time you have to wait for stuff. Hopefully, and that answered that question as a broad thing. Hopefully, my responses answered questions earlier, and if not either let us know in the chat and I can revisit it and will, yep.

- Jacob there's one one question left, will receipts need to be uploaded into GMS.

- It's a good question. As a general rule or the general way we got the grant set up, it's gonna be similar to or coordination of I'm sure everyone maybe not sick of hearing that at this point but what that means is you're allowed to upload whatever you want to maintain, our expectation is that some sort of documentation is maintained locally so receipts, training, all that stuff per grant agreement that stuff has to be maintained so that if we were to ask for like a monitoring effort, we may request that that gets uploaded by default, that stuff doesn't need to be included. Just we don't require it every time you bill, we may require as part of the monitoring thing and the expectation is that you have that available so that either us or an audit or somebody asks, then you can produce it. So the answer is no, it's not all it's not required for every single thing. It may be required on a case by case basis. And it's optional either way so

you're of course more than welcome, just upload stuff like that if you'd like, just to have it there for your records. Let's go to the next slide, please. So a couple things to wrap this up. We often get questions about indirect costs. One of the, we've gotten a few already about how that's gonna work with EI ARPA. It's gonna be the same rules with Service Coordination. So as a very, very brief refresher on indirect costs, these are the types of expenses that are hard to capture explicitly so it's set up in a way that helps you when you know that your agency might have different components like your legal division or procurement or IT or all sorts of other folks who are not, you don't actually have a way to know how much spending on the stuff that you're working on but this is that reimbursement for that. So the short version of how to do indirect costs, well, the shorter version written into this, I would say agree the grant agreement language that spells everything out pretty clearly but basically if you do have a federal cost letter through US Department of Education, you probably know just as much or more than me on this process then you just basically use whatever rate that they provide and upload that similar to have we done in the past. If you don't have a federal letter from US Department of Education, you can claim indirect costs up to 8% and there's a slightly different process for doing that. So I'm not gonna get in the weeds on that if you have questions. You can just always reach out to us if you have specifics on that. I saw a question just come in on this, on whether FCFC can use 8%, 8% is if you don't have a federal letter with the US Department of Education. So that that's like the catchall if you haven't, if you don't already have like a negotiated rate through the US Department of Education. So that would be if you have a federal letter there, then that whatever number they come up with through that whole process is what you'll use. If not then 8% is the cap of what you can claim. And there's some more in the weeds stuff on that too. But so I definitely recommend if that's something you're looking at or thinking about the grant agreement language will have that spelled out typically in section 1.5, I think is where we have a lot of that information. So nothing to do for EI ARPA. For equipment, it sounds like, I think we'll probably see more of this than we have seen in the past. So for equipment, again, we have a lot of this spelled out explicitly within the grant agreement, the language will be the same as EI Service Coordination, those grant agreements so no new things that you have to worry about there just as a refresher equipment, we're going by the state purchasing rules that we have to go by but basically something that's gonna last a while have useful life for more than a year, it's gonna be more than \$1,000 per year. Those are like the two big things that will give you a good sense of whether you're looking at equipment. So given changes in technology prices and stuff, it's entirely likely that you may say, "Hey, we got some iPads or sort of phones or some sort of tablet device that is \$800." So that wouldn't fall under equipment. That would be just an other direct costs basically because it's not hitting that \$1,000 threshold because the way technology has advanced that's more and more common. Laptops are still probably gonna put you that

over 1,000 but it may not depending on what you're looking at. So when it goes over 1,000 meaning technically equipment which basically just means there's a handy little form Exhibit D that you just have to complete. It's just basically some information about the asset that you'll have to put in there, like serial number and expected useful life and things like that so there's some things that go on there. So if you hit that \$1,000 threshold basically, you'll just put that that'll be in your budget and yes, whenever you go to bill for it, you submit a receipt or whatever and you submit the fixed asset schedule to show, yeah, we got four laptops, they were \$1,500 a piece, we filled out the fields on the spreadsheet, upload it and then that should be good.

That's pretty high level you can check the grant agreement for more detail on that, and really kind of, that thousand dollar number probably is what you want to keep in your mind because once you're around that threshold that will trigger all that other stuff to think about.

- [Man] I'll circle back now on the audit question from earlier. Question about, basically we are getting extra money and we may have additional audit cost. How does that work with the grant?

- So audit costs are really depends on how you do things locally. Like if you've got explicit costs that you can say this auditor is coming in and just looking at EI stuff and we know that all of the money that we're paying this auditor is just for EI ARPA then that would be a direct cost I believe through the info guidance that you'd be able to charge kind of similar to how Service Coordination works. If that's not the case, if there's an auditor looking at a bunch of different stuff then you'd have to either do some sort of whatever you would do locally like whether you do a cost allocation plan or you might be able to capture those costs through indirect costs a lot of times, there's a good way to capture that just because it can be difficult to really figure out how much of the audit costs are going for one audit or one program versus another. So if there are more question that I can reach out specifically after this but as a general rule, that's the same principles of like basically, how can you determine the cost? How can you trace it back to EI ARPA? And if it's hard to do that then it might be hard to bill it back here. Next slide, I think. I think that's it, we covered a lot of questions and I'm gonna look to see if we have any other questions, got some more audit stuff so I think we can probably... Jane, we can either email or set up a call to look through some of the specifics on that. Anything else from anybody?

- I don't think so, Jacob. Thank you so much for joining us today for our ARPA, the EI ARPA kickoff. I think it was quite a success and we have a very good attendance. Again, thank you so much for joining us this morning. Thank you to the program consultants and thank you to Nathan for helping put this presentation together and also to Jennifer

and Jacob in fiscal too, they are great partners. So the next step is by October 1st, we plan to upload the grant agreement documents onto the website, along with any resources that we have developed and all the documents that you need. We will plan to upload the PowerPoint and the link to this recording. So thank you so much for joining us. If you have any questions or concerns, feel free to reach out to your program consultant. Have a great Monday, talk to you soon.