

# WHAT'S NEW AND WHAT'S TO REMEMBER?

Part C Consolidated Local Implementation Grant  
(CLIG)

S  
F  
Y  
  
2  
0  
1  
6

# MITP UPDATES

- Legislative Booklet
- Part C State Identified Measurable Result (SIMR)
- SFY 2016 Part C One-Time Only Discretionary Funds

# SUBMISSION REQUIREMENTS

- CLIG and One-time Supplemental Submission date is **May 15**
- Submission extension request deadline for CLIG is **May 1**
- Electronic submission only with signatures
- MSDE Secure Server at <https://sst.msde.state.md.us>
- MSDE Resource Management and Monitoring Branch website:
  - <http://marylandpublicschools.org/MSDE/divisions/earlyinterv/fmb>
- Email Glen Grayman ([glen.grayman@maryland.gov](mailto:glen.grayman@maryland.gov)) and Bambi Montanez ([bambi.montanez@maryland.gov](mailto:bambi.montanez@maryland.gov)) immediately that your CLIG has been loaded.

# GRANT PERIODS

- **One-Time Supplemental Funds Grant**  
Period (July 1, 2015 - August 31, 2016)
- **General State Funds Grant**  
Period (July 1, 2015 - June 30, 2016)
- **Federal Funds Grant Period**  
**CLIG-** (July 1, 2015 - September 30, 2016)

# DUNS NUMBER

Grantees must obtain a Data Universal Numbering System (DUNS) number and maintain active status on the federal government's System for Award Management website [http:// www.sam.gov/](http://www.sam.gov/). This section requires entry of the grantee's unique nine-digit DUNS number and its expiration date, and contact information for all individuals to be copied on grant related correspondence. It is the responsibility of the LSS/PA to promptly inform the MSDE, DSE/EIS of any changes to this list.

- DUNS Number:
- Expiration Date:

# FIRST-IN/FIRST-OUT SPENDING

- State General Funds First: Expire first and cannot be extended!
- Encumber ALL Extended SFY 2015 CLIG funds before utilizing SFY 2016 funds in the same objects or categories
- From July 1, 2015 through September 30, 2016, fully expend SFY 2015 CLIG funds before accessing SFY 2016 CLIG funds in the same objects and categories.

# CHILD COUNT/ CLIG ALLOCATIONS

- **Child Count - Federal and State Funding for Birth through Four (4) - Infants and Toddlers**
- The Part C Annual Child Count is determined by the number of children, birth through age four (4), served between the day after the last Friday in October and the last Friday in October the following year.
- CLIG allocations (excluding Part B 619) are based on the average number of children, birth through age four (4), served in each jurisdiction's LITP, compared to the average number of children, birth through age four (4), served by the statewide MITP over the past three years.

# GRANT EXTENSION AMENDMENTS

- Carryover grants are no longer utilized to extend the availability of unexpended grant funds. All unexpended grant funds are addressed through grant amendments to extend that grant.
- Grant extension amendments requests are due 45 days prior to the end of the grant period.
- The SFY 2015 CLIG Grant can be amended and extended (with approval) for availability until June 30 of 2016.
- The SFY 2016 CLIG Grant can be amended and extended (with approval) for availability until June 30 of 2017.
- Discretionary funds may not be extended.



# 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 an updated version to [brian.morrison@maryland.gov](mailto:brian.morrison@maryland.gov).

# 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...

# 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 2016

## Linking Federal Funds to Program Improvement

Jurisdiction:

	Indicator	State Target for FFY 2014/ SFY 2015	Jul 1, 2011 – Jun 30, 2012	Jul 1, 2012 – Jun 30, 2013	Jul 1, 2013 – Jun 30, 2014	Jul 1, 2014 – Dec 31, 2014	Amount of Federal Funds Designated For Indicator
Compliance Indicators	1 – Timely Services						
	7 – 45 Day Timeline						
	8a – Transition Outcomes						
	8c – Timely TPM						
Performance Indicators	2 – Natural Environment						
	3a – Child Outcomes – Social Emotional						
	3b – Child Outcomes – Knowledge & Skills						
	3c – Child Outcomes – Actions to Meet Needs						
	4a – Know Their Rights						
	4b – Communicate Needs						
	4c – Help Develop & Learn						
	5 – Child Find 0-1						
	6 – Child Find 0-3						

- 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

### 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 2012 and FFY 2013 (as noted by the more heavily bolded cells)

# COMPREHENSIVE SYSTEM OF PERSONNEL DEVELOPMENT

## What's New?

- Columns “Purpose of the PD” and “Projected Program” were combined.
- The “Supporting Resources” column was removed.
- COS Competency to be released.

# MONITORING CHANGES IMPROVEMENT PLANS/CORRECTIVE ACTION PLANS

Monitoring Activities	Prior to 7/1/13	After 7/1/13
Local Profiles Distributed	2x a year April 1 October 1	2x a year April 1 (6 months) January (entire year)
CAPs and IPs Assigned/ Required Plans Due	<ul style="list-style-type: none"> <li>▪ April 1 – Plans due May 1 (based on 7/1 – 12/31 data) as part of the Semi-Annual Program report</li> <li>▪ October 1 – Plans due November 1</li> </ul>	<ul style="list-style-type: none"> <li>▪ January (only) – Plans due 30 days after notification (based on 7/1 to 6/30 data)</li> </ul>
Improvement Plans (IP)	<ul style="list-style-type: none"> <li>▪ For results indicators below State targets and for CAPS between 95.0% and 99.9%</li> </ul>	<ul style="list-style-type: none"> <li>▪ Results indicators less than the State target and compliance indicators less than 95.0%.</li> </ul>
Corrective Action Plans (CAPS)	<ul style="list-style-type: none"> <li>▪ Compliance indicators less than 95%</li> </ul>	<ul style="list-style-type: none"> <li>▪ Compliance indicators in which non-compliance was not corrected within 1 year of notification</li> </ul>

# SEMI-ANNUAL PROGRAM REPORT AND CUMULATIVE VARIANCE REPORT

MARYLAND STATE DEPARTMENT OF EDUCATION  
 Division of Special Education/Early Intervention Services  
 SEMI-ANNUAL PROGRAM AND CUMULATIVE VARIANCE REPORT for  
 Consolidated Local Implementation Grant (CLIG)  
 (IDEA Part C, Part B, Part B619 and State General Funds)

Complete Section I, II, & III of this form, the Cumulative Variance Report and Semi-Annual Program Report, for all Notice of Grant Award lines (as applicable) and submit to MSDE no later than January 31st.

**SECTION I (Traditional CLIG Sources - e.g., Part C, Part B, Part 619, and State general funds)**

Subrecipient Agency: \_\_\_\_\_ Agency Finance Officer: \_\_\_\_\_  
 State Fiscal Year: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Grant Line # (Ex. 123456-02): \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Grant Line Initiative Name: \_\_\_\_\_ Program Director: \_\_\_\_\_  
 Grant Period: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Agency Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Expense Object	Approved Budget	Expenses to Date	Variance	% of Budget Expended
Salaries & Wages			-	#DIV/0!
Contracted Services			-	#DIV/0!
Supplies & Materials			-	#DIV/0!
Equipment			-	#DIV/0!
Fixed Charges			-	#DIV/0!
Other: postage, travel, etc.			-	#DIV/0!
Indirect Cost			-	#DIV/0!
<b>Totals</b>				

1. Is spending consistent with budget projections? If not, why?  
 2. Will 100% of the funds be expended by the end of the grant period? If not, what is the expected balance?  
 3. Will a request to amend the approved budget be submitted at least 45 days prior to the grant end date?

**SECTION II (Semi-Annual One-Time Supplemental Discretionary Funding)**

Subrecipient Agency: \_\_\_\_\_ Agency Finance Officer: \_\_\_\_\_  
 State Fiscal Year: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Grant Line # (Ex. 123456-02): \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Grant Line Initiative Name: \_\_\_\_\_ Program Director: \_\_\_\_\_  
 Grant Period: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Agency Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Expense Object	Approved Budget	Expenses to Date	Variance	% of Budget Expended
Salaries & Wages			-	#DIV/0!
Contracted Services			-	#DIV/0!
Supplies & Materials			-	#DIV/0!
Equipment			-	#DIV/0!
Fixed Charges			-	#DIV/0!
Other: postage, travel, etc.			-	#DIV/0!
Indirect Cost			-	#DIV/0!
<b>Totals</b>				

1. Is spending consistent with budget projections? If not, why?  
 2. Will 100% of the funds be expended by the end of the grant period? If not, what is the expected balance?  
 3. Will a request to amend the approved budget be submitted at least 45 days prior to the grant end date?

➤ Remember, both fiscal and programmatic semi-annual reporting requirements have been combined into a revised form - Cumulative Variance Report (Section I) and Semi-Annual Program Report (Section III). This report will be due on January 31, 2016 for all grants.

# FINAL PROGRAM AND CUMULATIVE VARIANCE REPORT

MARYLAND STATE DEPARTMENT OF EDUCATION  
 Division of Special Education/Early Intervention Services  
 FINAL PROGRAM AND CUMULATIVE VARIANCE REPORT for  
 Consolidated Local Implementation Grant (CLIG)  
 (IDEA Part C, Part B, Part B619 and State General Funds)

Complete Section I, II, & III of this form, the Final Program and Cumulative Variance Report, for all Notice of Grant Award lines (as applicable) and submit to MSDE no later than November 1st.

**SECTION I (Traditional CLIG Sources - e.g., Part C, Part B, Part 619, and State general funds)**

Subrecipient Agency: \_\_\_\_\_ Agency Finance Phone #: \_\_\_\_\_  
 State Fiscal Year: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Grant Line # (Ex. 123456-02): \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Grant Line Initiative Name: \_\_\_\_\_ Program Director: \_\_\_\_\_  
 Grant Period: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Agency Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Expense Object	Approved Budget	Expenses to Date	Variance	% of Budget Expended
Salaries & Wages		-	-	#DIV/0!
Contracted Services		-	-	#DIV/0!
Supplies & Materials		-	-	#DIV/0!
Equipment		-	-	#DIV/0!
Fixed Charges		-	-	#DIV/0!
Other: postage, travel, etc.		-	-	#DIV/0!
Indirect Cost		-	-	#DIV/0!
<b>Totals</b>		-	-	-

1. Were 100% of the funds obligated at the end of the grant period? If not, please explain why.

**SECTION II (Final One-Time Supplemental Discretionary Funding)**

Subrecipient Agency: \_\_\_\_\_ Agency Finance Phone #: \_\_\_\_\_  
 State Fiscal Year: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Grant Line # (Ex. 123456-02): \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Grant Line Initiative Name: \_\_\_\_\_ Program Director: \_\_\_\_\_  
 Grant Period: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Agency Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Expense Object	Approved Budget	Expenses to Date	Variance	% of Budget Expended
Salaries & Wages		-	-	#DIV/0!
Contracted Services		-	-	#DIV/0!
Supplies & Materials		-	-	#DIV/0!
Equipment		-	-	#DIV/0!
Fixed Charges		-	-	#DIV/0!
Other: postage, travel, etc.		-	-	#DIV/0!
Indirect Cost		-	-	#DIV/0!
<b>Totals</b>		-	-	-

1. Were 100% of the funds obligated at the end of the grant period? If not, please explain why.

➤ Both fiscal and programmatic final reporting requirements have been combined into a revised form - Cumulative Variance Report (Section I) and Final Program Report (Section III). This report will be due on November 1, 2016.

# ONE-TIME SUPPLEMENTAL DISCRETIONARY

(INCLUDED ON THE CLIG AWARD)

Amount: One-time allocation of \$1.5million  
statewide

Each local Infants and Toddlers Program, the Maryland School for the Blind, and the Maryland School for the Deaf will receive a one-time supplemental grant directed to improve child outcomes.



# PROGRAMMATIC REPORTING REQUIREMENTS FOR ONE-TIME SUPPLEMENTAL DISCRETIONARY GRANT (SECTION IV)

## SECTION IV (One-Time Supplemental Discretionary Grant Semi-Annual Program Report)

Strategies to Achieve Outcome(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?

➤ Interim Reporting

Both fiscal (Section II) and programmatic (Section IV) semi-annual reporting is due on 1/31/16

➤ Final Reporting

The final fiscal report is due on 10/31/16 and programmatic final reporting is due on 11/1/16

# REPORTING AND REPORTING TIMELINES

## What's New? What's Different for Reporting?

### Final Fiscal Reporting

- **FINAL Finance Report (SFY 2014 Grants Extended to June 30, 2015) (Reporting period -July 1, 2013-June 30, 2015) DUE - 9/30/2015**
- **FINAL Finance Report (SFY 2015 Grants Extended to June 30, 2016) (Reporting period -July 1, 2014-June 30, 2016) DUE - 9/30/2016**
- **FINAL Program Report and Cumulative Variance (SFY 2016 Grant Ends in September 30 ,2016) (Reporting period -July 1, 2015-September 30, 2016) DUE - 11/1/2016**