



Maryland State Department of Education
Division of Special Education/Early Intervention Services

Maryland Infants & Toddlers Program
SFY 2018 Annual Grants Meeting

March 8, 2017

Agenda

- Program Updates
- Fiscal Updates
- Review of the CLIG Workbooks
- Hands-on: ***SFY 2018 Budget Submissions Workbook***
- Hands-on: ***Forms 400***
- Focus: **Federal Medicaid Reimbursement Funds & I&T State General Funds**





Private Agency Attachment

Contracting Agency	Private Agency Partners or Contractors	Services Provided by Discipline Including Service Coordination	Funding Mechanism (e.g. Contract, Direct-Billing of Medicaid, etc.)

Linking Federal Funds to Program Improvement

Maryland State Department of Education
 Division of Special Education/Early Intervention Services
 Maryland Infants and Toddlers Program
 Consolidated Local Implementation Grant (CLIG) Application
 SFY 2017

Linking Federal Funds to Program Improvement

Jurisdiction:

	Indicator	Target for FFY 2014	Jul 1, 2011 – Jun 30, 2012	Jul 1, 2012 – Jun 30, 2013	Jul 1, 2013 – Jun 30, 2014	Jul 1, 2014 – Jun 30, 2015	Amount of Federal Funds Designated For Indicator
Compliance Indicators	1 – Timely Services	100%					
	7 – 45 Day Timeline	100%					
	8a – Transition Outcomes	100%					
	8c – Timely TPM	100%					
Results Indicators	2 – Natural Environment	92.50%					
	3a – Child Outcomes – Social Emotional	SS#1	67.04%				
		SS#2	65.40%				
	3b – Child Outcomes – Knowledge & Skills	SS#1	72.17%				
		SS#2	61.84%				
	3c – Child Outcomes – Actions to Meet Needs	SS#1	76.03%				
		SS#2	56.66%				
	4a – Know Their Rights	83.00%					
	4b – Communicate Needs	81.20%					
	4c – Help Develop & Learn	89.50%					
5 – Child Find 0-1	1.51%						
6 – Child Find 0-3	3.05%						

Public Awareness Plan (PA)

Jurisdictions are required to complete a Public Awareness Plan as part of their CLIG application when an Improvement Plan was required for Child Find 0-1 or Child Find 0-3 for FFY 2014 / SFY 2015 (as noted by the more heavily bolded cells)

- Add Data To **ALL** Columns
- Identify Patterns Of Poor Performance/ Noncompliance
- Complete Column “Amount Of Funds Designated For This Indicator”
- Provide A Short Narrative Of How Funds Will Be Used



Comprehensive System of Personnel Development

- Required Components:
 - Needs Assessment (Data and Analysis)
 - Suitable Qualifications
 - Child Outcome Summary
 - Local Improvement/Corrective Action Plans (if applicable)
 - Other program data sources
 - Professional Learning Opportunities



Public Awareness Plan

➤ **Required Components:**

- Overall description of how local EI system informs the public about the Local Infants and Toddlers Program, including links to websites/web information
- Required data sources and data analysis
- Specific targeted strategies and activities based on Indicator data and other data sources



SFY 2018 CLIG Family Support Network/Preschool Partners Grant Requirements



- Describe how Family Support Network and Preschool Partners activities operates, including activities.
- Provide specific strategies to improve response rate of the Family Survey.

SFY 2018 CLIG Family Support Network/Preschool Partners Budget Reminders

- A fixed allocation of **\$5,000** to support the position of local Family Support Network (FSN) Coordinator and FSN activities, unless the State approves a local early intervention system to utilize a different funding source or to reduce the amount dedicated to the FSN;
- At least a part of the FSN allocation must be used to support the salaried or contractual employment of a parent of a child with a disability;
- The CLIG budget should reflect distribution of funds to the agency responsible for implementing Preschool Partners;
- Section 619/Preschool Partners funds must support activities whereby families focus on the transition of children into and from local school system preschool special education services, and may not be used to supplement Family Support Network staff time or activities dedicated to supporting families' and children's participation in early intervention services; and
- At least a part of the Preschool Partners allocation must be used to support the salaried or contractual employment of a parent of a child with a disability.



Polices and Procedures

- The MITP requires that a current version of your Policies and Procedures is on file.
- If you have made changes since your original submission, please submit and updated version with your CLIG Submission.


General Education Provisions Act

(GEPA) *Section 427*


- The Maryland State Department of Education, Division of Special Education/Early Intervention Services ensures equitable access and participation of infants and toddlers with disabilities and their families, and early intervention service providers, and other program beneficiaries by addressing barriers to State-level activities funded under the IDEA Part C Program by ensuring access to:
 - Professional Development for early intervention providers and families of infants and toddlers with visual impairments or print disabilities by providing information in audiotape, large print, or braille;
 - Parental Rights: Maryland Procedural Safeguards Notice is available to families with visual impairments or print disabilities, in audio, large print or braille, and in multiple languages; and
 - Public awareness and child find materials are available in various media...



Semi-Annual Program Report



MARYLAND STATE DEPARTMENT OF EDUCATION
 Division of Special Education/Early Intervention Services
Maryland Infants & Toddlers Program
 Semi-Annual Program Report



Recipient Agency Name: _____

Reporting State Fiscal Year: _____
 Reporting Period: _____ through _____
(July 1) (December 31)

Agency Finance Officer: _____
 Phone #: _____
 Email Address: _____

Agency Program Director: _____
 Phone #: _____
 Email Address: _____

Semi-Annual Program Report

For the time period of July 1 to December 31, provide data to substantiate the number of children :

- Evaluated
- Determined to be infants and toddlers with disabilities, and
- Receiving IFSP services after age 3

Describe progress on the improvement plans for each performance indicator assigned in February 2017. How is progress on performance indicators being self-monitored?

Describe progress on the correction of noncompliance for each incidence of noncompliance the LITP was notified about in February 2017

Describe any challenges that impeded progress in the delivery of services to infants and toddlers with developmental delays and disabilities.

Describe any challenges that impeded progress in the delivery of services to preschool age children receiving services on an Extended IFSP.

Please list technical assistance requests related to program challenges listed above.

Discretionary Grant (if awarded) Semi-Annual Program Report		
Strategies to Achieve Outcomes(s)	Progress/Evaluation	Pace of Progress
List each outcome of the grant and strategies used to achieve the outcome.	For each strategy provide data and information to demonstrate progress and describe challenges affecting progress.	Was the strategy completed according to the timeline? Why or why not? Are changes to the grant expected?

Certification - (In accordance with 2 CFR §200.415, the following certification must be signed by an official who is authorized to legally bind the non-Federal entity.) By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Local Director of Special Education/Agency Program Director (Print & Sign) _____
Date

MSDE, Grant Liaison (Print & Sign) _____
Date

MSDE, Infants & Toddler Program Director (Print & Sign) _____
Date

MSDE, Resource Management & Monitoring Branch Chief (Print & Sign) _____
Date

- Fiscal and programmatic reporting have been separated again for SFY 2018. The Semi-Annual Program Report will be due on **January 31, 2018** for all grants.



Final Program Report



MARYLAND STATE DEPARTMENT OF EDUCATION
Division of Special Education/Early Intervention Services
Maryland Infants & Toddlers Program
Final Program Report



Recipient Agency Name: _____

Agency Finance Officer: _____

Phone #: _____

Email Address: _____

Reporting State Fiscal Year: _____

Agency Program Director: _____

Reporting Period: _____ through _____
(July 1) (June 30)

Phone #: _____

Email Address: _____

Final Program Report	
Describe progress on the improvement plans for each performance indicator assigned since the last local Annual Report Card distribution. How is progress on performance indicators being self-monitored?	
A summary of how the PA Plan or PA activities, if a PA plan was or was not required as part of the CLIG submission for this grant period, were implemented to support effective outreach to all population groups, geographic areas and potential referral sources in the local jurisdiction. An analysis of data that demonstrates the effect of public awareness efforts on the local early intervention system must be included. If an Improvement Plan for Public Awareness (Indicators 5 and 6) was assigned, please include progress on strategies and activities.	
A summary of how the CSPD Plan was implemented during the grant period to support a high quality local early intervention system as well as how the CSPD Plan supported Improvement Plan/Corrective Action Plan activities. The CSPD Plan activities implemented as part of the Improvement Plans/Corrective Action Plans may be incorporated into the relevant sections of these plans. An analysis of data that demonstrates the effect of training efforts on the local early intervention system must be incorporated. For each training activity conducted, identify the topic, date, and number of participants from each category (parents, service providers, service coordinators, primary referral sources, and paraprofessionals). Also include a summary of the evaluations completed by attendees, if completed. The CSPD Plan may be updated to include the required reporting information and submitted in lieu of developing a separate reporting format.	
A summary of how Family Support Network/Preschool Partners activities were implemented during the grant period to support Corrective Action/Improvement Plan activities. Jurisdictions should use local Family Support Services (FSS) data collection requirement (FSS semi-annual data collection form) as the foundation for this summary. Include an analysis of data that demonstrates the effect of efforts on the local early intervention system. If your jurisdiction has been awarded Part B Section 619 funds, a detailed description of how Preschool Partners supported the transition of children and families from early intervention to preschool and from preschool to school age programs must be incorporated.	

- Programmatic and Fiscal Reporting has been separated again.
- For SFY 2018, this report will be due on **November 1, 2018.**





Infants & Toddlers Fiscal Updates

Website I&T Submissions Calendar

<http://marylandpublicschools.org/programs/Pages/Special-Education/rmmb/Grants/IT/index.aspx>

Most Recent:

- Due Date Information
- Correct Versions of Documents





Infants & Toddlers Fiscal Updates

MSDE Secure Web Client

[MSDE Secure Web Client Access and Submission Procedures](#)

- Access
- Uploading Procedures
- Single Document Per File
- File Naming Convention
- Maintenance



Infants & Toddlers Fiscal Updates

Onsite Subrecipient Monitoring

- Universal Grants Guidance

<http://www.marylandpublicschools.org/programs/Pages/Special-Education/rmmb/Grants/Federal/index.aspx> or at

<http://www.ecfr.gov/cgi-bin/text-idx?SID=8ea1704f0f08b177b0438ea869634c54&mc=true&tpl=/ecfrbrowse/TITLE02/2chapterII.tpl>

- Monitoring Instrument



Infants & Toddlers Fiscal Updates

Fiscal Policy:

- Federal MA Reimbursement Accountability
 - Treat as Restricted Funds
 - Accountability of SFY Funding Over More Than One Year
- State General Funds - IGT
 - Final Request for State General Funds Prior To Reconciliation : July 10
 - Final Request for General Funds AFTER the Reconciliation: September 10
 - Entire Allocation: Cumulative Variance Reports, Form 400
 - Current Grant Approved Budget - Invoices, Final Financial Report
- Indirect Costs Not Charged to Federal Funds
- IDEA Part B 619 Allowable Costs
- Non-LSS Invoicing Periods





Infants & Toddlers Fiscal Updates

What's New in the

SFY 2018 CLIG Application:

- Section 3 - Assurances
- Section 4 – Fiscal Requirements and Procedures
- Planning, Budgeting Guidelines
- Step-By-Step Instructions





Infants & Toddlers Fiscal Updates

What's New in the

SFY 2018 Budget Submissions Workbook :

- Federal MA Reimbursement Availability Worksheet – Form 100
- Description of Non-CLIG-Awarded and Non-Local Funds – Forms 100A
- Indirect Costs



Infants & Toddlers Fiscal Updates

Federal MA Reimbursement Availability Worksheet

	Reimbursement Amount	Obligated/ Expended prior to SFY 2018	Available for SFY 2018 Budget
DHMH SFY 2016 Actuals			\$0
DHMH SFY 2017 thru 4/30/17			\$0
SFY 2017 Projected 5/1-6/30/17			\$0
SFY 2018 Projected		\$0	\$0
TOTALS	\$0	\$0	\$0



Infants & Toddlers Fiscal Updates

Description of Budgeted Non-CLIG -Awarded and Non-Local Funds

<u>Title/Description of Funding</u>	<u>Other State Amount</u>	<u>Other Federal Amount</u>	<u>Private/Other Amount</u>
TOTALS	<u>\$0</u>	\$0	<u>\$0</u>





Infants & Toddlers Fiscal Updates

Indirect Costs

- State General Funds – The MSDE Negotiated Jurisdiction Rate to a Maximum of 2%
- Federal Funds – No Indirect Costs
- Only the LLA May Charge Indirect Costs





Infants & Toddlers Fiscal Updates

What's NOT New... *But Important to Remember*

- Distinct Reporting for Each Grant Line
- Reporting of State General Funds:
 - Budget, Interim & Final Cumulative Variance Reports, Form 400 – Entire State Funds Allocation
 - Invoices – Current GRANT Approved Budget
 - Final Financial Report – Post Reconciliation Approved Budget of the GRANT





Infants & Toddlers Fiscal Updates

...continued

What's NOT New...

But Important to Remember

- Annual Financial Report (AFR) For All Extended Grant Lines Due No Later Than November 30 Following the Original Grant End Date
- This AFR Is A Cumulative Reporting From Beginning Of Grant Period Through The Original End Date



Review of the CLIG Workbooks

- Excel Workbooks
 - Budget Submissions Workbook
 - Reporting and Supplemental Forms Workbook

<http://marylandpublicschools.org/programs/Pages/Special-Education/rmmb/Grants/IT/index.aspx>





Review of the CLIG Workbooks

- **Budget Submissions Workbook**
 - Data Validation
 - Automatic Aggregation, Calculation and Population
 - Partner Agency Data **MUST** Be Entered Into A Single Copy



Review of the CLIG Workbooks

The CLIG

- Presents the activities of the LITP entity; and
- Awards specific grants to support LITP activities

Two LITP Fiscal Lenses on Budgeting and Reporting

- LITP
- CLIG Grant Funds



Review of the CLIG Workbooks

Information Input Page

Maryland Infants and Toddlers Program SFY 2018 CLIG Budget Submission Workbook Information Input Page

The worksheets in this Excel Workbook contain automated features that are designed to assist preparers in providing accurate information that will result in consistent Statewide documentation of proposed expenditures for Maryland's Local Infants and Toddlers Programs. All information must be entered into a single copy of this Workbook for the embedded linking and formulas to work properly.

Directions:

1. Lead Agency must complete the information on this page using the DSE/EIS SFY 2018 Estimated Allocations.
2. As each partner agency enters detailed expenditure information in the appropriate fields of its worksheets with tabs colored as below, the shaded fields on the remaining worksheets will total and populate. Unshaded fields must be filled manually.
3. When all information is complete, print the worksheets, obtain required signatures, assemble pages according to the attachment number in the lower left-hand corner, scan to pdf format, and upload with the remainder of the CLIG submission, in a file named according to the required naming convention to the [Part C Secure Server](#).

Jurisdiction: **Choose from Drop-down Menu**
Choose from Drop-down Menu

Lead Agency Full Name
Education/Health Agency 9-Digit DUNS #: _____
SFY 2017 MSDE Federal Funds Indirect Cost Rate: _____

Agency 2 Full Name
Education/Health

Agency 3 Social Services Full Name

Traditional CLIG Funding & Federal Discretionary Allocations

SFY 2018 IDEA Part C Allocation _____
SFY 2018 IDEA Part B 611 Discretionary Allocation _____
SFY 2018 IDEA Part B 619 Discretionary Allocation _____
SFY 2018 IDEA Part B 619 Discretionary Allocation for Extended Option _____
SFY 2018 State General Funds Annual I&T Allocation _____
SFY 2018 Special IDEA Discretionary Grant _____

Local Infants and Toddlers Program Federal Medicaid Reimbursement (FMR) Funds

Each agency must complete the *Local Agency Federal Medicaid Reimbursement Worksheet that appears on Form 100A and budget* reimbursements for services provided to children Birth to Beginning of the School Year Following the Child's fourth Birthday.



Review of the CLIG Workbooks

LITP Fiscal Lens on Budgeting

Form 100

Choose from Drop-down Menu

SFY 2018 Local Infants and Toddlers Program Consolidated Budget

	Traditional CLIG Funding Sources						Special IDEA Discretionary	Federal Medical Assistance Reimbursement and Other Federal Funds		Other State and Local Funding Sources			Private Funds	Totals
	Part C Funding Request	Part B 611 Funding Request	Part B 619 Funding Request	Part B 619 Extended Option Funding Request	State General Funds' Funding Request	Sub-Total		Federal MA ² Reimbursement Funds	Other Federal Funds	Local Funds	Other State Funds	Sub-Total	Other/Private Funds	All Sources
01 Salaries & Wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
02 Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
03 Supplies & Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
04 Other Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
05 Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Direct Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Funding Source Percentages		Local Agency Funding Percentage of Non-CLIG/Non-Federal Funding	
CLIG Awarded Funds	#DIV/0!	Federal MA/Other Federal	#DIV/0!
Federal MA/Other Federal	#DIV/0!	All other	#DIV/0!
All other	#DIV/0!		#DIV/0!

Budgeted Indirect %

Part C Administrative/Direct Services Expenditures	
Admin	Direct
\$0	\$0

	Reimbursement Amount	Obligated/Expended prior to SFY 2018	Available for SFY 2018 Budget
DHMH SFY 2016 Actuals			\$0
DHMH SFY 2017 thru 4/30/17			\$0
SFY 2017 Projected 5/1-6/30/17			\$0
SFY 2018 Projected	\$0	\$0	\$0
TOTALS	\$0	\$0	\$0

¹ State I&T Funds LITP Allocation - CLIG-awarded AND IGT Funds
² Includes reimbursement for services provided to children Birth to Beginning of the School Year Following the Child's fourth Birthday
 - Not included in Prohibition Against Supplanting Calculation



Review of the CLIG Workbooks

The Form 100 now includes a small worksheet that requires each partner agency to account for Federal Medicaid Reimbursements that must be utilized to enhance the LITP.

Federal MA Reimbursement Availability Worksheet			
	Reimbursement Amount	Obligated/ Expended prior to SFY 2018	Available for SFY 2018 Budget
DHMH SFY 2016 Actuals			\$0
DHMH SFY 2017 thru 4/30/17			\$0
SFY 2017 Projected 5/1-6/30/17			\$0
SFY 2018 Projected		\$0	\$0
TOTALS	\$0	\$0	\$0



Review of the CLIG Workbooks

CLIG Grants Fiscal Lens on Budgeting C-1-25 Grant Budget Form

MARYLAND STATE DEPARTMENT OF EDUCATION
GRANT BUDGET C-1-25

ORIGINAL GRANT BUDGET	1	AMENDED BUDGET #		REQUEST DATE	
GRANT NAME	MITP CLIG - Part C	GRANT RECIPIENT NAME	SAMPLE County Health Department		
MADE GRANT #		RECIPIENT GRANT #			
REVENUE SOURCE	Federal IDEA Part C	RECIPIENT AGENCY NAME			
FUND SOURCE CODE	5287	GRANT PERIOD FROM	7/1/2016	TO	9/30/2017

CATEGORY/PROGRAM	BUDGET OBJECT						BUDGET BY CAT.PROG.
	01-SALARIES & WAGES	02- CONTRACT SERVICES	03-SUPPLIES & MATERIALS	04- OTHER CHARGES	05- EQUIPMENT	06- TRANSFERS	
201 Administration							
Prog. 21 General Support							0.00
Prog. 22 Business Support						1.00	1.00
Prog. 23 Contracted Support							0.00
202 Mid-Level Administration							
Prog. 15 Office of the Principal							0.00
Prog. 16 Inst. Admin. & Superv.							0.00
203-205 Instruction Categories							
Prog. 01 Regular Prog.							0.00
Prog. 02 Special Prog.							0.00
Prog. 03 Career & Tech Prog.							0.00
Prog. 04 Gifted & Talented Prog.							0.00
Prog. 07 Non Public Transfers							0.00
Prog. 08 School Library Media							0.00
Prog. 09 Instruction Staff Dev.							0.00
Prog. 10 Guidance Services							0.00
Prog. 11 Psychological Services							0.00
Prog. 12 Adult Education							0.00
206 Special Education							
Prog. 04 Public Sch Instr. Prog.	0.00	0.00	0.00	0.00	0.00		0.00
Prog. 09 Instruction Staff Dev.							0.00
Prog. 15 Office of the Principal							0.00
Prog. 16 Inst. Admin. & Superv.							0.00
207 Student Personnel Serv.							0.00
208 Student Health Services							0.00
209 Student Transportation							0.00
210 Plant Operation							
Prog. 30 Warehousing & Distr.							0.00
Prog. 31 Operating Services							0.00
211 Plant Maintenance							0.00
212 Fixed Charges							0.00
214 Community Services							0.00
215 Capital Outlay							
Prog. 34 Land & Improvements							0.00
Prog. 35 Buildings & Audistone							0.00
Prog. 36 Remodeling							0.00
Total Expenditures By Object	0.00	0.00	0.00	0.00	0.00	1.00	1.00

Finance Official Approval _____ Name _____ Signature _____ Date _____ Telephone # _____

Supt./Agency Head Approval _____ Name _____ Signature _____ Date _____ Telephone # _____

MSDE Grant Manager Approval _____ Name _____ Signature _____ Date _____ Telephone # _____



Review of the CLIG Workbooks

The MITP Form 100 And C-1-25 Are Summary Documents That Are Supported By Documents That Provide Detail:

MITP Form 100B - Detailed Expenditure Information For Salaries & Wages And Fixed Charges

MITP Form 100C – Detailed Expenditure Information For Contracted Services, Supplies & Materials, Other, And Equipment



Review of the CLIG Workbooks

MITP Form 100B - Detailed expenditure information for Salaries & Wages and Fixed Charges

Choose from Drop-down Menu

Choose

Lead Agency: _____

SFY 2018 Schedule of Salaries & Wages (Object 1) and Fringe Cost

Job Title or Classification	CLIG												Special IDEA		MEDICAL ASSISTANCE & OTHER FEDERAL				LOCAL - OTHER STATE - PRIVATE						TOTAL SALARY	
	PART C		PART B 611		PART B 619		PART B 619 EXTENDED OPTION		STATE (Including IGT)			SPECIAL IDEA DISCRETIONARY		MEDICAL ASSISTANCE		OTHER FEDERAL		LOCAL			*OTHER STATE			*OTHER		
	FTE	Salary	FTE	Salary	FTE	Salary	FTE	Salary	2017 FTE	2018 FTE	2018 Salary	FTE	Salary	FTE	Salary	FTE	Salary	2017 FTE	2018 FTE	2018 Salary	2017 FTE	2018 FTE	2018 Salary	FTE		Salary
Administrative Staff																										
Total Admin FTE/Salary	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	0.00	\$0	0.00	0.00	\$0	0.00	\$0	\$0
Total Admin Fringe Cost																										
Total Admin Salary & Fringe		\$0		\$0		\$0		\$0			\$0		\$0		\$0		\$0			\$0			\$0		\$0	\$0
Direct Services Staff																										
EIS Personell																										\$0
Family Support Network Parent																										\$0
Parent																										\$0
Preschool Partners Parent																										\$0
Parent																										\$0
Total Direct FTE/Salary	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	0.00	\$0	0.00	0.00	\$0	0.00	\$0	\$0
Total Direct Fringe Cost																										\$0
Total Direct Salary & Fringe		\$0		\$0		\$0		\$0			\$0		\$0		\$0		\$0			\$0			\$0		\$0	\$0
Total Admin & Direct Salary		\$0		\$0		\$0		\$0			\$0		\$0		\$0		\$0			\$0			\$0		\$0	\$0
Total Admin & Direct Fringe		\$0		\$0		\$0		\$0			\$0		\$0		\$0		\$0			\$0			\$0		\$0	\$0
Total Admin & Direct Salary & Fringe		\$0		\$0		\$0		\$0			\$0		\$0		\$0		\$0			\$0			\$0		\$0	\$0

To add a row, click on the YELLOW cell of this section and press CTRL+g



Review of the CLIG Workbooks

MITP Form 100C – Detailed expenditure information for Contracted Services, Supplies & Materials, Other, and Equipment

Choose from Drop-down Menu

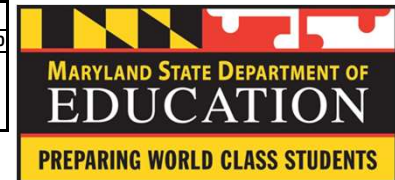
Choose Lead Agency: _____

Budget Detail for Object 3 - Supplies & Materials

Instructions: For all entries on the agency Form 100A for the object indicated above, provide a general type description for similar expenditures and the proposed total funding amounts for the expenditure type for each funding source. In the space below each description, provide detail and unit costing of the expenditures, showing extended amounts by funding sources. Amounts specified for a funding source in the detail section must aggregate to the indicated funding source totals.

Totals:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
---------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

1	Type Description:											
		Funding Sources										TOTAL
	Part C Admin	Part C Direct	Part B 611	Part B 619	Part B 619 Ex	CLIG State	Federal MA	Other Fed.	Local	Other State	Other	\$0
Detail:												
2	Type Description:											
		Funding Sources										TOTAL
	Part C Admin	Part C Direct	Part B 611	Part B 619	Part B 619 Ex	CLIG State	Federal MA	Other Fed.	Local	Other State	Other	\$0
Detail:												
3	Type Description:											
		Funding Sources										TOTAL
	Part C Admin	Part C Direct	Part B 611	Part B 619	Part B 619 Ex	CLIG State	Federal MA	Other Fed.	Local	Other State	Other	\$0
Detail:												



Review of the CLIG Workbooks

MITP Form 100D – Detailed expenditure information for Fixed Charges – Automatically populates Fixed Charges from MITP Form 100B

Choose from Drop-down Menu

Choose Agency: _____

Budget Detail for Object 4 - Other Charges

Instructions: For all entries on the agency Form 100A for the object indicated above, provide a general type description for similar expenditures and the proposed total funding amounts for the expenditure type for each funding source. In the space below each description, provide detail and unit costing of the expenditures, showing extended amounts by funding sources. Amounts specified for a funding source in the detail section must aggregate to the indicated funding source totals.

Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
--------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Type Description: Fixed Charges are automatically populated from the agency Salaries & Wages Worksheet (MITP Form 100B).

		Funding Sources											TOTAL
Part C Admin	Part C Direct	Part B 611	Part B 619	Part B 619 Ex	CLIG State	Special	Federal MA	Other Fed.	Local	Other State	Other		
1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fixed Charges.													

Type Description:

		Funding Sources											TOTAL
Part C Admin	Part C Direct	Part B 611	Part B 619	Part B 619 Ex	CLIG State	Special	Federal MA	Other Fed.	Local	Other State	Other		
2													\$0
Detail:													

Type Description:

		Funding Sources											TOTAL
Part C Admin	Part C Direct	Part B 611	Part B 619	Part B 619 Ex	CLIG State	Special	Federal MA	Other Fed.	Local	Other State	Other		
3													\$0
Detail:													





Review of the CLIG Workbooks

1. Lead Agency **MITP Form 100A** – Agency Budget Form
2. 2nd Agency **MITP Form 100A** – Agency Budget Form
3. Department of Social Services **MITP Form 100A** – Agency Budget Form

These forms automatically populate the Consolidated Budget Form 100.

Review of the CLIG Workbooks

MITP Form 100A - Each partner agency utilizes this form to summarize proposed expenditures.

Choose from Drop-down Menu
SFY 2018 Infants and Toddlers Lead Agency Budget

Choose Lead Agency: _____

	Traditional CLIG Funding Sources						Special IDEA Discretionary	Federal MA and Other Federal Funds		Other State and Local Funding Sources			Private Funds Other/ Private Funds	Totals All Sources
	Part C Funding Request	Part B 611 Funding Request	Part B 619 Funding Request	Part B 619 Extended Option Funding Request	State General Funds ¹ Funding Request	Sub-Total		Federal MA ² Reimburse- ment Funds	Other Federal Funds	Local Funds	Other State Funds	Sub-Total		
01 Salaries & Wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
02 Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
03 Supplies & Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
04 Other Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
05 Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Direct Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect Cost						\$0					\$0			\$0
Total Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Budgeted Non-CLIG -Awarded and Non-Local Funds

¹ State I&T Funds LITP Allocation - CLIG-awarded AND IGT Funds

² includes reimbursement for services provided to children Birth to Beginning of the School Year Following the Child's fourth Birthday

- Not included in Prohibition Against Supplanting Calculation

Title/Description of Funding	Other State	Other Federal	Private/Other
	Amount	Amount	Amount
TOTALS	\$0	\$0	\$0

Budgeted Indirect % #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0!

#DIV/0!





Review of the CLIG Workbooks

A few additional items...

The LITP Consolidated Budget Form 100 Includes Two Information Charts That Present The Percentage Of Fiscal Contribution By:

- Local & Other State, CLIG, and Other Federal sources; and
- Each of the partner agencies





Review of the CLIG Workbooks

Please remember that...

- All Entries Must Be Made To A Single Copy Of The Budget Submissions Workbook For All The Features To Work
- Any Expenditure That Is Included In A Figure That Appears On An Agency Budget Form 100A Must Appear On A Detail Page.
- Automatic Population Of The Prohibition Of Supplanting Form For The SFY 2018 Figures





Review of the CLIG Workbooks

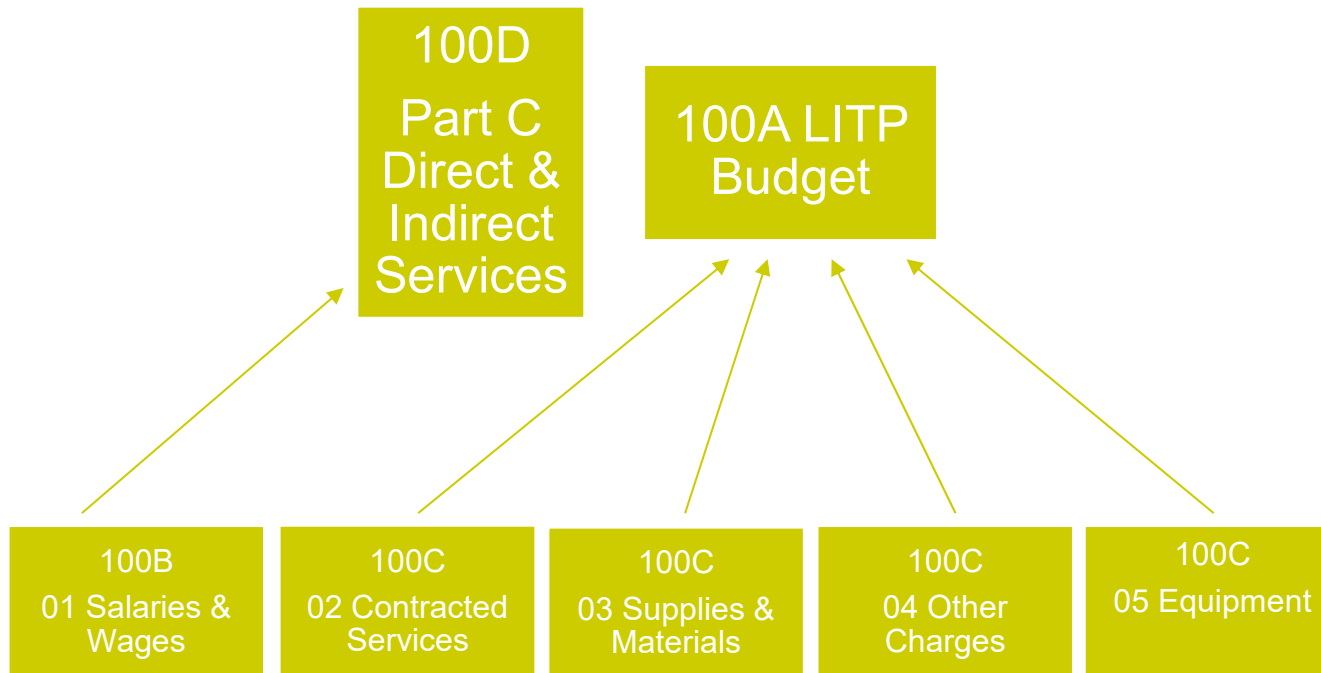
Final Workbook Preparation & Submission

1. Tabs Arranged For Completing Work
1. Before Submission, Print The Entire Workbook
2. Order Pages According The Attachment Number That Appears In The Lower Left-hand Corner Each Form
3. Obtain Required Signatures
4. Scan To PDF Format, Naming The File In Accordance With The Standard Naming Convention
5. Upload To The Part C Secure Web Client

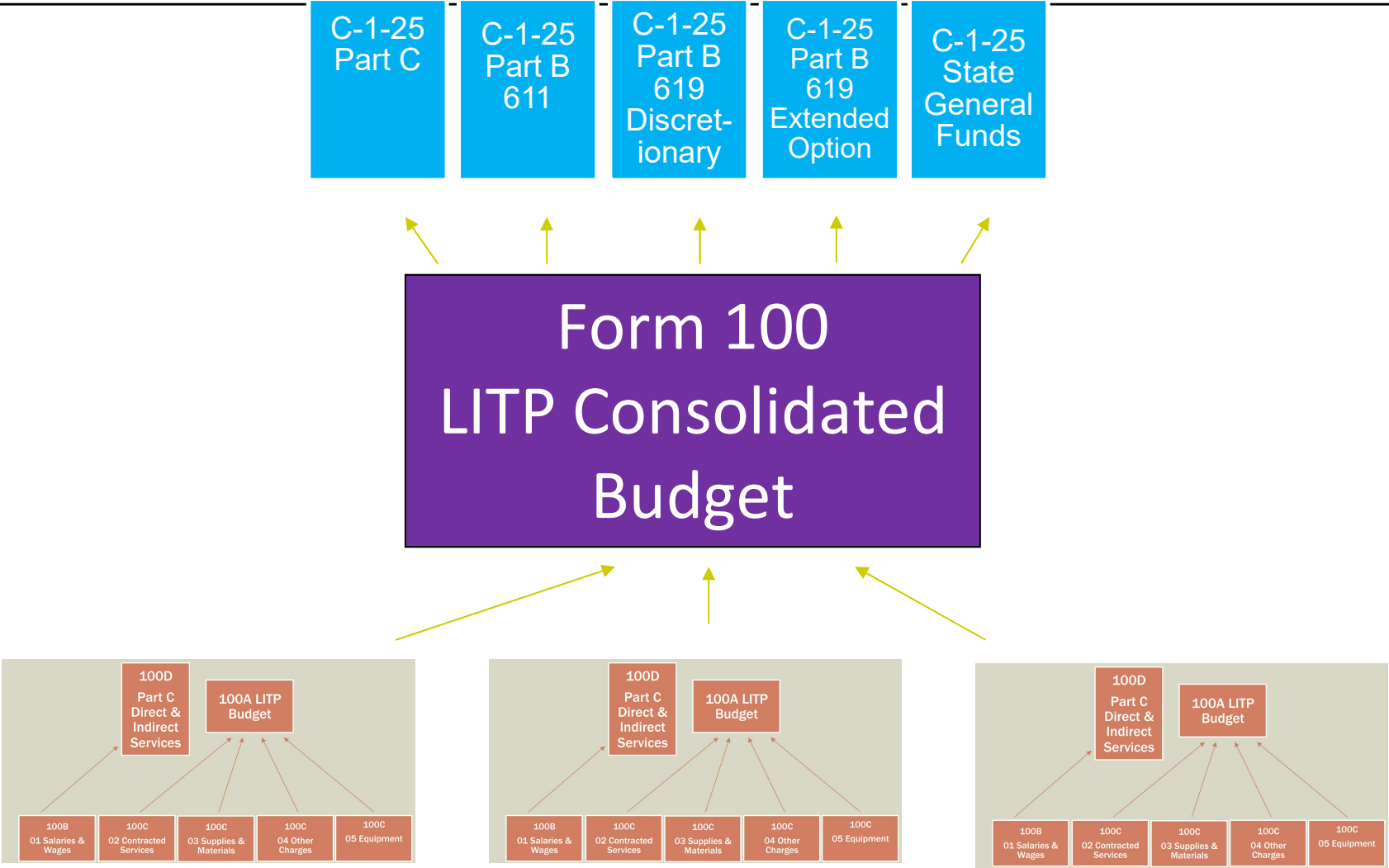


Review of the CLIG Workbooks

- Each partner agency completes these forms
- 100D completely populated
- 100A almost completely populated from data entered into Forms 100B and 100C



Review of the CLIG Workbooks



Review of the CLIG Workbooks

4 Steps To Complete The Budget Submissions Workbook

Step 1 – Enter Allocation And Agency Information On The Information Input Worksheet Tab,

Step 2 – Each Agency Must Complete Its Color Coded Worksheet Tabs of Forms 100B And 100C. The Agency Form 100A Description of Non-CLIG-Awarded & Non-Local Funds Worksheet, And Indirect Costs (Lead Agency). (100D Populates Automatically)

Step 3 – Lead Agency Aggregates Partner Agency Information And Completes Prohibition Of Supplanting Form for SFY 2016 and SFY 2017

Step 4 – Print All Pages, Gain Signatures, Assemble In The Order Of The Attachment Number, Scan To Properly Named PDF File, And Upload To The Part C Secure Web Client.



Review of the CLIG Workbooks

Reporting and Supplemental Forms Workbook

- Semi-Annual and Final Program Report Forms
- Interim and Final Cumulative Variance Forms
- Non-LSS Final Financial Form
- Form 400 and Form 500
- Amendment Request Forms
- DSE/EIS Standard Invoice Form
- Interim and Final Progress /Cumulative Variance Report Forms

Only Submissions On Current Forms Will Be Reviewed and Considered Timely Filed





Review of the CLIG Workbooks

Form 400 And Form 500

Report Actual Expenditures Of The FISCAL Year For The LITP –
Aggregated From All Partner Agencies

Due From All Local Lead Agencies – LSS & Non-LSS

Form 400 Reports CLIG-Awarded Grant Funds Actual Expenditures

Form 500 Reports Expenditures Of Non-CLIG-awarded Funds
Categorized As Administrative And Direct Services Expenditures





Review of the CLIG Workbooks

Miscellaneous

Separate NOGA For Each CLIG Funding Source

Payment Code 1 Assigned Only To Agencies That Have Access To The MSDE AFR

Others – Will Submit Invoices Using The MSDE Standard Invoice Form

Final Financial Reports Are Required For Each Grant Line. LSS Use The AFR; Others – Non-LSS Final Financial Report Form

Extended Federally Funded Grants Require A Second Interim Progress Report





Review of the CLIG Workbooks

Hands-on Demonstration

SFY 2018 Budget Submissions Workbook

and the

**SFY 2018 Reporting & Supplemental
Submissions Workbook**



Federal Medicaid Reimbursement Funds and Maryland Infants & Toddlers State Funds

- Utilizing the Intergovernmental Transfer (IGT) to Leverage State Resources
- Allowable Use, Accounting, and Reporting

Federal Medicaid (MA) Reimbursement Funds

- Federal Medicaid Program Provides Assistance With Costs For Health Related Services And Service Coordination
- Federal Medicaid Assistance Is Contingent Upon State Contribution
- Federal Portion Can Range From 50% To 88%* (Of The Cost Of The Billed Service)

*The 88% rate is a result of Maryland's participation in the Expand Medicaid Program and will continue through 2019

Federal Medicaid (MA) Reimbursement Funds

Allowable Use of Funds

- **Memorandum Of Understanding** - Must Be Used To Support, Expand, And Enhance The Early Intervention System For Infants And Toddlers With Disabilities.
- **No Time Constraint Of Expenditure**
- **Must Be Spent In Accordance With Federal Regulations**

Federal MA Reimbursement Funds - MOU

Allowable Use of Funds

- Must Be Used To Benefit The Program From Which The Reimbursed Charge Originated
- Separate MA Accounts For Part B And Part C Programs

Federal Medicaid (MA) Reimbursement Funds

Accounting

- The MSDE, DSE/EIS Must Ensure That These Funds Are Accounted For And Used In Accordance With The MOU
- Expenditures Accross Multiple Fiscal Years Are Accounted For By The SFY In Which They Were Issued

Federal Medicaid (MA) Reimbursement Funds

Accounting/Budgeting

	Reimbursement Amount	Obligated/ Expended prior to SFY 2018	Available for SFY 2018 Budget
DHMH SFY 2016 Actuals			\$0
DHMH SFY 2017 thru 4/30/17			\$0
SFY 2017 Projected 5/1-6/30/17			\$0
SFY 2018 Projected		\$0	\$0
TOTALS	\$0	\$0	\$0

Federal Medicaid (MA) Reimbursement Funds

Reporting

- Form 500 - Due November 1
- Report All Spending Of Federal Reimbursement Funds Regardless Of The Year In Which The Funds Were Issued

Infants & Toddlers State General Funds

- State of Maryland Allocates More Than \$10 Million to Support the Maryland's Local Infants & Toddlers Program (LITP)
- Each LITP Receives An Allocation of State General Funds
- Allocation Used in Conjunction with the Federal MA Program Leverages the Impact of the State Funds

Leveraging MD State General Funds

Example

Assumed: \$100,000 LITP Allocation of
MD State General Funds I&T

If the \$100,00 Allocation of
State Funds is Used to
Purchase Services Directly:

\$100,000

of health related services or
service coordination

If the \$100,000 Allocation is
Leveraged as the State Match
for MA Reimbursement:

\$200,000 to \$833,333

of health related services or
service coordination

The Intergovernmental Transfer (IGT)

MD State General Funds
Infants & Toddler Allocation



MSDE
DSE/EIS

Federal Medicaid
Reimbursement Funds



DHMH



LITPs

Intergovernmental
Transfer



State General Funds: The IGT and the CLIG

- The CLIG Notice of Grant Award for State Funds describes the estimated split of the LITP Allocation between the two funding vehicles - the IGT and the CLIG State Grant.

Attachment: Additional NOGA information for:
Maryland Infants & Toddlers Program
SFY 2017 Consolidated Local Implementation Grant (CLIG)
Maryland State General Funds

1. The Notice of Grant Award (NOGA) approves funding of the Maryland State General Funds within the Maryland Infants & Toddlers Program State Fiscal Year (SFY) 2017 Consolidated Local Implementation Grant (CLIG) to support the provision of early intervention services to infants and toddlers with disabilities and their families, as attached.

2. The State General Funds (SGF) allotment has been reduced by the estimated Intergovernmental Transfer (IGT) to the Department of Health and Mental Hygiene for the State's share of the match for Health-Related Services through Medicaid. The funds for the IGT will be the State's share of the Medicaid reimbursement. A reconciliation of the IGT will occur after the close of the grant. The Grantee will be invoiced for the overpayment of SGF or reimbursed for the underpayment of SGF. All funds must be encumbered by **June 30, 2017**. All liquidations must be processed by **September 30, 2017**.

Total SGF: \$123703 IGT Transfer: \$120000 CLIG SGF Grant: \$3703

3. All amendments (programmatic changes and budget realignments) require prior written approval by the Assistant State Superintendent. The recipient shall implement all required actions including the submission of progress and financial reports within the required timelines, and any actions resulting from monitoring and evaluation activities and/or compliance investigations. The deadline for requests to amend this grant is **45 days before the end date of each grant line**. Extensions to the grant period are not permitted.

4. Payment schedule code 1 indicates that payments will be processed monthly based upon actual expenditures as reported by the subgrantee to the MSDE Accounts Payable Department. Payment schedule code 8 indicates payments will be based upon actual expenditures via the submission of an invoice directly to the assigned Grant Liaison. Maintenance of both payment schedule codes is dependent upon prompt submission of progress and financial reports. Payment may be impacted by omissions and/or late submission of progress and financial reports.

5. The SFY 2017 Interim Progress/Cumulative Variance Report is due no later than **January 31, 2017**.

6. A Final Progress/Cumulative Variance Report must be submitted no later than **November 1, 2017** and a Final Financial Report must be submitted no later than **September 30, 2017**. For all CLIGs on payment schedule code 8 status, the Final Invoice and Final Financial Report must be submitted no later than **September 30, 2017**.

7. Additional program and fiscal reporting requirements, as outlined in the CLIG application and as may be required by the Maryland Infants & Toddlers Program, apply to this grant.

SAMPLE County Infants & Toddlers Program

9/14/2016

2. The State General Funds (SGF) allotment has been reduced by the estimated Intergovernmental Transfer (IGT) to the Department of Health and Mental Hygiene for the State's share of the match for Health-Related Services through Medicaid. The funds for the IGT will be the State's share of the Medicaid reimbursement. A reconciliation of the IGT will occur after the close of the grant. The Grantee will be invoiced for the overpayment of SGF or reimbursed for the underpayment of SGF. All funds must be encumbered by **June 30, 2017**. All liquidations must be processed by **September 30, 2017**.

Total SGF: \$123703 IGT Transfer: \$120000 CLIG SGF Grant: \$3703

State General Funds: The IGT and the CLIG

- Based Upon Historical MA Billing, MSDE, DSE/EIS Utilizes the IGT to Transfer a Portion of the LITP's State Allocation to the DHMH
- To Expedite Funding to LITPs, MSDE, DSE/EIS utilizes the Consolidated Local Implementation Grant to grant a portion of the the State Allocation to the LITP
- Example: An LITP's \$100,000 State General funds allocation may be split between an IGT of \$60,000 and a State grant of \$40,000, based upon the LITP's MA billing history.

IGT Reconciliation and CLIG State Grant Adjustment

- At the end of the fiscal year, the IGT is reconciled with the DHMH actual Payments to LITPs
- If actual DHMH payments are lower than the estimated IGT, the amount of the excess IGT is returned to the MSDE and added to the CLIG State grant
- If the actual DHMH payments are greater than the estimated IGT, the State funds received through DHMH payments that are in excess of the estimated IGT are subtracted from the CLIG State grant
- If the excess payments amount is greater than the unexpended State Grant Balance, the amount of the State Grant will be reduced to the amount already expended and the amount that the LITP received through the Grant and the DHMH payments that exceeds the LITP Allocation must be returned to the State
- The sum of the actual payments of IGT funds and the CLIG State grant must equal 100% of the LITP's Annual Infants & Toddlers State funds allocation

IGT Reconciliation and CLIG State Grant Adjustment

Actual Payments of IGT Funds

EQUAL

Estimated Payments of IGT Funds

CELEBRATE!!
(Very unlikely)

Actual Payments of IGT Funds

LESS THAN

Estimated Payments of IGT Funds

Add The Difference To The State Grant

Actual Payments of IGT Funds
GREATER THAN
Estimated Payments of IGT Funds
(Overpayments)

Overpayments
LESS THAN or EQUAL TO
Unexpended Grant Balance

Decrease The State Grant By Amount of the Overpayments

Overpayments
GREATER THAN
Unexpended Grant Balance

Decrease The State Grant Amount To The Amount Expended And Invoice LITP For The Amount That the Overpayments PLUS The Expended Grant Amount Exceed the LITP Allocation.

IGT Reconciliation and CLIG State Grant Adjustment

- When the Reconciliation of the estimated IGT and DHMH actual payments results in a change to the amount of the State Grant, a Notice of Grant Award Will be Issued that will record the change in the amount of the CLIG State General Funds Grant.

Attachment: Additional NOGA Information for:
Maryland Infants & Toddlers Program
SFY 2016 Consolidated Local Implementation Grant (CLIG)
Maryland State General Funds

1. The purpose this Notice of Grant Award (NOGA) is to adjust the amount of the Maryland State General Funds awarded through the Maryland Infants & Toddlers Program State Fiscal Year (SFY) 2016 Consolidated Local Implementation Grant (\$1.03) as a result of the reconciliation of the estimated Intergovernmental Transfer (IGT) and the actual IGT payments to the grantee.

Original Award Amount + Estimated IGT	\$1,103,432.00
Actual IGT Payments	\$378,461.86
Final Award Amount	\$724,970.14
Change of Award Amount	\$121,538.14

2. All other terms and conditions remain unchanged.

Sanjiv County LTP 9/13/2016

Original Award Amount + Estimated IGT	\$1,103,432.00
Actual IGT Payments:	\$378,461.86
Final Award Amount:	\$724,970.14
Change of Award Amount:	\$121,538.14

Infants & Toddlers State General Funds

- **Budgeting**

- Form 100B, Form 100C And the C-1-25 Must Account For The Entire State Allocation

- **Accounting**

- Separate Accounts For The State Grant And The IGT

- **Reporting**

- Cumulative Reports Account For The Entire Allocation
 - Invoices Account For The Current State Grant Approved Budget
 - Final Financial Report Must Account For The Approved Budget Of The State Grant AFTER Any Revision That May Have Resulted From The IGT Reconciliation

Infants & Toddlers State General Funds

Timeline To Facilitate The Reconciliation And Closing Of The State Grant

- June 30 - Obligate Entire State Infants & Toddlers Allocation
- July 10 - Type 1 Report (Non-LSS Must Submit An Invoice) to **COMPLETELY** Expend The State Grant
- August 31 - Based Upon The Reconciliation, The MSDE Issues NOGAs To Revise State Grant Approved Budgets And Invoices, as applicable
- September 10 - Type 1 Report (Non-LSS Must Submit An Invoice) to **COMPLETELY** Expend The State Grant (if the Grant Amount was Revised)
- September 30 - Final Financial Report To Account For The Final State Grant Approved Budget And Must Pay Invoice, if applicable
- September 30 - Final Cumulative Variance Report Of The ENTIRE State Allocation



Infants & Toddlers Fiscal Updates

Maryland's
*Birth
through
Five*
Early Childhood
Intervention & Education System of Services
For Young Children
With Disabilities
and Their Families

