



Memo # 12-10

To: Help Me Grow Project Directors, County Family and Children First Coordinators

From: Sondra Crayton, Assistant Chief, Bureau of Early Intervention Services

Copy:  HMG staff, Angela Sausser-Short, OFCF, OFCF Regional Coordinators; Katrina Bush, DODD

Subject SFY13 Allocations

Date: June 29, 2012

Administrative Agents, Family and Children First Council Coordinators and Project Directors were emailed SFY13 Help Me Grow Subsidy Agreements on June 28, 2012. The subsidy agreement includes funds for:

- Central Coordination (both Early Intervention and Home Visiting)
- Serving children and families in the Help Me Grow At Risk program
- Home Visiting: Serving and Transitioning for the July 1, 2012 to September 30, 2012 period

Each of the components listed above has an amount allocated which lines up with the SFY12 Revised HMG Allocation Table, dated May 17, 2012.

Attachment 2A – Budget & Quarterly Expenditure Reports

Also attached is an excel sheet, Attachment 2A, which is to be submitted, electronically and a hard copy signed with blue ink, to ODH when submitting the signed Subsidy Agreement. Counties are to allocate their funds among the 3 categories listed above. You will note that there is a HMG Other category. If counties allocate to this category, they are asked to provide a detailed narrative explaining why and for what funds were allocated. This detailed narrative should be written at the bottom of Attachment 2A.

Attachment 2A is also to be used during SFY13 to submit actual expenditures each quarter. The following are some questions and answers regarding Attachment 2A.

1. Please explain what we do with the cumulative carryover field.

- a. Counties are required to report on the **cumulative carryover** from SFY12. This carryover includes any unspent HMG Subsidy Agreement funds from SFY12 and any unspent funds from any previous Subsidy Agreement. It is expected that counties will use this carryover to help finance Help Me Grow in SFY13 (in addition to the SFY13 Subsidy Agreement allocation), so ODH will expect to see it budgeted in SFY13. In other words, counties should include the SFY13 Subsidy Agreement allocated amount plus any carryover as the total budgeted amount for SFY13. If ODH does not see that all available funds are budgeted for expenditure, ODH will follow up with the county and require that budgets be resubmitted.

2. Do counties have to budget their Subsidy Agreement funds exactly according to how the funds were allocated in the SFY13 HMG Allocation Table?

- a. No they do not; however, ODH will ask for a justification and explanation as to how the county determined the amount of funds allocated to each category.

3. Do I budget my Early Intervention Services Coordinator funds on Attachment 2A?

- a. No, Attachment 2A is only for the funds in the Subsidy Agreement. The EI Service Coordination grant is submitted through ODH's GMIS. The amount of funds budgeted on Attachment 2A should consist only of the CC (EI), CC (HV), Home Visiting Services & Transition (HV) and At Risk columns.

REVISIED SFY13 Revised Allocation Table 5/17/2012

County	Early Intervention Grant (Part C & GRF)			Help Me Grow Subsidy Agreement (GRF only)				
	Part C	GRF	EI Grant Total	CC (EI)	CC (HV)	Home Visiting Services & Transition (HV)	At Risk	SA Total
Adams	\$ 31,956	\$ 19,442	\$ 51,398	\$ 7,318	\$ 4,596	\$ 11,416	\$ 1,666	\$ 24,996
Allen	\$ 119,736	\$ 72,848	\$ 192,584	\$ 28,210	\$ 21,953	\$ 60,090	\$ 6,487	\$ 116,740
Ashland	\$ 56,106	\$ 34,136	\$ 90,242	\$ 10,248	\$ 1,252	\$ 4,208	\$ 1,627	\$ 17,335
Ashtabula	\$ 131,607	\$ 80,070	\$ 211,677	\$ 24,817	\$ 8,710	\$ 27,578	\$ 2,344	\$ 63,449
Athens	\$ 76,468	\$ 46,524	\$ 122,992	\$ 14,512	\$ 10,501	\$ 24,958	\$ 5,485	\$ 55,456
Auglaize	\$ 69,480	\$ 42,271	\$ 111,751	\$ 11,687	\$ 3,494	\$ 16,820	\$ 2,854	\$ 34,855
Belmont	\$ 45,410	\$ 27,628	\$ 73,038	\$ 12,858	\$ 9,387	\$ 28,000	\$ 4,659	\$ 54,904
Brown	\$ 52,409	\$ 31,885	\$ 84,294	\$ 17,454	\$ 2,126	\$ 4,426	\$ 1,605	\$ 25,611
Butler	\$ 470,620	\$ 286,328	\$ 756,948	\$ 77,590	\$ 22,764	\$ 69,244	\$ 3,434	\$ 173,032
Carroll	\$ 27,689	\$ 16,845	\$ 44,534	\$ 7,120	\$ 5,371	\$ 13,672	\$ 3,376	\$ 29,539
Champaign	\$ 59,929	\$ 36,461	\$ 96,390	\$ 11,023	\$ 3,489	\$ 3,670	\$ 394	\$ 18,576
Clark	\$ 135,392	\$ 82,373	\$ 217,765	\$ 35,813	\$ 22,150	\$ 85,228	\$ 8,080	\$ 151,271
Clermont	\$ 187,377	\$ 114,001	\$ 301,378	\$ 57,009	\$ 13,858	\$ 39,052	\$ 6,590	\$ 116,509
Clinton	\$ 77,439	\$ 47,114	\$ 124,553	\$ 16,940	\$ 6,694	\$ 12,534	\$ 1,515	\$ 37,683
Columbiana	\$ 86,172	\$ 52,427	\$ 138,599	\$ 22,313	\$ 20,403	\$ 28,692	\$ 2,795	\$ 74,203
Coshocton	\$ 51,481	\$ 31,322	\$ 82,803	\$ 12,201	\$ 7,164	\$ 13,984	\$ 2,164	\$ 35,513
Crawford	\$ 64,236	\$ 39,081	\$ 103,317	\$ 12,447	\$ 7,794	\$ 33,140	\$ 7,871	\$ 61,252
Cuyahoga	\$ 1,581,328	\$ 962,091	\$ 2,543,419	\$ 329,358	\$ 317,711	\$ 339,744	\$ 39,853	\$ 1,026,666

4. Do I need to provide an Expenditure Classification for each budget item?

- a. Yes, there is a drop down menu that needs to be used.

Attachment 2B – Supplemental Budget

There is also an Attachment 2B, a supplemental budget, which is to be completed only when funds in the Subsidy Agreement will be used to subcontract for any of the activities required by the Subsidy Agreement. Attachment 2B provides more detailed information on each of the contracts and is to be submitted with the Quarter 1 expenditure report on October 15, 2012.

The following are some questions and answers regarding Attachment 2B.

1. What happens if a county contracts out its entire allocation?

- a. Each contract needs to be listed on Attachment 2A. On Attachment 2A, the county only reports the total amount of the contract paid by these funds broken down into Central Coordination (both Early Intervention and Home Visiting), At Risk, and Home Visiting: Serving and Transitioning, if applicable.

- b. Then on October 15, 2012, the county would submit Attachment 2B for each contract. On Attachment 2B, the county will provide the line item detail for each contract. These funds are also broken down into the 3 categories listed above, if applicable.

2. If a county has no contracts, does the county need to complete Attachment 2B?

- a. No, it does not.

3. Do I need to provide an Expenditure Classification for each budget item?

- a. Yes, there is a drop down menu that needs to be used.

ODH did not include a “due date” for the signed Subsidy Agreement because of the various approvals that may be required in individual counties. The sooner the Subsidy Agreement comes back, the sooner the SA money will be available to the county. If a County Family & Children First Administrative Agent knows that it will not be signing the SA, please contact the Bureau immediately so that we can make alternative arrangements to keep services going. If you have additional questions, please contact your Home Visiting Program Consultant.