

1. Could you direct me to where I can locate guidance on what the percentage should be to be considered a poverty area?

*The attached guidance is a couple of years old but still stands. It cites the areas of the DD Act that reference urban and rural poverty areas.*

*Federal guidance states that the urban and rural poverty threshold is 20% or greater. The official federal statistical definition of poverty area is "poverty areas are census tracts or block numbering areas (BNAs) where at least 20 percent of residents were poor". The DD Acts states that "special financial and technical assistance will be given to organizations that provide community services, individualized supports, and other forms of assistance to individuals with developmental disabilities who live in areas designated as urban or rural poverty areas".*

*This means that organizations conducting projects whose activities or products target individuals with developmental disabilities who live in federally designated urban or rural poverty areas may be allowed an approved match rate of less than 25%.*

*GCDD uses a county breakdown and a copy was provided with the RFP on DD Suite. Burden of proof of work in officially federally designated poverty areas is on the subgrantee. The poverty threshold is 20% or greater. If your project area meets this designation, you may propose a match rate lower than 25% in your application. Provide justification with your proposal.*

*There are many options when finding ways to meet match requirements. GCDD staff will support your grant writer and/or project/program staff in match planning. Melissa Trostel-Hall, the GCDD's Program Coordinator, can provide further support and guidance regarding match, you may email Melissa at [melissa.troste-hall@dfa.arkansas.gov](mailto:melissa.troste-hall@dfa.arkansas.gov) .*



DD Act  
Guidance-Urban-and-

2. In the "Work Plan" tab in the application, is there a list of Objective IDs somewhere I could reference, or is this an area your team puts in?

*The Objective ID's list is simply a numbering system, created by you. Number your objectives with 1, 2, 3 or A, B, C - it is up to you.*

3. Could you please send me a list of the required attachments for the GCDD grant proposal submission?

**DOCUMENTS NEEDED WITH APPLICATION:**

- ASSURANCES – NON-CONSTRUCTION PROGRAMS
- CERTIFICATE OF GOOD STANDING FROM ARKANSAS SECRETARY OF STATE
- CERTIFICATE OF VOTE (IF APPLICABLE) (NON-PROFIT)
- CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS  
PRIMARY COVERED TRANSACTIONS
- CERTIFICATION REGARDING LOBBYING
- CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS
- SF424 (APPLICATION FOR FEDERAL ASSISTANCE)
- REQUEST TO DESIGNATE AN ACTING AUTHORIZED OFFICIAL
- MEMORANDUM OF UNDERSTANDING – MOU (IF APPLICABLE)
- GCDDAR ASSURANCES 2020
- LETTER OF INTENT

4. For the Work Plan tab, do we create the Objectives and Activities, or are those the designated ones by the council?

*You put in your Objectives and Activities but be mindful to stay within the stated Goals and Objectives the Council has chosen to fund under this RFP.*

5. Do I need to use a specific format for the MOU?

*The MOU format is non-specific, you can use your current organization's format.*

6. If we already had an organizational DD Suite account from a previous project, do I need to create another one for this proposal or use the current one?

*You can use your existing organizations account in DD Suite but if you are a first-time user, you will need to join DD Suite first and then request to join your organization. The administrator will need to approve your request to join.*

7. On the setup page under collaboration, do I have to choose State Protection and Advocacy System Collaborators or University Center for Excellence Affiliation / or can I just provide a list of our collaborators?

*If you are collaborating with both State Protection and Advocacy System Collaborators or University Centers for Excellence Affiliation, you would choose YES for both. You should also list all your collaborations under the Other Collaborators section.*

8. Under “rate type” choices on the budget – is it required to choose a type?

*Under “rate type” choices on the budget – it is required to choose a type for all match amounts only.*

9. When I put in the amount In Council Funds, it shows up under the Project Funds column on the budget, is this correct?

*Whenever you enter an amount under Council Funds or Match, you will see that it automatically calculates the total amount for that line item, category and the award itself under the Project Funds column.*

10. The performance measures that best matched our activities in the work plan are under the “Old Measures” section on the drop-down list. Is it ok to choose from this list?

*The “Old Measures” are just there for reference and not for use. You will have to find performance measures closest to what you are needing.*

11. What is the Memorandum of Understanding?

*A memorandum of understanding (MOU) is a type of agreement between two or more parties. It expresses a convergence of will between the parties, indicating an intended common line of action. It is often used either in cases where parties do not imply a legal commitment or in situations where the parties cannot create a legally enforceable agreement. It is a more formal alternative to a gentlemen's agreement. We usually see MOU's with collaborations and partnerships on projects.*

12. Is a MOU required to be submitted with my application?

*A MOU is a required document but only if applicable. You would need to upload a Memorandum of Understanding if you signed into one with any collaboration or partnership for your proposed project or program you are applying with for this RFP.*

13. What is the Funding Opportunity Number and Title?

Federal Source of the Funds

CFDA # 93.630

Title of Program: (SCDD) DD Act State Councils on Developmental Disabilities

Funding Source: DEPARTMENT OF HEALTH & HUMAN SERVICES/Administration for Community Living

Award Authority: P.L. 106-402 (DD Act)

Grant No.: 1901ARSCDD / 2001ARSCDD

Grantee: Arkansas Department of Finance and Administration/Governor's Council on DD Arkansas  
GCDD Award

GCDD Funding Opportunity # (GCDD RFP ID): 2020-003-GCDDAR

GCDD Funding Opportunity Description (GCDD RFP Description): State Plan Implementation 2020-2021

14. Why is indirect cost capped at 10%?

*This is GCDD Arkansas' policy. We offer a 10% de minimis indirect cost rate as an allowable reimbursement item. Only 10% of the indirect cost rate may be reimbursed, and if a higher negotiated rate exists, the remainder above 10% may be credited as match.*

*This is stated in the Overview of Application Requirements 2020 document, page 7, number 7, "...a sub grantee may choose not to recover the 10% de minimis indirect cost rate approved by the Omni circular as part of its match. If an agency has a negotiated indirect cost rate, only 10% of that rate MAY be recovered through the grant, and the remainder may be used as match..."*

*U.S. Code of Federal Regulations*

*Title 2 - Chapter II - Part 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS*

*[https://www.govregs.com/regulations/title2\\_chapterII\\_part200](https://www.govregs.com/regulations/title2_chapterII_part200)*

*Subpart E - Cost Principles*

*§ 200.414 - Indirect (F&A) costs.*

*[https://www.govregs.com/regulations/title2\\_chapterII\\_part200\\_subpartE\\_subjgrp41\\_section200.414](https://www.govregs.com/regulations/title2_chapterII_part200_subpartE_subjgrp41_section200.414)*