

MEMORANDUM

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

From: Jacob Foskuhl, Financial Manager, Office of Grants Management

Date: March 22, 2019

Re: SFY20 Service Coordination and Evaluation/Assessment Grant

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:** DODD is working with Chad Hibbs to identify the FCFC fiscal agents and their contacts in each county for the grant year starting July 1, 2019. 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 to the EI website in mid-April. We will ask that signed agreements be returned to DODD by June 7, 2019. Updated training videos will also be available on the service coordination website by mid-April: <https://ohioearlyintervention.org/service-coordination-grant-agreements>
- 2) **Collaborating and Joint Allocations:** DODD welcomes counties to collaborate and create multi-county agreements. To establish multi-county agreements, collaborating counties must enter into an agreement to combine their allocations and identify the county that will become the recipient and the responsible party of those funds. The intent to enter into a multi-county agreement must be shared with Chad Hibbs via email prior to Friday, April 19, 2019 so that the allocations resulting from the multi-county grant agreements are properly loaded into the grants system. Additionally, DODD will only need a signed service coordination agreement from the county that is receiving the allocated funds. Understanding that it may take some time for the counties to enter into a formal agreement, DODD asks that a copy of the multi-county agreement be provided with the signed service coordination agreement.

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 Chad by April 19, 2019 of their intent to collaborate with Brown County. DODD will then add the allocation 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 a grant agreement with Adams County but would not have one with Brown County. When submitting their signed service coordination agreement to DODD, Adams County will include a copy of the multi-county agency agreement so that DODD has formal documentation of this relationship.

- 3) **SFY20 County Allocations:** On March 15, Governor DeWine released his proposed budget for SFY20-21 to the public. The proposal includes a \$12 million GRF increase to early intervention in both fiscal years of the biennium. Because the budget is still in the early stages of the legislative process, the SFY20 county allocation amounts that accompany this memo are based on flat federal and GRF funding and use an overall allocation amount (\$21,230,954) consistent with the past several years. These amounts will be uploaded to EIGS so counties can complete their budget process on schedule. Once the governor has signed the state budget, DODD will review final appropriations and any associated legislative requirements included in the bill. Should additional funding become available to support service coordination, evaluation and assessment, DODD will provide an updated allocation table and instructions for implementing revised allocations in EIGS. Depending on the level of funding increase in the enacted budget and a county's referral and children served numbers used in the funding allocation formula, there may be no changes in the updated allocation table for some counties.
- 4) **SFY20 Local Outreach Funding:** Local outreach funding for Early Intervention for SFY20-21 will be dependent on the level of EI funding in the signed budget. DODD will provide additional details after the budget is enacted.
- 5) **Early Intervention Grants System (EIGS):** DODD administers the Early Intervention Grants System. EIGS consists of two modules: the budget module and the expense report module. Budgets for the grant year starting July 1, 2019 will be available by May 15, 2019. Budgets must be completed and uploaded with a copy of the Program Narrative & Budget Justification document by Friday, June 21, 2019. Training videos are available on the EI website:
<https://ohioearlyintervention.org/service-coordination-grant-agreements>

Please note that while you will be able to attach copies of fully executed subcontracts in EIGS at any time, DODD does not require you to do so until you are requesting reimbursement for related expenditures.
- 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 appoint at least one person 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 E of the grant agreement will provide additional information. Directions for obtaining access to EIDS are available here: <https://ohioearlyintervention.org/data-system>
- 7) **State vs. Federal Funds:** At least twice annually, DODD will provide the total amount of disbursements made using each funding source (GRF or Federal by FAIN). Because DODD actively manages multiple funding sources, we cannot be certain of the GRF/federal split of each county's award prior to the beginning of the year. DODD will provide this disbursement information so that administrative agents can properly complete the schedule of expenditures of federal awards (SEFA).

EIGS now contains the funding source used for each expense report. This can be found on the County Expense Report Dashboard when you first log into the system.

Funding information will also 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 by emailing ohiosharedservices@ohio.gov. If additional information about these resources or a direct deposit is needed, call OSS at 1-877-644-6771.

Directions for using the site can be found by following the link below. <http://www.obm.ohio.gov/StateAccounting/doc/paymentissuance/LookUpRemittanceAdvice.pdf>

If you have any questions, please do not hesitate to contact me at Jacob.Foskuhl@dodd.ohio.gov or (614) 466-4926.

County	SFY20/FFY19 Allocation
Adams	\$57,492
Allen	\$275,022
Ashland	\$74,242
Ashtabula	\$130,739
Athens	\$90,300
Auglaize	\$107,072
Belmont	\$109,881
Brown	\$100,661
Butler	\$916,210
Carroll	\$37,316
Champaign	\$87,323
Clark	\$238,660
Clermont	\$411,401
Clinton	\$139,691
Columbiana	\$123,048
Coshocton	\$82,344
Crawford	\$92,194
Cuyahoga	\$2,343,377
Darke	\$124,482
Defiance	\$79,110
Delaware	\$549,238
Erie	\$152,565
Fairfield	\$319,542
Fayette	\$78,305
Franklin	\$2,378,584
Fulton	\$104,306
Gallia	\$43,468
Geauga	\$154,555
Greene	\$455,260

County	SFY20/FFY19 Allocation
Guernsey	\$80,648
Hamilton	\$1,118,384
Hancock	\$170,333
Hardin	\$64,435
Harrison	\$35,630
Henry	\$84,367
Highland	\$83,565
Hocking	\$53,857
Holmes	\$81,151
Huron	\$172,012
Jackson	\$44,407
Jefferson	\$137,586
Knox	\$93,310
Lake	\$330,143
Lawrence	\$105,518
Licking	\$288,029
Logan	\$100,122
Lorain	\$552,891
Lucas	\$896,976
Madison	\$67,162
Mahoning	\$283,730
Marion	\$87,459
Medina	\$356,125
Meigs	\$43,490
Mercer	\$129,696
Miami	\$237,109
Monroe	\$30,000
Montgomery	\$968,227
Morgan	\$30,000

County	SFY20/FFY19 Allocation
Morrow	\$55,154
Muskingum	\$145,581
Noble	\$36,632
Ottawa	\$63,816
Paulding	\$42,645
Perry	\$48,482
Pickaway	\$109,923
Pike	\$47,514
Portage	\$241,965
Preble	\$48,740
Putnam	\$73,936
Richland	\$183,402
Ross	\$88,658
Sandusky	\$100,955
Scioto	\$115,388
Seneca	\$106,933
Shelby	\$120,779
Stark	\$509,178
Summit	\$824,351
Trumbull	\$186,170
Tuscarawas	\$141,353
Union	\$136,313
Van Wert	\$86,069
Vinton	\$30,000
Warren	\$430,509
Washington	\$116,189
Wayne	\$222,837
Williams	\$78,066
Wood	\$226,666
Wyandot	\$30,000