

THIS MESSAGE IS ON BEHALF OF ROBIN BELL:

**To: Applicant Agencies, FCFC Coordinator, and Service Coordination Contract Managers**

**Re: Information for the Administrative Agent for the EI RFP for SFY 14 and SFY 15**

I have attached three (3) memos from the Director of Health and a SFY 15 Budget and Contract Expenditure Program Report template in Excel which are all posted on the GMIS Bulletin Board. I also attached a document that has been copied from the Federal Registry regarding the requirement for keeping Time and Activity logs for personnel funded with federal dollars. It is strongly recommended that the Administrative Agent review the documents as they are relevant for the current grant year and for the SFY 15 grant period.

I recently attended an internal Grants Management training specific to Grants Expenditure Reports for state staff monitoring the grant. The following information was provided which may prove to be helpful in the monitoring and oversight of your HMG EI Grant:

**GSU identified 4 common reasons that result in an expenditure report being disapproved back to the subgrantee:**

**1. Equipment Category – details are missing:**

- Acquisition Date
- Serial/Inventory Number

During review of the quarterly expenditure reports the consultant will verify if the subgrantee purchased equipment during the specific reporting period and the subgrantee included the necessary items in GMIS. Prior practice was to submit the details on the final expenditure report; however, **this no longer applies.**

**2. Contracts**

- Contract is not attached in GMIS in the CCA comments
- Contract is signed after the grant period has closed
- Contract dates do not match the CCA dates or they fall outside the grant period
- Expense items not included in the contract
- Lack of Deliverables in the Scope of Work
- CCA Errors
- Tax Identification Number is missing from the contract
- Dating errors

All expenses associated with the contract should be included in the total cost of the contract. For example, if the subgrantee intends to pay the contractor mileage, office supplies, and training costs, all of the add-ons beyond services need to be included in the contract. Also, any lease or maintenance agreements are included in the contract. It is likely the Administrative Agent for FCFC as the subgrantee for the HMG EI Grant your agency will receive a site review and audit from Grants Services Unit (GSU) during the grant year and the costs not authorized will be disallowed. If the contract did not include mileage, then the cost will not be reimbursed. Required items in a contract are listed in GAPP. The MOU has the same requirements as a Contract. It is recommended that you have the prosecuting attorney review your contract prior to submission if you have any questions.

**3. Expenses – 2 most common**

- Line item detail within categorical costs does not match the break-out detail. Also, HMG detail not matching the expense report, Category tab and summary expenses not matching.
- Function and Title associated with an employee in the budget. Also, unnamed/non-budgeted personnel or new employees added to the GMIS personnel budget without a comment. For example, “TBD Service Coordinator” requires a comment in GMIS. ODH pays for the position, not the individual. However, a comment is necessary when a new hire is replacing an existing employee.

#### 4. Obligations

- As of November 2013, there will be no obligations allowed with the exception of the 4<sup>th</sup> quarter.
- Obligation details are necessary to be included in the comments section.
- Liquidating obligations should match the 4<sup>th</sup> quarter obligated funds.

#### Resources:

- Grants Administrative Policies and Procedures (GAPP) manual  
<http://www.odh.ohio.gov/en/about/grants/grants.aspx>
- OMB Guidance A-12 (Higher Education)  
[http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105\\_a21.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105_a21.pdf)
- A-87 (Local and State Government)  
[http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105\\_a87.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105_a87.pdf)
- A-122 (Non-Profit Organizations)  
[http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105\\_a122.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105_a122.pdf)

The [Grants Management Information System](http://www.odh.ohio.gov/en/about/grants/grants.aspx) (GMIS) has an Application Training Manual available at <http://www.odh.ohio.gov/en/about/grants/grants.aspx>

Click on Open Hyperlink below for access:

- [GMIS 2.0 Application Training Part 1](#)
- [GMIS 2.0 Application Training Part 2](#)
- [GMIS 2.0 Application Training Part 3](#)
- [GMIS 2.0 Application Training Part 4](#)

#### Contact:

Direct all **requests for additional information or specific questions to the ODH Grants Services Unit** at [\(614\) 728-8369](tel:6147288369) or by [faxing us at \(614\) 752-9783](tel:6147529783), attention: Grants Services Unit.

**Transportation:** Help Me Grow grantees may budget gas cards for families needing transportation in order for a family and their child to receive early intervention services. Select “enablers” as the category. Budgeting gas cards under the “incentives” category will result in a special condition requiring a budget revision. Transportation is an EI Service and is to be included on the family’s IFSP if this service is needed.

**Please direct any questions to your EI Program Consultant.**