

MEMORANDUM

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

From: Jennifer Jones-Erwin, Senior Financial Analyst, DODD Division of Fiscal Administration
Nathan DeDino, Part C Coordinator, DODD Division of Policy and Strategic Direction

Date: March 31, 2022

Re: SFY23 Service Coordination, Evaluation/Assessment & Outreach Grant

The Department of Developmental Disabilities (DODD) 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 FCFC fiscal agencies and their contacts in each county for the grant year starting July 1, 2022. 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 SFY23 funding allocations to the EI website in April. We ask that signed agreements are returned to DODD by Friday, June 3, 2022. Training resources (including documents and videos) are available on the service coordination website: <https://ohioearlyintervention.org/service-coordination-grant-agreements>
- 2) **OneSpan:** DODD has implemented 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. Fully executed grant agreements will be returned in early July.
- 3) **Program Narratives & Budget Justifications:** For the grant beginning July 1, 2022, 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, 2022. Insufficient or incomplete program narratives may result in delayed or denied payments in GMS. The budget justification will still be uploaded in GMS by the administrative agency 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 15, 2022 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 FCFC administrative agency 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 an agreement signed by all counties or a resolution. Please email this documentation to EI.Grants@dodd.ohio.gov. Please note that this is a new email address effective SFY23. Finally, please be advised 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 15, 2022 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.

- 5) **EIGS and GMS:** As many of you know, DODD has a new grant system called the Grants Management System or GMS. Service coordination grants for the new grant period (beginning July 1, 2022) will be administered in GMS. However, grants for the current grant period (ending June 30, 2022) will continue to be administered in EIGS throughout the closeout process. After the closeout period, EIGS will be accessible for audit and historical purposes.

Budgets for the grant year starting July 1, 2022 are expected to be loaded into GMS by Friday, May 6, 2022. 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 3, 2021. 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.

- 6) **DUNS / UEI change:** All entities need a unique identifier for federal award purposes. On April 4, 2022, the identifier will change from the DUNS Number to the Unique Entity ID (UEI), issued by SAM.gov.

If you already have an active or expired DUNS registration a UEI will be automatically assigned to you by SAM and you do not need to take action. Please note, if your DUNS is expired, that status will transfer to your new UEI and will need renewed before receiving federal funding from DODD.

After April 4, 2022, DUNS Numbers will no longer be displayed or accepted for entity registration, reporting, or searching. The Unique Entity ID will be the identifier of record. You can get a Unique Entity ID any time after April 4 without using a DUNS Number 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.

- 7) **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 ensure the Early Intervention contract manager has 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>
- 8) **Contract Manger Training Requirements.** 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 Exhibit G of the Grant Agreement.
- 9) **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. If additional information about these resources or a direct deposit is needed, call OSS at 1-877-644-6771.
 - At least twice annually, DODD will provide the total amount of disbursements made using each funding source: state general revenue funds (GRF) or Federal (by FAIN).

If you have any questions, please do not hesitate to contact EI.Grants@dodd.ohio.gov.

Who Does This	Activity	Deadline
FCFC Administrative Agencies	Notify Ohio FCFC of Intent to Participate in Multi-County Agreements	Friday, April 15
DODD	SFY23 Allocations & Grant Agreements Posted on EI Website	Mid April
DODD	Budgets uploaded to GMS	Late April
FCFC Administrative Agencies	Grant Agreements & Required Forms Due via OneSpan to DODD	Friday, June 3
FCFC Administrative Agencies	Budgets Due in GMS	Friday, June 3