**Exhibit C - Budget Justification**

The July 2021 – June 2022 (SFY22) Early Intervention Service Coordination agreement supports the provision of service coordination services, evaluation, assessment, and local child find outreach, as well as oversight and supervision of these activities.

All subrecipients are required to submit a budget justification with their budget request in EIGS.

**Important reminders:**

* The submitted document should not exceed five pages.
* 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.

By expense category (e.g., personnel, contracts, other direct costs), identify the estimated amount budgeted. Provide a brief narrative that breaks down the estimated costs. The categories identified in this document should align with the budget categories in EIGS. Include the budgeted amount and how those funds will be used to support high quality EI service coordination, evaluations, assessments, local outreach, and supervision and oversight of these activities, to families in accordance with all applicable federal and state regulations.

Budget category totals approved in EIGS are considered the final category totals, regardless of other documentation submitted. If the difference is insignificant (for example, a variance of less than $1,000), an updated Exhibit C document doesn’t need to be uploaded to EIGS.

If the difference between a budget category total in EIGS and the budget category total in Exhibit C 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 EIGS 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 throughout the fiscal year.

The Ohio Office of Budget & Management (OBM) issued Budgetary Control Memo #3 to state agencies on May 6, 2020. To comply with this memo, DODD will review requests for equipment with greater scrutiny due to the economic conditions created by the COVID-19 pandemic. Requests for equipment should support emergency response related to COVID-19, teleworking or the provision of essential direct services. All other requests for equipment are subject to additional review from DODD.

**Sample Budget**

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| **Total Budget Amount:** *Enter amount here.* |
| **Personnel** (Administrative Agency):*Please include a brief narrative of estimated costs (if applicable).* |
| **Contract** (All Contracted costs): *Please include a brief narrative of estimated costs (if applicable).* |
| **Equipment** (Administrative Agency): *Please include a brief narrative of estimated costs (if applicable).* |
| **Other Direct Costs** (Administrative Agency):*Please include a brief narrative of estimated costs (if applicable).* |
| **Indirect Costs** (Administrative Agency- *See Section 3.2 of the GA*):*Please include a brief narrative of estimated costs (if applicable).* |