

**Consolidated Local Implementation Grant (CLIG) Programmatic and Fiscal Review**

**IDEA Part C**

**SFY 2024**

**Maryland State Department of Education**200 West Baltimore Street

Baltimore, Maryland 21201

# Cover Page

Local System:

Received:

Date of Review:

Name of MSDE Reviewer: Signature:

Is further action required as a result of this review?

Yes

No

# Completion Checklist

The checklist below constitutes a complete LAFF application. Check off components that are complete.

☐Cover page

* UEI Number
* Contact list

☐ LICC

* Contacts
* Meetings

☐ GEPA, Section 427

☐ Early Intervention Plan

* Data review
* Root Cause

☐ IFSP Development

* Data review
* Root Cause

☐ Family Support 3 to 4

* Data review
* Meetings

☐ Family Support Birth to 3

* Data review
* Meetings

☐ Local Improvement/Corrective Action Plan

* Root Cause

☐ Public Awareness

* Data review
* Root Cause

☐ Appendices with all signatures, as applicable

Appendix A: [A signed recipient assurances page.](https://www.marylandpublicschools.org/about/Documents/Grants/GrantRecipientAssurances.pdf)

Appendix B: CLIG Assurances.

Appendix C: [A signed secondary (C-125 MSDE budget form) or Postsecondary/Other Budget form.](https://www.marylandpublicschools.org/programs/Pages/CTE/PerkinsV/Budget-and-Budget-Amendments.aspx)

Appendix D: [Federal Certifications Certificate](https://www2.ed.gov/admins/lead/account/stateplan17/ed80-013fill.pdf) signed by authorized representative.

Appendix E: Screenshot of valid SAM.gov registration showing UEI.:

Appendix F: General Education Provisions Act (GEPA), Section 427 Statement with Form.

Appendix G: Designation of LLA, if applicable: the local governing authority of each jurisdiction shall appoint an agency to assume the responsibilities of the local lead agency (COMAR 13A.13.02.08A). The appointment may take the form of a letter, executive order, proclamation, or other methods of notification from the executive authority that designates the local lead agency.

Appendix H: LLA Authorization: a copy of the documentation authorizing the LLA for the grant period is required ONLY if the LLA has changed from the previous SFY.

Appendix I: Local Interagency Agreement that meets the provisions of this program; see the Local Interagency Agreement section of the Grant Information Guide for guidance.

Appendix J: Assurance. Appendix K: LICC Review Statement.

Appendix L: LICC Membership Directory. Appendix M: LITP policies and procedures.

Appendix N: Linking Funds to Program Improvement Chart.

Appendix O: A complete package of the budget documentation generated by the [SFY 2024 CLIG](https://marylandpublicschools.org/programs/Pages/Special-Education/rmmb/Grants/IT/index.aspx) [Budget Submissions Workbook,](https://marylandpublicschools.org/programs/Pages/Special-Education/rmmb/Grants/IT/index.aspx) including all required signatures.

**Budget Submission Review**

☐ Identical date/time stamps on all budget pages.

☐ Info Input Page

* Agency information correctly entered
* Indirect Cost Rate

☐ Accuracy of allocation amounts

* Info Input Page
* Form 100
* C-1-25s

☐ Form 100

* Correlation of MA figures with MDH Reports
* Sufficient MA funds available to support budgeted amount
* State Indirect Cost <=%2
* Partner Agency Participation

☐ Non-Supplant Form

* Alignment of actuals with most recent Form 500
* Comparison Test Met

☐ Forms 100A

* Detailed descriptions of Other Federal, Other, Private Funds
* Only Federal MA Birth-3 budgeted

☐ Forms 100B

* No State funds allocated for administrative positions
* Part C funding for Family Support Birth-3
* Full $5000 Part C allocation for Family Support
* Part 619 Family Support (Preschool) Parent Position
* Full Part 619 Family Support grant allowability
* FTE info entered

☐ Forms 100C

* State funds allowability – no computer tech for administrative purposes, furniture or capital improvements
* Quantity/Unit Cost details for all Contracted Services and Materials of Instruction
* Detailed costs align with funding ene4ted in funding row
* Correct part C direct or admin designation
* Part 619 designation to ensure that funds are used for transition
* $600 PD allocation
* Review of charges for food

# Reviewer(s) comments or questions

Use the space below to write any additional comments, suggestions, or questions.

# Timeline

All requests for revisions must be addressed within three working days.