



# APPLICATION FOR PARTICIPATION

## IDEA Part C

### Consolidated Local Implementation Grant

Federal Fiscal Year (FFY) 2023

State Fiscal Year (SFY) 2024

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**Maryland State Department of Education**

200 West Baltimore Street  
Baltimore, Maryland 21201

**Deadline**

June 14, 2023

No later than 5:00 p.m. EDT

## MARYLAND STATE DEPARTMENT OF EDUCATION

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### **Mohammed Choudhury**

State Superintendent of Schools  
Secretary-Treasurer, Maryland State Board of Education

### **Deann Collins, Ed.D.**

Deputy Superintendent of Teaching and Learning

### **Wes Moore**

Governor

## MARYLAND STATE BOARD OF EDUCATION

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## Table of Contents

Instructions.....	3
Proposal Cover Page.....	4
Project Narrative.....	5
Appendices.....	17

## Instructions

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1. Complete this application electronically by typing directly into the fillable fields and charts.
2. Do not alter or remove sections.
3. When finished, save the application document as a PDF to your computer and obtain appropriate signatures.
4. Upload the file to the local program's designated shared folder on the [MSDE Moveit Secure File Transfer Website](#).

# Proposal Cover Page

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Jurisdiction:

Date:

UEI number:

Expiration Date:

**Local Early Intervention System Contact List**

Local Lead Agency:

Local Lead Agency:

**Agency Head:**

Agency Address:

City/State/Zip Code:

**Grant Contact Person:**

Name: Title:

Address:

City/State/Zip Code:

Phone:

E-mail:

**Program Director:**

Name: Title:

Address:

City/State/Zip Code:

Phone:

E-mail:

**Financial Officer:**

Name: Title:

Address:

City/State/Zip Code:

Phone:

E-mail:

**Local Interagency Coordinating Council (LICC) Chairperson:**

Name:

Title:

Address:

City/State/Zip Code:

Phone:

E-mail:

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Name of Head of Agency

---

Signature of Head of Agency

---

Date

# Project Narrative

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## Local Interagency Coordinating Council Membership

Provide a list of the members of the LICC. See the Grant Information Guide for further guidance.

Name	Organization

*Add more rows if necessary*

## Local Interagency Coordinating Council Meeting Schedule

The LICC is required to meet at least four (4) times during each SFY. Provide the meeting schedule in the chart below:

Date	Time	Location

*Add more rows if necessary*

## Early Intervention Program Plan

### Equity and Access in Early Intervention

Data: Complete the table below with the percentage of the listed minority / underserved populations who are identified as eligible and receiving services for the Infants and Toddlers Program (ITP) compared to the overall population of infants and toddlers, disaggregated by the minority / underserved population.

Provide the data source.

Minority or Underserved Population	% Referred for ITP	% Eligible for ITP	% Receiving Services (Active Eligible)	% 0-4 years of age in local jurisdiction – total population (Use U.S. Census or Health Department as data source)
American Indian/Alaskan Native				
Asian				
Black or African American				
Hispanic/Latino				
Native Hawaiian/other				
Two or more races				
White (non-Hispanic)				
MA-eligible				N/A

### Child Outcomes Summary (COS) Process

Data: Complete the data tables below with data points relevant to indicators 3A, 3B, 3C (COS data).

Indicator 3A: Birth – Age 4

Outcome: Use of social and emotional skills

	State Target for FFY22	Local Result for FFY22	Local Result for FF21	Local Result for FF20
Exits with substantial growth	≥63.48%			
Exists within age expectations	≥44.58%			

Indicator 3B: Birth – Age 4

Outcome: Use of knowledge and skills

	State Target for FFY22	Local Result for FFY22	Local Result for FF21	Local Result for FF20
Exits with substantial growth	≥65.94%			
Exists within age expectations	≥41.38%			

Indicator 3C: Birth – Age 4

Outcome: Use of appropriate behaviors

	State Target for FFY22	Local Result for FFY22	Local Result for FF21	Local Result for FF20
Exits with substantial growth	≥66.56%			
Exists within age expectations	≥41.40%			

The MITP requires that all early intervention Birth to Age 3 service coordinators and providers successfully complete Maryland’s Early Intervention & Preschool Special Education System Personnel Standards. The MD-COS Competency Check is embedded in this protocol and documented in the CSPD section of this application.



Data Analysis: Review the data above. Determine the possible root cause(s) through analysis of infrastructure development and personnel development considerations detailed in the Grant Information Guide, coupled with a data analysis strategy.

Discussion of root cause(s):
------------------------------

Plan: Based on your root cause analysis, identify strategies for improvement. See the Grant Information Guide for consideration.

Infrastructure Development Strategies	Personnel Development Strategies

*Add more rows if necessary*

Data Analysis: Review the data above. Determine possible root cause(s) through analysis of infrastructure development and personnel development considerations detailed in the Grant Information Guide, coupled with a data analysis strategy.

Discussion of root cause(s):
------------------------------

Plan: Based on your root cause analysis, identify strategies for improvement. See the Grant Information Guide for consideration.

Infrastructure Development Strategies	Personnel Development Strategies

*Add more rows if necessary*

### Comprehensive System of Personnel Development (CSPD)

Data: Complete the table below with data relevant to Early Intervention (EI) Personnel Standards. In addition, review the Personnel Development Strategies column in all sections of the plan and summarize needs.

Criteria	Response
Total number of EI staff (full- and part-time)	
Total number of staff who have met EI Personnel Standards requirements	
Total number of staff who still need to meet EI Personnel Standards requirements:	
EI Personnel Standards Liaison	
Total number of staff who are Nationally Board Certified	
What, if any, incentives will be provided for staff to pursue NBCT?	

Data Analysis: Review the data above. Determine Personnel Development Strategies to address sections of the program plan required as a result of local program performance data and identified as an area of focus through other data and stakeholder input. See the Grant Information Guide for guidance and considerations.

Program Plan Component	Personnel Development Strategies
Program Improvement / Corrective Action (if applicable)	
Public Awareness (if applicable)	
COS Process (if applicable)	
IFSP Process (if applicable)	
Other	
Other	

Plan: Based on the table above, identify Professional Learning Opportunities (PLO) to address identified Personnel Development Strategies or community/partner outreach. PLOs must be relevant to the following:

- EI Personnel Standards requirements.

- Items in the “Personnel Development Strategies” column of each section of the Early Intervention Program Plan.
- Any other additional needs assessment data

**Family Support for Birth – Kindergarten**

Data: Complete the table below with data relevant to indicators 4A, 4B, 4C (Family Outcomes) and EI Family Survey response rates.

Indicator 4A: Percent of families participating in Part C who report that early intervention services have helped the family to know their rights.

	State Target for FFY22	Local Result for FFY21	Local Result for FF20	Local Result for FF19
Percent of families participating in Part C who report that early intervention services have helped the family to know their rights.	≥95.00%			

Indicator 4B: Percent of families participating in Part C who report that early intervention services have helped the family effectively communicate their child’s needs

	State Target for FFY22	Local Result for FFY21	Local Result for FF20	Local Result for FF19
Percent of families participating in Part C who report that early intervention services have helped the family effectively communicate their child’s needs.	≥95.00%			

Indicator 4C: Percent of families participating in Part C who report that early intervention services have helped the family effectively communicate their child’s needs

	State Target for FFY22	Local Result for FFY21	Local Result for FF20	Local Result for FF19
Percent of families participating in Part C who report that early intervention services have helped the family to help their child develop and learn.	≥95.00%			

Family survey response rate

	State Target for FFY22	Local Result for FFY21	Local Result for FF20	Local Result for FF19
Percent of families that responded to the family survey.	≥33.00%			

Family survey response rate with regards to the LEA demographic data in order to be considered eligible for SSIP funding for SFY24.

Race or Ethnicity	% of Response for FFT21 Survey	% 0-4 years population served in LITP in FFY 2021	Over/Under-Representation?
American Indian/Alaskan Native			
Asian			
Black or African American			
Hispanic/Latino			
Native Hawaiian/other Pacific Islander			
Two or more races			
White (non-Hispanic)			

Data Analysis: Review the data above. As a team, complete root cause analysis of FFY 2021 (SFY 2022) Family Outcomes, Early Intervention Family Survey Response Rate and Representativeness by Race/Ethnicity.

Discussion of root cause(s):

Plan: Based on the root cause analysis above, determine strategies for meeting the needs of families.

Discussion of strategies:

**Age 3 – Kindergarten Family Support**

Overview: Describe how Family Support Services for children age 3 – kindergarten operates in the local jurisdiction. Provide specific activities with appropriate timelines which are being proposed for SFY 2024. Provide specific strategies to support Part C to Part B transition. Do not duplicate the activities listed above for Birth to Age 3.

Description:

Specific Activities (be sure to include transition activities)	Tentative Dates	Person and Position Implementing Activity

*Add more rows if necessary*

**Local Improvement/Corrective Action Plan (if Applicable)**

This section is only applicable to local programs that are required to provide a Local Improvement / Corrective Action Plan at the conclusion of SFY 2022.

Data Analysis: Review the indicator data not meeting State targets. Determine possible root cause(s) through analysis of infrastructure development and personnel development considerations detailed in the Grant Information Guide, coupled with a data analysis strategy.

Discussion of root cause(s):
------------------------------

Plan: Based on your root cause analysis, identify strategies for improvement in the areas of infrastructure and personnel development. Note: Personnel Development Strategies must also be included in the CSPD Plan.

Infrastructure Development Strategies	Personnel Development Strategies

*Add more rows if necessary*

**Public Awareness Plan (if Applicable)**

This section is only applicable to local programs that are required to provide a Local Improvement Plan at the conclusion of SFY 2022 for indicators #5 and #6.

Data: Complete the table below with data points relevant to indicators #5 and #6.

Indicator	State Target for FFY22	Local Target
Child Find Birth – Age 1 (indicator #5)	≥1.59%	The percentage of children birth – age 1 identified as eligible: _____%
Child Find Birth – Age 3 (indicator #6)	≥3.75	The percentage of children birth – age 3 identified as eligible: _____%

Data: Complete the table below with data points comparing current year and previous year data on referrals, evaluations, and initial IFSPs.

		# of referrals	# of evaluations	# of initial IFSPs
Current Year	Birth – Age 1			
Previous Year	Birth – Age 1			
Current Year	Birth – Age 3			
Previous Year	Birth – Age 3			

Data Analysis: Determine the possible root cause(s) for the data discrepancies above through analysis of infrastructure development and personnel development considerations detailed in the Grant Information Guide, coupled with a data analysis strategy.

Discussion of root causes:
----------------------------

Plan: Based on your root cause analysis, identify strategies for improvement in public awareness activities/materials. Note: Personnel Development Strategies must also be included in the CSPD Plan.

Infrastructure Development Strategies	Personnel Development Strategies

*Add more rows if necessary*

Plan: Based on your root cause analysis, identify strategies for improvement for children birth – age 1 with IFSPs (indicator #5). Note: Personnel Development Strategies must also be included in the CSPD Plan.

Infrastructure Development Strategies	Personnel Development Strategies

*Add more rows if necessary*

Plan: Based on your root cause analysis, identify strategies for improvement for children birth – age 3 with IFSPs (indicator #6). Note: Personnel Development Strategies must also be included in the CSPD Plan.

Infrastructure Development Strategies	Personnel Development Strategies

*Add more rows if necessary*

Plan: Based on your root cause analysis, identify strategies for improvement for the number of referrals, evaluations, and initial IFSPs. Note: Personnel Development Strategies must also be included in the CSPD Plan.



Infrastructure Development Strategies	Personnel Development Strategies

*Add more rows if necessary*

**Budget**

Utilize the [SFY 2024 CLIG Budget Submissions Workbook](#) to produce the required budget documentation. Instructions for using the Workbook are found on the first tab of the Workbook. Budget documentation should be included in the application package in the appendix.

## Appendices

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The following Appendices must be included in the proposal for funding.

- Appendix A: [A signed recipient assurances page.](#)
- Appendix B: CLIG Assurances.
- Appendix C: [A signed secondary \(C-125 MSDE budget form\) or Postsecondary/Other Budget form.](#)
- Appendix D: [Federal Certifications Certificate](#) 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 of Local Capacity.
- 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 Budget Submissions Workbook](#), including all required signatures.

## CLIG Assurances

### Assurance Statements for the Consolidated Local Implementation Grant

By receiving funds under this grant award, the signatory agencies, as grantees, agree to comply with the following terms and conditions:

1. Program and projects funded in total or in part through this grant will operate in compliance with State and federal laws and regulations, including but not limited to the 1964 Civil Rights Act and amendments, the Code of Federal Regulations (CFR) 34, the Elementary and Secondary Education Act, Education Department General Administrative Regulations (EDGAR), the General Education Provisions Act (GEPA), and the Americans with Disabilities Act.
2. The Local Lead Agency (LLA) has in effect policies and procedures that ensure appropriate early intervention services based on scientifically based research, to the extent practicable, and effective outreach strategies are available to all infants, toddlers and preschool children with disabilities and their families, including Indian infants, toddlers and preschool children with disabilities and their families residing on a reservation geographically located in the jurisdiction, and infants, toddlers and preschool children with disabilities in the State who are homeless children, or wards of the State and their families in accordance with 34 CFR §303.302(b)(i-ii).
3. The lead agency has procedural safeguards with respect to programs under this part, as required by 34 CFR Subpart E-Procedural Safeguards.
4. The Maryland State Department of Education (MSDE) may, as it deems necessary, supervise, evaluate, and provide guidance and direction to the grantees in the conduct of activities performed under this grant. However, failure of the MSDE to supervise, evaluate, or provide guidance and direction shall not relieve grantees of any liability for failure to comply with the terms of the grant award.
5. The signatory agencies, in collaboration with the MSDE, assure that there is a comprehensive system of personnel development, including the training of paraprofessionals and the training of primary referral sources with respect to the basic components of early intervention services available in the State that:
  - a. Must include:
    - i. Implementing innovative strategies and activities for the recruitment and retention of early education service providers;
    - ii. Promoting the preparation of early education providers who are fully and appropriately qualified to provide early intervention services under this part; and
    - iii. Training personnel to coordinate transition services for infants, toddlers and preschool children with disabilities who are transitioning from an early intervention service program under Part C of the Individuals with Disabilities Act (IDEA) to a preschool program under section 619 of the IDEA, Head Start, Early Head Start, and elementary school program under Part B of the IDEA, or another appropriate program receiving funds under 20 U.S.C. 1419, or another appropriate program.
  - b. May include:
    - i. Training personnel to work in rural and inner-city areas;
    - ii. Training personnel in the emotional and social development of your children; and
    - iii. Training personnel to support families in participating fully in the development and implementation of the child's (Individualized Family Service Plan (IFSP) consistent with 34 CFR §303.118(a)(b).
6. The Consolidated Local Implementation Grant Application is the basis for the Local Interagency Plan (Plan) for Early Intervention Services in the jurisdiction and the Plan is in effect as described.
7. All signatory agencies represented by this application will participate in the system of early intervention services, including the use of the online Individualized Family Service Plan and Process, the Maryland Infants and Toddlers Program Tracking/Data Collection System, and other components as required by 34 CFR Part 303 and COMAR 13A.13.01 and 13A.13.02.

8. Federal funds received through this application will not be used to supplant or to decrease the level of State and local funds expended for infants and toddlers with disabilities and their families and in no case to supplant those State and local funds, in accordance with 34 CFR §303.225(2). To meet the requirement in §303.225(2), the total amount of State and local funds budgeted for expenditures in the current fiscal year for early intervention services for children eligible under this part and their families must be at least equal to the total amount of State and local funds actually expended for early intervention services for these children.
9. Federal funds may be used for activities or expenses that are reasonable and necessary for implementing the jurisdiction's early intervention program for infants, toddlers and preschool children with disabilities including funds:
  - a. For direct early intervention services; and
  - b. To expand and improve services for infants, toddlers and preschool children with disabilities and their families (34CFR §303.501(a)(b)).
10. The jurisdiction will not use federal grant funds to satisfy a financial commitment for services that would have been paid for from another public or private source (34 CFR §303.510(a)). However, if necessary to prevent a delay in the timely provision of appropriate early intervention services to the child or family, federal funds may be used to pay the provider of services, pending reimbursement from the agency that has ultimate responsibility for the payment (34 CFR §303.511(b)).
11. The signatory agencies assure that reimbursements from Medical Assistance for IFSP-related service coordination, health-related services, and transportation will be used to support the local early intervention system for infants, toddlers and preschool children receiving services through an IFSP.
12. The data which is submitted by the local lead agency represents all eligible infants and toddlers receiving early intervention services in accordance with an IFSP. Early intervention records shall be maintained for each child and shall be available for review by the Maryland Infants and Toddlers Program/Maryland State Department of Education for monitoring purposes.
13. Parents of children served under Part C of the IDEA are provided an opportunity to participate in the development of this application.
14. Grantees shall establish and maintain fiscal control and fund accounting procedures to ensure proper disbursement of, and accounting for federal funds (34 CFR §303.226).
15. Grantees shall adhere to the MSDE reporting requirements and timelines, including the submission of semiannual and final programmatic and financial reports, and submissions related to MSDE monitoring activities.
16. Entities receiving \$750,000 or more of federal funds must have an annual financial and compliance audit in accordance with 2 CFR Subpart F 200.500 *et seq.*
17. Grantees shall retain all records of financial transactions and accounts relating to this grant for a period of five years, or longer if required by federal regulation, after termination of the grant agreement. Such records shall be made available for inspection and audit by authorized representatives of the MSDE.
18. Grantees must receive prior written approval from the MSDE Program Monitor before implementing any programmatic changes with respect to the purposes for which the grant was awarded.
19. Grantees must receive prior written approval from the MSDE Program Monitor for any budgetary realignment of \$1000 or 15% of total object, program, or category of expenditure, *whichever is greater*. Grantees must support the request with reasons for change. Budget alignments must be submitted at least 45 days prior to the end of the grant period.
20. Requests for grant extensions, when allowed, must be submitted at least 45 days prior to the end of the grant period.

21. Grantees shall repay any funds which have been determined through a federal or state audit resolution process to have been misspent, misapplied, or otherwise not properly accounted for, and further agree to pay any collection fees that may subsequently be imposed by the federal and/or State government.
22. If the grantees fail to fulfill obligations under the grant agreement properly and on time, or otherwise violate any provision of the grant, the MSDE may suspend or terminate the grant by written notice to the grantees. The notice shall specify those acts or omissions relied upon as cause for suspension or termination. Grantees shall repay the MSDE for any funds that have been determined through audit to have been misspent, unspent, misapplied, or otherwise not properly accounted for. The repayment may be made by an offset to funds that are otherwise due grantees.
23. The LLA assures that the Local Interagency Coordinating Council (LICC) will conduct meetings at least quarterly. The meeting must:
  - a. Be publicly announced sufficiently in advance of the dates they are to be held to ensure that all interested parties have an opportunity to attend; and
  - b. To the extent appropriate, be open and accessible to the general public and that interpreters for persons who are deaf and other necessary services must be provided at LICC meetings, both for LICC members and participants.

The Maryland Infants and Toddlers Program may choose to direct the usage of funds toward a specific monitoring priority if adequate progress is not made and/or a jurisdiction fails to submit timely reports to the MSDE. In particular, if a public agency has not implemented the corrective actions in the time and manner specified by the MSDE, the MSDE shall:

- (1) Advise the public agency in writing the corrective actions shall be implemented within a specified time frame to avoid further enforcement action; and
- (2) Provide additional technical assistance to the public agency to assist in the implementation of the corrective actions.

If, after the implementation of COMAR 13A.05.02.07D\* of this regulation, a public agency has not implemented the corrective actions or made good faith efforts to correct substantial violations, the MSDE may initiate sanctions, including, but not limited to the following:

- (1) Redirect or target the use of funds allocated under IDEA funds;
- (2) Reduce or eliminate the use of funds allocated under IDEA funds;
- (3) Withhold or reduce IDEA funds pending completion of corrective action;
- (4) Withhold or reduce State funds for early intervention and education services pending the completion of corrective actions;
- (5) Assign MSDE staff on-site to assist in the completion of corrective actions; and
- (6) Assign a monitor to oversee the public agency's early intervention programs, with the responsibility for costs of monitoring to be determined by the MSDE.

\* The law is also applicable to IDEA Part C, in particular 20 USC §1442 under Part C of the IDEA, reauthorized in 2004, states that §§1416 – 1418 under Part B now apply to IDEA Part C.

We further certify that the signatures on all assurance forms submitted as part of the Consolidated Local Implementation Grant Application will apply to all SFY 2023 MSDE awards to the Local Lead Agency (LLA)/Public Agency (PA) and that the signed Recipient Assurances (State Assurances) will be affixed to every Notice of Grant Award (NOGA) issued to the LLA/PA throughout the term of the SFY 2023 awards.

The Consolidated Local Implementation Grant Application accounts for IDEA Part C, Part B 611, Part B 619, State, and Medical Assistance funds for the jurisdiction, and identifies the budgetary and staff commitment of each agency participating in the local early intervention system. We, the undersigned,

have reviewed and approved the Consolidated Local Implementation Grant Application and certify the completeness and accuracy of all representations herein.

Jurisdiction:

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Local Lead Agency

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Superintendent of Schools (Print)	Superintendent of Schools (Signature)	Date
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Health Officer (Print)	Health Officer (Signature)	Date
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Director, Department of Social Services (Print)	Director, Department of Social Services (Signature)	Date
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Director, Local Infants and Toddlers (Print)	Director, Local Infants and Toddlers (Signature)	Date
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### **Federal Certifications Certificate**

Insert [Federal Certifications Certificate](#) here, signed by authorized representative.

### **Screenshot of Valid SAM.gov Registration**

Insert a screenshot of the registration from the SAM.gov website, showing the UEI.

### **General Education Provisions Act (GEPA), Section 427 Statement**

Starting this year, each applicant will have to complete the [GEPA 427 Form](#).

General Education Provisions Act (GEPA) section 427 (PDF) is a provision applicable to all applicants for new grant awards under federal Department of Education programs. This provision was enacted as part of the Improving America's Schools Act of 1994 (Public Law 103-382). Section 427 requires each applicant for funds to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in its Federally assisted program for students, teachers, and other program beneficiaries with special needs. This provision allows applicants' discretion in developing the required description. The statute highlights six (6) types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age.

### **Designation of LLA**

Provide evidence of Local Lead Agency Designation, 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.

### **LLA Authorization**

Provide a copy of the documentation authorizing the local lead agency for the grant period is required ONLY if the local lead agency has changed from the previous SFY.

### **Local Interagency Agreement**

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

**Assurance of Local Capacity**

Consolidated Local Implementation Grant (CLIG) Application

FY2024

Assurance of Local Capacity for

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Jurisdiction

As the Head of the Local Lead Agency for the Local Infants and Toddlers Program in this jurisdiction, I assure that the local early intervention system will have the capacity to provide continuous services in accordance with an Individualized Family Service Plan (IFSP) to eligible infants, toddlers, and preschool children participating in the Extended IFSP Option, and their families during the grant period.

Signed:

\_\_\_\_\_  
Local Lead Agency Head

\_\_\_\_\_  
Name of Local Lead Agency

\_\_\_\_\_  
Date



**LICC Review Statement**

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Jurisdiction

The Local Interagency Coordinating Council (LICC) in the above-named jurisdiction has reviewed the Consolidated Local Implementation Grant (CLIG) application for SFY 2024.

\_\_\_\_\_  
Signature of LICC Chairperson

\_\_\_\_\_  
Date

### LICC Membership Directory

Complete this form or include your membership directory.

Jurisdiction:

Date:

#### Parent Members

Name:

Address:

Phone:

City/State/Zip Code:

Email:

Name:

Address:

Phone:

City/State/Zip Code:

Email:

#### Local Education Agency Representative

Agency:

Name:

Address:

Phone:

Title:

City/State/Zip Code:

Email:

#### Local Health Department

Agency:

Name:

Address:

Phone:

Title:

City/State/Zip Code:

Email:

#### Local Department of Social Studies

Agency:

Name:

Address:

Phone:

Title:

City/State/Zip Code:

Email:

#### Public/Private Service Providers

Agency:

Name:

Address:

Phone:

Title:

City/State/Zip Code:

Email:

Agency:

Name:

Address:

Phone:

Title:

City/State/Zip Code:

Email:

#### Early Intervention Personnel Preparation

Agency:

Name:

Address:

Phone:

Title:

City/State/Zip Code:

Email:

#### Elected Official

Name:

Address:

Phone:

Title:

City/State/Zip Code:

Email:

**Head Start Program**

Agency:	
Name:	Title:
Address:	City/State/Zip Code:
Phone:	Email:

**Child Care**

Agency:	
Name:	Title:
Address:	City/State/Zip Code:
Phone:	Email:

**Homeless Populations (optional)**

Agency:	
Name:	Title:
Address:	City/State/Zip Code:
Phone:	Email:

**Mental Health (optional)**

Agency:	
Name:	Title:
Address:	City/State/Zip Code:
Phone:	Email:

**Foster Care (optional)**

Agency:	
Name:	Title:
Address:	City/State/Zip Code:
Phone:	Email:

**Medicaid (optional)**

Agency:	
Name:	Title:
Address:	City/State/Zip Code:
Phone:	Email:

### **Linking Funds to Program Improvement Chart**

An electronic version of the [Linking Funds to Program Improvement](#) must be submitted with the CLIG Application.

### **LITP Policies and Procedures**

Insert or link to a copy of the Local Infants and Toddlers Program (LITP) policies and procedures.

### **Budget Documentation**

Attach a complete package of the budget documentation generated by the [SFY 2024 CLIG Budget Submissions Workbook](#), including all required signatures; see the Required CLIG Budget Documents section in the Budget Planning, Procedures, and Considerations section of the Grant Information Guide for guidance.