





Moving Maryland Forward FFY 2022 / SFY 2023 Annual Consolidated Local Implementation Grant (CLIG) Information Session # 2

MSDE, Division of Early Intervention & Special Education Services May 10, 2022

Marcella Franczkowski, Assistant State Superintendent Gary Richardson, Chief for Resource Management and Monitoring Glenn Grayman, Lead Fiscal Grants Liaison



Please sign in using the chat function [Name – LEA/PA – Role]. Today's webinar will be recorded – please mute your microphone. The chat box will be monitored to respond to your questions.

GRANT INFORMATION GUIDE [GIG]



Provides an Overview of the Grant Program and All Required Application Components



GRANT INFORMATION GUIDE

Consolidated Local Implementation Grant (CLIG)

Federal Fiscal Year (FFY) 2022

State Fiscal Year (SFY) 2023

Maryland State Department of Education

200 West Baltimore Street Baltimore, Maryland 21201

Deadline

May 31, 2022 No later than 5:00 pm EST

GRANT APPLICATION







APPLICATION

Consolidated Local Implementation
Grant (CLIG)
Federal Fiscal Year (FFY) 2022
State Fiscal Year (SFY) 2023

Maryland State Department of Education

200 West Baltimore Street Baltimore, Maryland 21201

Deadline

May 31, 2022 No later than 5:00 pm EST Contains all Required
Templates and Links to
Required Appendices.

BUDGET DOCUMENTATION



No Changes to the Budget Documentation Requirements

Produce Budget Documentation Using the SFY 2023 CLIG Budget Submissions Workbook.

Budget Documentation is Submitted as an Appendix to the CLIG Application

Required Components of the Budget Documentation are Explained in the Grant Information Guide.

Step-by-step Instructions For Use Of The SFY 2023 CLIG Budget Submissions Workbook are on the First Tab of the Workbook.

Latest Versions of all Documents Available at:

https://marylandpublicschools.org/programs/Page s/Special-Education/rmmb/Grants/IT/index.aspx MARYLAND's Early Intervention System of Services

Consolidated Local Implementation Grant (CLIG) SFY 2023 Budget Submissions Workbook

To Support the Provision of Early Intervention Services To Infants, Toddlers, and Preschool Children with Disabilities And Their Families in Maryland

July 1, 2022 to September 30, 2023

Choose from Drop-down Menu

RISDICTION

UNIQUE ENTITY ID (SAM)

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



With the support of the:

MARYLAND DEPARTMENT OF HEALTH
MARYLAND DEPARTMENT OF HUMAN RESOURCES

Mohammed Choudhury

Marcella E. Franczkowski Assistant State Superintendent Division of Early Intervention/Special Education Services

Governor

Attachment: 1

April, 2022

CLIG Application Submission



A SINGLE PDF File Consisting of:

What:

Completed CLIG Application with Required Signatures; and

 Appendices with Required Signatures (Including the Budget Documents Produced Using the SFY 2023 CLIG Budget Submissions Workbook

When:

No Later Than May 31, 2022 at 5:00pm

Where:

To the LITPs Designated "ToMSDE" INTG Folder on the MSDE MOVEit Secure File Transfer Website

How:

MSDE MOVEit Secure File Transfer Website Access and Submission

Procedures

MSDE MOVEit User Guide

APPENDICES



Grant Information Guide Lists Required Appendices to the Application:

- CLIG Assurances
- Recipient Assurances (State Assurances)
- Federal Certifications Certificate
- Screenshot of valid SAM.gov registration, showing UEI
- General Education Provisions Act (GEPA), Section 427 Statement
- Designation of LLA
- LLA Authorization
- Local Interagency
- Assurance of Local Capacity
- LICC Review Statement
- LICC Membership Directory
- LITP policies and procedures
- Linking Funds to Program Improvement Chart
- Budget Documentation



GRANT INFORMATION GUIDE

Consolidated Local Implementation Grant (CLIG)

Federal Fiscal Year (FFY) 2022 State Fiscal Year (SFY) 2023

Maryland State Department of Education

200 West Baltimore Street Baltimore, Maryland 21201

Deadlin

May 31, 2022 No later than 5:00 pm EST

SFY 2022 Funding Focused on School Readiness Outcomes in SFY 2023

American Rescue Plan/State Improvement Grant Funding



SFY 2022 Early Childhood Extended Option IFSP Grant – NEW Allocation for Family Support for School Readiness

Application Requirements

Application Template - Including Supporting Data (Some Data from Initial Grant May be Included)

Measurable Goal(s) Solely to Support Families to Achieve School Readiness for Their Children

Implementation Plan

C-1-25 and Budget Detail Form

Submission Due Date: May 31, 2022

Maryland State Department of Education

Division of Early Intervention and Special Education Services

SFY 2022 Early Childhood

Extended IFSP Grant –
Family Engagement to Improve School Readiness Outcomes

Identify the Local System/Lead Agency:
Local Infants and Toddlers Director: Enter Name

Email Address



Marcella E. Franczkowski, M.S.
Assistant State Superintendent
Division of Early Intervention and Special Education Services



SFY 2022 Extended IFSP Plan-Family Enter page #.

SFY 2022 Funding Focused on School Readiness Outcomes in SFY 2023

American Rescue Plan/State Improvement Grant Funding



Three to Four Year-old Cohort

- Targeted to Families & Children Served on an Extended IFSP
- Preschoolers Served on IEPs May Benefit from All Trainings and Activities

\$2.8 M

Allocated December 2021

- Providing Professional Learning and Coaching for General and Special Educators
- Implementing ELA for All 3 and 4 Year-olds with Disabilities
- Improving IFSP Outcomes Aligned to Readiness Areas

\$625 K Allocated April 2022

Based upon 4-Year Average Extended IFSP Child Count

\$5000 - \$105,000

Family Engagement to Improve School Readiness Outcomes

Period of Performance: 3/1/22 – 9/30/23

Period of Performance: 6/30/22 – 9/30/23

MEDICAID, CLIG SATE GENERAL FUNDS, IGT



Federal Medicaid Reimbursement Funds and Maryland Infants & Toddlers State Funds



Federal Medicaid Program Provides Assistance With Costs For Health Related Services And Service Coordination

Federal Medicaid Assistance Is Contingent Upon State Contribution

Current Federal Portion Ranges From 56% To 100%* (Of The Cost Of The Billed Service

^{*}During the Public Health Emergency



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



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



Accounting

The MSDE, DEI/SES Must Ensure That These Funds Are Accounted For And Used In Accordance With The MOU

Expenditures Across Multiple Fiscal Years Are Accounted for by The SFY in Which They Were Issued



Accounting/Budgeting

Federal MA Reimbursement Availability Worksheet

State Fiscal <u>Year</u>	Federal MA <u>Reimburse</u> ment	Expended in SFY 2020	Expended in SFY 2021	Date Budgeted in SFY 2022	Available for SFY 2023 Budget
Unspent from Prior Years					\$0
Total 2020 (Actual)					\$0
Total 2021 (Actual)					\$0
Total 2022 (Adjusted ToDate Estimate)					\$0
Total 2023 (Estimate)					\$0
				TOTAL	\$0



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 \$14 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 I&T State General Funds

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



of health related services or service coordination

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



A Minimum of \$227,273

of health related services or service coordination

State General Funds: The IGT and the CLIG Grant



Based Upon Historical MA Billing, MSDE, DEI/SES Utilizes the IGT to Transfer a Portion of the LITP's State Allocation to the MDH

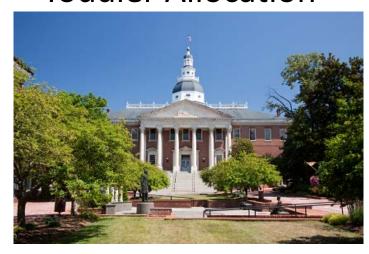
To Expedite Funding to LITPs, MSDE, DEI/SES utilizes the Consolidated Local Implementation Grant to grant a portion of the the State Allocation to the LITP

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.

The Intergovernmental Transfer (IGT)



MD State General Funds Infants & Toddler Allocation



Federal Medicaid Reimbursement Funds

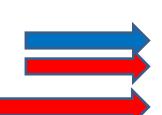












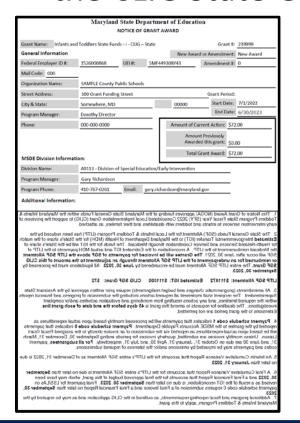
LITPs

State Grant

State General Funds: The IGT and the CLIG Grant



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



2. The State General Funds (SGF) Allotment for the Local Infants & Toddlers Program (LITP) has been reduced by the **Estimated** Intergovernmental Transfer (IGT) to the Maryland Department of Health (MDH) for the State's share of the match for Health-Related Services and Service Coordination through Medicaid. The funds for the IGT will be the State's share of the Medicaid reimbursement to the LITP. A reconciliation of the Estimated IGT and actual MDH payments to the LITP of SGF will occur after June 30, 2021. **The Grantee will be invoiced for payments of SGF above the LITP SGF Allotment or reimbursed for an underpayment of the LITP SGF Allotment through an adjustment to the amount of this CLIG SGF Grant.** The entire LITP SGF Allotment must be encumbered by **June 30**, 2023. All liquidations must be processed by **September 30**, 2023.

LITP SGF Allotment: \$111072 Estimated IGT: \$111000 CLIG SGF Grant: \$72



At Fiscal Year End, Estimated IGT Is Reconciled with MDH Actual Payments to LITPs

If Actual MDH Payments to an LITP are Lower than the Estimated IGT, the Amount of the Excess IGT is Returned to The MSDE and then Added to the LITP's CLIG State Grant

If the Actual MDH Payments are Greater than the Estimated IGT, the State Funds Received through MDH 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



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 LITP Must Return the Amount that the Overpayments PLUS the Expended Grant Amount Exceed the LITP Allocation



When the Reconciliation of the Estimated IGT and MDH Actual Payments Results in a Change to the Amount of the Grant, a Notice of Grant Award will be Issued that will Record the Change in the Amount of the CLIG State General Funds Grant.

July 1, 2020 Estimated Apportionment of the Allocation				
\$15,117.00 + 65,000.00 \$80,117.00	Original Grant Amount Estimated Intergovernmental Transfer (IGT) Total			
Final Actual Apportionment of the Allocation				
\$57,269.93 + 22,847.07	Final Grant Amount (Change: + \$42,152.93) Actual IGT			
- 0.00 - 0.00	Amount of funding Adjustment Deposited by grantee Amount of Invoice for payment greater than the Allocation			
\$ 80,117.00	Total			



NOTE: The Maryland Department of Health reports that the SAMPLE County Infants & Toddlers Program received \$29,914.22 in Federal Medicaid funds in SFY 2021.



- Possible for LITP to Receive CLIG State General Funds In Excess of Its Allocation
- Excess CLIG State General Funds Must Be Returned Prior to End of Fiscal Year For Delivery to Other LITPs
- Amount of Excess Cannot be Known until After the Fiscal Year
- Impacts 4 to 7 Jurisdictions Annually
- Can Lead to Forfeiture of Federal MA Funds



CLIG State General Funds Funding Adjustment Procedures Are Effective Once Again for SFY 2022 CLIG State General Funds



- May 15, 2022 LITPs receive MSDE Estimate of Funding Adjustment
- June 15, 2022 Due Date for Receipt of Each LITP's:
 - ➤ Completed <u>CLIG State General Funds Funding Adjustment</u> <u>Certification and Agreement Form; and</u>
 - ➤ Check for the Certified Funding Adjustment Amount, As Applicable



June 30 - Obligate Entire State Infants & Toddlers Allocation

<u>July 10</u> – Type 1 Report (Non-LSS Must Submit An Invoice) to **COMPLETELY** Expend the State Grant

<u>August 31</u> - Based Upon the Reconciliation, The MSDE Issues NOGAs to Revise State Grant Approved Budgets and Invoices, as applicable

<u>September 10</u> –Type 1 Report (Non-LSS Must Submit an Invoice) to **COMPLETELY** Expend the State Grant (if the Grant Amount was Revised)

<u>September 30</u> – Final Financial Report to Account for the Final State Grant Approved Budget and Must Pay Invoice, if applicable

<u>September 30</u> – Final Cumulative Variance Report of the ENTIRE State Allocation

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

REQUIRED WRITTEN PROCEDURES



POLICY vs. PROCEDURE

Policy – Outline or Rule that Guides Desired Behavior

Procedure – A Set of Instructions for Addressing or Responding to a Specific Situation.

REQUIRED WRITTEN PROCEDURES



- Written Cash Management Procedure 2CFR §200.302(b)(6) and §200.305
- Written Allowability Procedures 2CFR §200.302(b)(7)
- Written Conflicts of Interest Standards 2CFR §200.318(c)
- Written Procurement Procedures 2CFR §200.319(c)
- Written Method for Conducting Technical Evaluations
 Proposals and Selecting Recipients 2CFR §200.320(d)(3)
- Written Travel Policy 2CFR §200.474(b)

ALLOWABILITY FOR CLIG FUNDING



Maryland Infants and Toddlers Funding Poplulation Allowabilty Chart

Funding Source	Start	End	To Support Children & Their Families Served on an:
CLIG IDEA Part C	Birth	School year following 4th birthday	IFSP or Extended IFSP only
CLIG IDEA 611	Birth	School year following 4th birthday	IFSP or Extended IFSP only
CLIG IDEA 619 Preschool Family Support 3-K	3	Kindergarten	IFSP, Extended IFSP, or IEP to Support Transitions to or from an Extended IFSP or IEP
CLIG IDEA 619 Preschool Extended Option	3	School year following 4th birthday	Extended IFSP only
CLIG State Funds	Birth	School year following 4th birthday	IFSP or Extended IFSP only
Infants & Toddlers Medicaid	Birth	School year following 4th birthday	IFSP or Extended IFSP only
ARPIDEA Part C	Birth	School year following 4th birthday	IFSP or Extended IFSP only
Extended IFSP ARP IDEA Part C	3	School year following 4th birthday	Extended IFSP only

PERSONNEL EXPENSES



Employee Compensation Charged to a Grant Must Be for Services that are Allowable to the Funding Source

"Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed."

Many Agencies Have Attempted Unsuccessfully to Utilize Existing Position Reports to Substantiate the Allowability of Personnel Charges

PERSONNEL EXPENSES



"Cost Objective means a program, function, activity, award, organizational subdivision, contract, or work unit for which cost data are desired and for which provision is made to accumulate and measure the cost of processes, products, jobs, capital projects. etc..." (2CFR §200.28)

Single vs. Multiple Cost Objectives

WEB PAGE RESOURCES





Divisions/Programs

Quick Links

- Early Intervention and Special Education Services
- Maryland's Infants and Toddlers Program
- Preschool Special Education
- Specially Designed Instruction & Transition Planning
- > Family Support Services
- > Maryland's Autism Waiver
- > Hearing Aid Loan Bank
- Maryland Nonpublic Special Education
- Interagency Collaboration Branch
- Interagency Rates Committee

Maryland Infants & Toddlers Program (MITP) Grants Submissions Timeline

State Fiscal Year (SFY) 2022 and SFY 2023

The Maryland Infants & Toddlers Program (MITP)
Consolidated Local Implementation Grant (CLIG) is
designated as the mechanism through which local
jurisdictions receive various federal and State funds to
implement local early intervention programs in compliance
with federal and State regulations, policies, and
procedures. The designated Local Lead Agency (LLA) of
each Local Infants & Toddlers Program (LITP) aggregates
information from LITP partner agencies to complete the
grant application and other required submissions
throughout the CLIG grant period.

To ensure usage of the correct and up-to-date forms, download forms just prior to completing them by clicking on the links in the listing below. Submissions of outdated forms will not be reviewed or considered timely filed.

Division of Early Intervention and Special Education Services

Overview

Resource Management and Monitoring Branch

- Overview
- Non-Public Special Education Section

Grant Submissions Calendars

- > LSS/PA Part B
- > LSS/PA Part C
- > Non-LSS/IHE
- Home Visiting Agencies

Resources

- > Federal
- > State

Meetings

> April 7, 2022

Downloads work best with:



Microsoft Edge



Firefox



https://marylandpublicschools.org/programs/Pages/Special-Education/rmmb/Grants/IT/index.aspx



SUPPORT NETWORK



	Region 1	Region 2	Region 3	Region 4	Region 5
	Allegany	Howard	Baltimore Co	Anne Arundel**	Caroline
	Carroll	Montgomery	Baltimore City	Calvert *	Dorchester
	Frederick	Prince George's	Cecil	Charles *	Kent
	Garrett		Harford	St. Mary's *	Queen Anne's
	Washington		DJS ***		Somerset
	MD School/Deaf Δ		SEED School ***		Talbot
			MD School/Blind Δ		Wicomico
			MD Dept. of Labor		Worcester
Fiscal Part C	Glenn Grayman	Glenn Grayman	Glenn Grayman	Glenn Grayman	Glenn Grayman
Ficeal			Alicia Palmer	Jacqueline Woodruff *	
Fiscal	Jacqueline Woodruff	Jamalden Gowans	Alicia Paimer	Alicia Palmer **	Jamalden Gowans
Part B					
Early Childhood	Erin Simmons	Marsye Kaplan	Marny Helfrich	Nancy Vorobey	Marsye Kaplan
•		, ,	,	, ,	, 1
Cooperdom.	N 4: ala al a NA/ a dell a		Michele Weddle		
Secondary	Michele Weddle	Dottie Powell	Jeff Wyatt ***	Jeff Wyatt	Dottie Powell
Transition	Conchita Hernandez Δ	Dottile i owen	Conchita Hernandez Δ	sen wyace	bottle i owell
			Concilità Herriandez A		
Access, Equity,					
	Lindsey Goodrich	Lindsey Goodrich	Marny Helfrich	Brittany Bruno	Karla Marty
Progress	•	,	•	•	,
CCEIS / Accours 9					
CCEIS / Access &	Paula Gonce	Paula Gonce	Paula Gonce	Paula Gonce	Paula Gonce
Equity					