



GRANTS MANUAL

Mission:

The Governor's Council on Developmental Disabilities supports people with developmental disabilities in the achievement of independence, productivity, integration and inclusion in the community.

**Governor's Council on Developmental Disabilities
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This manual expresses the minimum requirements for Council sub grantees and is not an all-inclusive document on the management of a federal grant. Sub grantees are responsible for adhering to all federal, state and agency regulations and policies applicable to this grant.

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Table of Contents

I. Overview	1
II. Eligibility	2
III. Types of Grant Programs	3
A. Competitive Grant Program	3
B. Solicited Grant Program	3
C. Continuation Funding for Multi-Year Grant Recipients	3
IV. Terms and Conditions	4
A. General Terms and Conditions	4
B. Funding Terms and Conditions	6
C. Assurances & Certifications	9
IV. Grants Administration	12
A. Administrative Requirements	12
B. Program Requirements	12
C. Fiscal Management	14
D. Revisions to Schedule, Scope of Work and Budget	15
E. Project Monitoring	17
F. Project Deliverables and Products	17
G. Project Closeout	18

I. Overview

The Council is authorized under the Developmental Disabilities Assistance and Bill of Rights Act (the “Act”) of 2000 (P.L. 106-402) to receive federal funds and act as an agent for systems change, capacity building and advocacy on behalf of people with developmental disabilities and their families.

In general, the term “developmental ”disability” means a severe, chronic disability of an individual that:

- (i) is attributable to a mental or physical impairment or combination of mental and physical impairments;
- (ii) is manifested before the individual attains age 22;
- (iii) is likely to continue indefinitely;
- (iv) results in substantial functional limitations in 3 or more of the following areas of major life activity:
 - (I) Self-care; (II) Receptive and expressive language; (III) Learning; (IV) Mobility; (V) Self-direction; (VI) Capacity for independent living; (VII) Economic self-sufficiency; and
- (v) reflects the individual’s need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.

Also, an individual from birth to age 9, inclusive, who has a substantial developmental delay or specific congenital or acquired condition, may be considered to have a developmental disability without meeting 3 or more of the criteria described in clauses (i) through (v) of subparagraph (A) if the individual, without services and supports, has a high probability of meeting those criteria later in life.

The funding source for the Council’s Developmental Disabilities (DD) grant program is the Department of Health and Human Services, Administration for Children and Families, Administration on Intellectual and Developmental Disabilities. The Catalog of Federal Domestic Assistance (CFDA) number is 93.630. The Council has the discretion to allocate these funds through a competitive grant process, solicitation of work, direct expenditure or a combination of these approaches. **The Council is bound to grant awards only to the extent that the funds are or become available.**

What We Fund:

The Council promotes, through **systemic change, capacity building and advocacy activities**, the development of a person- and family-centered, comprehensive system with a coordinated array of services, supports and other assistance designed to achieve independence, productivity and integration and inclusion in the community for individuals with developmental disabilities. The primary objective of Council-funded projects is to develop consumer-driven model programs that show effective approaches to a particular need, are or can be self-sustaining, and redirect or expand the scope of existing community programs. In addition to service demonstration

projects, the Council may fund, consistent with federal law, projects related to: outreach; training; technical assistance; supporting and educating communities; interagency collaboration and coordination; barrier elimination, systems design and redesign; coalition development and citizen participation; or informing policymakers.

The Council **does not fund**:

- existing activities; i.e., those that are a part of an organization's current program or operating budget;
- capital projects that include the acquisition of land or buildings, new construction or major repair;
- any project that would supplant existing federal, state or local dollars to conduct such a program or project, or which is mandated to be performed by an agency of federal, state or local government.

The Council's five year *State Plan* outlines the Council's goals and objectives in the following federal areas of emphasis: Employment, Community Supports, and Quality Assurance. The grants that the Council will fund must advance the *State Plan* goals and objectives.

The Council submits a Program Performance Report (PPR) annually to its federal oversight agency, the Administration on Intellectual and Developmental Disabilities. The report includes a summary of all projects and activities conducted during the year, including projects implemented by Council sub grantees. In addition, the Council reports the cumulative total of "Performance Measures" for all projects and activities. These measures are used to determine the Council's success in meeting its goals and objectives, and are used by the federal oversight agency in performance reports to the administration and congress. The Council's sub grantees are required to regularly collect and report data on performance measures.

II. Eligibility

Eligible awardees for the Council's grant programs may be state or other public agencies or non-profit organizations. The Council may award funding through an Interagency Agreement to state agencies and universities. No organization may participate in the Council's grant projects in any capacity or be a recipient of federal funds designated for a project if the organization has been debarred, suspended or otherwise found to be ineligible for participation in Federal assistance programs.

III. Types of Grant Programs

The Council has two types of grant programs: Competitive and Solicited. Funding recommendations are made by the State Plan and Implementation committee comprised of Council members with a final determination made by the full Council. All grants are subject to the same administrative, program and financial requirements.

A. Competitive Grant Program

The Council develops and distributes Requests for Proposals (RFPs) for its Competitive Grant Program. The RFPs are specifically designed to achieve the goals and objectives of the Council's State Plan. The program has an application process that includes the submission of a grant proposal. The competitive nature of these grants requires extensive review of all proposals.

B. Solicited Grant Program

The Council may identify projects for which specialized expertise or experience may be needed to accomplish specific goals and objectives in the State Plan. In these cases, the Council may solicit a proposal from a state agency, a university, other public agencies or non-profit organizations. Solicited proposals may occur at any time. You may also see these referred to as interagency agreements, collaborative agreements, or memorandums of understanding.

C. Continuation Funding for Multi-Year Grant Recipients

The Council may award multi-year grants when the scope of work requires more than 18 months to complete a project in accordance with the Council's State Plan. Continuation funding is not automatic and multi-year sub grantees are required to submit a continuation request. The Council will provide a written notification of the requirement to submit a request for continuation to the sub grantee.

Continuation requests must contain the following:

- Annual project accomplishments and progress toward the objectives, activities, outcomes and performance measures defined in the approved proposal;
- Strategies and activities for accomplishing the project objectives; and
- Responses to project specific questions and concerns, if specifically requested by the Council.

The sub grantee will submit the request to the GCDD Staff member prior to the end of a 12 month period for review by the appropriate Standing Committee and full Council. The Standing Committee will review the request, along with a review of the financial management of grant funds and compliance with reporting requirements, and make a recommendation for continuation funding to the full Council.

IV. Terms, Conditions, Assurances & Certifications

By acceptance of a grant award, the sub grantee agrees to comply with the terms and conditions set forth below. Failure to comply with these terms and conditions may result in the loss of funds and may be considered grounds for the suspension or termination of a grant.

A. General Terms and Conditions

- 1) Sub grantees must comply with all federal, state and agency regulations, policies and procedures.
- 2) The Council has the authority to make unilateral amendments to the grant requirements to conform to state or federal statutes, regulations, directives or the availability of funds.
- 3) The recipient type for sub grantees awarded federal funds through the Council is that of a sub grantee/sub recipient as defined in OMB Super Circular, Sub recipient and Vendor Determination. (Please note that in Council literature, sub grantees/sub recipients are referred to as "sub grantees".) In very rare instances, an entity may be determined to be a vendor relationship that provides goods and services for a program. Based on the characteristics of the program as defined in the Super Circular, the Council will make the determination of recipient type which will be stated in the contract.
- 4) Unless otherwise specified in the terms of the DD grant, when copyrightable material is developed in the course of the project, the sub grantee must receive written permission from the Council to copyright the material or permit others to do so. If copyright permission is granted, the Council and the U.S. Department of Health and Human Services, Administration for Community Living, and the Administration for Intellectual and Developmental Disabilities shall retain royalty-free, non-exclusive and irrevocable rights to reproduce, publish or otherwise use, and to authorize others to use the material developed under the grant.

Publications resulting from GCDD/HHS grant-supported activities, must include an acknowledgment of grant support using one of the following statements:

"This publication was made possible by Grant # _____, as administered by the GCDD Arkansas under Public Law 106-402" or

"Funding provided under Public Law 106-402 as administered by the Governor's Council on Developmental Disabilities for the State of Arkansas" or

"The project described was supported by Grant # _____, and was made possible through funding provided under Public Law 106-402 as administered by the Governor's Council on Developmental Disabilities for the State of Arkansas".

The acknowledgment statement must include the Council's logo and be prominently presented on all products developed under the grant.

Recipients also must include a disclaimer stating the following: "Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the GCDD."

- 5) Unless otherwise specified in the terms of the DD grant, all sub-contractors of sub grantees will adhere to the provisions of this Grant Manual. Sub grantees will be responsible for ensuring the acceptance and compliance of all sub-contractors. Sub grantees will also ensure that subcontractors submit prompt invoices within 30 days of completion or delivery of services and the sub grantee will pay the subcontractor within 30 days of receipt of said invoice.
- 6) If a sub grantee materially fails to comply with any term of an award, whether stated in a Federal statute or regulation, an assurance, in a State plan or application, a notice of award, or elsewhere, the Council may take one or more of the following actions, as appropriate in the circumstances:
 - a. Temporarily withhold cash payments pending correction of the deficiency by the sub grantee or more severe enforcement action by the awarding agency;
 - b. Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance;
 - c. Wholly or partly suspend or terminate the current award for the sub grantee's program;
 - d. Withhold further awards for the program; or
 - e. Take other remedies that may be legally available.

The Council has delegated its authority to make initial determinations under this section to the Executive Director in consultation with the Council Chair and Chair of the appropriate Standing Committee. In the event that the Council determines that the sub grantee has materially failed to comply with any term of an award, the Council shall give (1) written notice of noncompliance, alleging the particulars of the breach, (2) possible suspension of all grant activities and (3) possible intent to terminate. The notice shall include a statement of the sub grantee's right to an appeal.

Hearings. The sub grantee shall have the right to request, in writing, an appeal. The appeal shall be held not earlier than 30 days from the date of the notice unless the sub grantee agrees to an earlier date. Either party may request that the appeal be recorded. Following the hearing, the Council shall have the right to take any of the actions enumerated above. The decision of the Council may not be appealed.

Effects of suspension and termination. Costs of sub grantee resulting from obligations incurred by the sub grantee during a suspension or after termination of an award are not allowable unless the awarding agency expressly authorizes them in the notice of suspension or termination or subsequently. Other sub grantee costs during suspension or after termination which are necessary and not reasonably avoidable are allowable if the

costs result from obligations which were properly incurred by the sub grantee before the effective date of suspension or termination, are not in anticipation of it, and, in the case of a termination, are non-cancelable.

In the event of termination, all materials produced and equipment purchased under the performance of the grant shall become the property of the Council.

B. Funding Terms and Conditions

- 1) The Council is obligated to award a grant or disburse payments under a grant only to the extent that funds are available or may become available for this purpose.
- 2) No project will be approved for funding if other sources of funds are available to carry out the purposes or activities of the project.
- 3) Grant funding may only be used for the purpose of either (1) creating a new project or (2) continuing a project funded by the Council under a grant from the previous year or for (3) supplementing existing activities.
- 4) All non-profit agencies must submit financial documentation before approval of a proposal. GCDD may ask for the most recent Form 990 and a copy of the most recent annual submission to the SEC. That request would only be made when the certification of the applicant as a non-profit is not easily determined.
- 5) All state and local government and non-profit organizations receiving federal DD funds and expending \$750,000 or more in federal funds in a fiscal year must have an audit in compliance with OMB Super Circular.
- 6) Federal DD grant funding may not exceed 75% of the total costs of the project. There is an exception for a project that exclusively serves a designated poverty area(s) where up to 90% of the total costs may be charged to grant funds. That designation is done by the United States Census Bureau.
- 7) The match ratio negotiated at the time of grant award may not be changed and must come from non-federal resources and those not being used to match other federal money. The match must be verifiable and available at the time that the grant award is issued.
- 8) All sub grantee travel-related expenditures must adhere to State Travel Rules.
- 9) Grant expenditures must be incurred during the grant period. No expenses may be incurred before the grant period begins; funds must be encumbered by the end date of

the grant period. The **one exception** is pre-award expenditures related to attendance at a mandatory sub grantee orientation held prior to the grant period begin date.

- 10) While Program Income is allowable pursuant to federal guidelines, prior approval for this must be obtained from the Council prior to it being allowable for subgrants awarded by the GCDD. "Program income" includes income from fees for services performed or from the sale of commodities or items produced under a grant agreement.
- 11) Unallowable grant expenditures include, but are not limited to:
- a) Indirect costs in excess of the OMB Super Circular 10% are not allowable absent an approved negotiated rate above 10%. Indirect costs are typically existing facilities and administrative costs that are necessary to operate an office and are shared by many projects. Unrecovered indirect costs may be used as cash match to GCDD funds.
 - b) Capital expenditures that include the acquisition of land or buildings, new construction or major repairs
 - c) Mortgage payments or related interest payments
 - d) Real estate or property taxes
 - e) Entertainment expenses
 - f) Organized fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions, regardless of the purpose for which the funds will be used
- 12) Allowable grant expenditures must be reasonable, allocable and necessary to the grant project:
- a) The expenditure is ordinary and necessary for the operation of the grant program.
 - b) The expenditure follows sound business practice and does not deviate from the sub grantee's established practice.
 - c) The expenditure must conform to all laws, regulations, circulars or limitations applicable to this grant.
 - d) The expenditure must be in accordance with Generally Accepted Accounting Principles (GAAP).
 - e) The expenditure must be fully documented and payment for expenditures are **reimbursed** after payment by the sub grantee.
- 13) Allowable grant expenditures include, but are not limited to:
- a) Wages for personnel working directly on the project.
 - b) Personnel fringe benefits.
 - c) Consultant services contracted to accomplish specific goals or objectives of the project.
 - d) Travel for staff, consultants or consumers involved in the project.
 - e) Materials, supplies and equipment purchased directly for use in a specific project

- f) Communication costs identifiable with a specific project, such as long-distance phone calls, faxes.
 - g) Food expenditures (not related to travel) are allowed for meetings or events only when it is used for a working lunch or breakfast, and the meeting is at least 4 hours in duration. Meeting/event agendas must be provided and rationale and justification of the need to provide food/beverages is required to receive reimbursement.
- 14) Expenditures for rental of space/facility or equipment necessary for specific grant activities as approved are allowable grant expenditures. For example, where the sub grantee needs to rent space for an activity conducted outside of the office, such as a training workshop or conference, rental fees for a facility and necessary equipment, such as a LCD projector, would be allowable.

Do not include monthly office rent unless the **rent is specifically for the project funded and not shared with other parts of the agency**. If that space is shared, it is an indirect cost.

- 15) The following capital expenditures are allowable. All capital expenditures must be approved in advance by the Council and the U.S. Administration on Intellectual and Developmental Disabilities. Requests must be submitted in writing and must demonstrate how the expenditures are critical to the success of the project. All capital expenditure items must be fully accessible to people with developmental disabilities.
- a) Capital Equipment: The term “equipment” is defined in CFR 2 Section 200.33

Requests for equipment purchases must be accompanied with a description of how the equipment is critical to the success of the project and how the sub grantee organization intends to provide ancillary support (specialized wiring, access, space, operator training) for the equipment. The sub grantee may retain equipment purchased with GCDD funds unless (1) otherwise specified in writing by the Council at the time the grant is awarded, or (2) the equipment is no longer being used to support program activities initiated by the grant project.

C. Assurances & Certifications

Assurances:

- 1) The sub grantee assures that DD Grant funds will be used to make a significant contribution towards enhancing the independence, productivity, integration and inclusion into the community of persons with developmental disabilities as defined by Public Law 106-402.

- 2) The sub grantee assures that GCDD Grant funds will be used to increase and enhance the level of funding and effort available for project purposes or activities and that these DD Grant funds will not supplant existing funds.
- 3) The sub grantee assures it will make maximum use of available community resources, including use of volunteers to supplement activities of paid employees, and will maintain a record of voluntary contributions to the GCDD Grant project.
- 4) The sub grantee assures that consumers with developmental disabilities and/or their families will be involved in the planning, development and implementation of the GCDD Grant project.
- 5) The sub grantee assures that when serving individuals with developmental and other disabilities through the GCDD Grant project, a minimum of 60% of participants must have a developmental disability.
- 6) The sub grantee assures that GCDD Grant project participants and beneficiaries will be generally representative of the community population, with particular attention to unserved or underserved groups.
- 7) The sub grantee assures that it will comply with the federal Civil Rights Act of 1984, as amended, and operative regulations related to employment and program participation in the implementation of the GCDD Grant project.
- 8) The sub grantee assures that it will comply with all effective Federal and State legislation and operative regulations concerning nondiscrimination of individuals with disabilities in the areas of program participation, education, employment, housing, transportation, public accommodations and telecommunications.
- 9) The sub grantee assures that buildings used in connection with activities supported under the GCDD Grant projects will meet accessibility standards.
- 10) The sub grantee assures that any direct services for persons with developmental disabilities provided through the GCDD Grant project will be made available on a non- exclusionary basis and will make provision for persons unable to pay. Any services that could be seen as direct will be funded only if a workflow or template for other providers to use is made available as a pilot program to other providers.
- 11) The sub grantee assures that the human rights of all persons with developmental disabilities who receive direct services through the GCDD Grant project will be protected in accordance with regulations of the U.S. Department of Health and Human Services.
- 12) The sub grantee assures that information obtained in implementing the GCDD Grant project concerning personal facts and circumstances of any individual with developmental disabilities or their family will not be divulged without the individual's written consent. Any information to be compiled or disclosed will

be in statistical, summary or other forms which do not identify particular individuals.

- 13) The sub grantee assures that any direct services provided through the GCDD Grant project will be provided in an individualized manner; each person with developmental disabilities who receives direct services through the GCDD Grant project will have in effect a written individualized plan which:
 - a) Is developed jointly with the service provider(s), the consumer of the service(s), and, if the consumer is a child, their parent or guardian.
 - b) Includes specific goals with objectives stated in measurable terms and with corresponding evaluation procedures.
 - c) Contains a statement of specific services to be provided, identifying each agency and personnel that will deliver each service, and specifying the date of initiation and anticipated duration of such services.
 - d) Is revised at least annually.

- 14) The sub grantee assures that all documentation and records pertaining to the GCDD Grant project will be available upon request to authorized representatives of the Arkansas GCDD or the U.S. Department of Health and Human Services, Administration for Community Living, Administration on Intellectual and Developmental Disabilities.

- 15) The sub grantee assures that it will submit to the Arkansas GCDD within forty-five (45) days after the date of termination, or the end of the authorized project period, the required final quarterly financial report, final quarterly outcome status report, program evaluation report and project products as specified in the original GCDD Grant application or subsequently approved revisions.

- 16) Records must be retained for three years from the starting date of the retention period. The retention period starts on the day the sub grantee submits its final grant project deliverable (e.g., final financial report and outcome status report). If any litigation, claim, negotiation, audit or other action involving the records begins before the expiration of the 3-year period, the records must be retained until completion of the action and resolution of all issues which arise the regular 3-year, whichever is later. When grant support is continued or renewed at annual or other intervals, the retention period for the records of each funding period starts on the day the sub grantee submits to the Council its final deliverable for that period. This section applies to all grant documents including financial and programmatic records, supporting documents and statistical information.

The Council or its staff, the U.S. Department of Health and Human Services, Administration of Community Living, Administration of Intellectual and Developmental Disabilities and the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access to

any pertinent books, documents papers or other records of sub grantees which are pertinent to the grant, in order to make audits, examinations, excerpts and transcripts. The rights of access must not be limited to the required retention period but shall last as long as the records are retained.

- 18) The sub grantee assures that no officer or employee has a personal FINANCIAL INTEREST in the GCDD Grant contract, in accordance with the provisions of the State and Local Government Conflict of Interest Act. **A.C.A. § 21-8-101, et seq.**

Certifications

- 1) The sub grantee certifies that it, its authorized official and its fiscal agent are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any federal department or agency in accordance with 45 C.F.R., Subparts 73 and 92, Debarment or Suspension of Former employees.
- 2) The sub grantee certifies that it will provide a drug-free workplace in accordance with the Drug-Free Workplace Act.
- 3) The sub grantee certifies that federal grant funds provided under this award will not be used by the sub grantee to support lobbying activities to influence proposed or pending Federal or State legislation or appropriations, in accordance with 45 C.F.R., Part 93, and New Restrictions on Lobbying. This prohibition is not intended to affect an individual's right or that of any organization, to petition Congress, or any other level of Government, through the use of other resources.

IV. Grants Management

A. Administrative Requirements

Signature Authority: Only the Project Coordinator and Authorized Official of the sub grantee organization are authorized to sign grant documents. Both the Project Coordinator and Authorized Official must sign all required documents, including Financial Reports. These must be the same individuals identified on the approved grant application.

Changes to Project Personnel: If the Project Coordinator should change during the grant period, the Authorized Official must provide written notification and justification to the Council staff. The notification should include all of the new contact information for the new Program or Fiscal Coordinator, including name, title, address (if different), phone number and e-mail.

If the Authorized Official should change, another official of the sub grantee organization must provide written notification and justification to the Arkansas Governor's Council for Developmental Disabilities Council staff. The notification

should include all of the new contact information for the Authorized Official including name, title, address (if different), phone number, e-mail.

Changes to Job Description of Project Personnel: Any changes in responsibilities of project personnel must be reported in writing within 30 days of the change to the Arkansas Governor’s Council for Developmental Disabilities Council staff.

Consumer Satisfaction Surveys: The Council is required to submit a Program Performance Report annually to its oversight agency, the Administration on Intellectual and Developmental Disabilities (AIDD). The report includes a report on Consumer Satisfaction and Constituent Feedback information regarding activities that it funds, using standardized measures provided by AIDD that cannot be significantly altered by the Council. As a result, sub grantees are asked to complete a “Sub grantee Satisfaction and Feedback Survey” annually throughout the grant period.

Sub grantees will also be required to assist the Council in collecting similar information from the individuals who participate in activities or receive services through their Council-funded projects. Council staff will work with sub grantees to determine the most appropriate timing and means for collecting information from these individuals.

Please ensure that all grant participants are aware that they are participating in a Council funded activity.

B. Program Requirements

Programmatic Reporting: Each Sub grantee is required to submit to the Council a Program Report detailing the project status in relationship to expected program activities, sustainability, outcomes and performance measures. However, in addition to the submission of these program reports, sub grantees should notify the Council Staff member immediately of any problems or barriers related to the project. The Grants Coordinator will develop a Program Report template for each grant project and will provide this to the sub grantee following the awarding of the GCDD grant. Required activities, outcomes and performance measures will be developed directly from the approved proposal. Outcome measures for each grant will be used to meet the Council’s federal and state reporting requirements.

The program report should be submitted electronically and is due to the Grants Coordinator 15 days following the end of each calendar quarter. In submitting the quarterly report, the sub grantee must follow the format and complete the electronic form provided by the Council.

Performance Measure Data: The Council is required to submit a Program Performance Report (PPR) annually to its federal oversight agency, the Administration on Intellectual and Developmental Disabilities. The report includes a summary of all projects and activities conducted during the year, including projects implemented by Council sub grantees. These Performance Measures are used to determine the GCDD Council’s success in meeting its

goals and objectives, and are used by the federal oversight agency in performance reports to the Administration and Congress.

Performance Measures and targets for each grant project are assigned prior to the beginning of the grant period. Sub grantees are required to collect and report on Performance Measures in quarterly program reports. Data reported must be unduplicated counts during the federal fiscal year.

Demographics data is required to be collected for project activities and must be reported along with performance measure data.

Stories about People with Developmental Disabilities: In the quarterly program reports and final report, or at other times as requested, while protecting the privacy of program participants, sub grantees will provide stories about people with developmental and other disabilities **whose lives have improved** as a result of grant activities. Examples of the types of stories to be shared (who, what, when, where and why) include: how someone became more independent because they obtained employment or transportation; how someone became more connected to their community as a result of opportunities provided through the grant; or how someone was able to remain in the community vs. being institutionalized.

Post-Project Performance Measurements: Sub grantees may be required to collect and report data on project outcomes after the grant has ended in order to assist the Council in meeting its federal reporting requirements and to evaluate long-term systemic changes related to the grant.

Programmatic Attachments: In addition to the required program report, all additional materials developed under the grant and information pertinent to the public record of the project must be submitted to the Council, including newspaper articles, brochures, bulletins, status reports and evaluation results.

When conducting grant activities, sub grantees must announce that **reasonable accommodations** for individuals with developmental disabilities are available upon request. Following is sample language to include in event announcements:

Reasonable accommodations, such as interpreter services and alternate format materials, for persons with developmental disabilities should be requested by [date]. Requests should be made to [contact info].

C. Fiscal Management

Financial Reporting: Grant funds are disbursed monthly on a **cost reimbursement** basis. Using the workbook tool provided to each sub grantee a quarterly financial report will be available to the Council in order to be reimbursed for grant expenditures and to report poverty area spending and matching.

The Financial Report is due to the Grants Coordinator 15 days following the end of the quarter for which requests have been received (April 15 for January – March; July 15 for April – June; October 15 for July – September and January 15 for October – December). The sub grantee may submit an original hard-copy report that is signed by the Project Coordinator and the Authorized Official or a report e-mailed with a

digital signature of both entities. Reimbursement payments to state agencies will be done by inter-agency transfer in accordance with the procedures set out by Department of Finance & Administration, Office of Accounting.

The Department of Finance and Administration (DFA) is the designated state agency for the council and functions as the fiscal agent. If a sub grantee is not a DFA vendor, they must complete a W-9 form at the beginning of the grant period and submit a voided check in order to allow for direct deposit of funds into the sub grantee's bank account. Mailed checks are allowable, but the direct deposit of funds is the fastest method of reimbursement.

Following the receipt, review and approval of the required program and financial reports, transmittal of grant funds to the sub grantee is authorized for the following period. If reporting information is incomplete or progress appears to be unsatisfactory, transmittal of grant funds will be placed on hold until the issue of concern is resolved.

Financial Records: Sub grantees are required to maintain complete financial records for all project expenditures. These include total grant expenditures, grant expenditures in designated poverty areas and matching expenditures. Financial records include, but are not limited to, records of purchases, receipts for cash payments, documentation for in-kind contributions, personnel timesheets and payroll vouchers. All financial records must be readily available for examination by authorized personnel from the Council or any other authorized officials.

Match Guidelines: Sub grantees are required to contribute 25% of Total Project Costs to the project. If a project serves a Rural Designated Poverty Area as designed by the United States Census Bureau, the required contribution is 10% of the Total Project Costs. Training or other activity performed outside of the sub grantee's normal business area MAY qualify for 10% match if documentation supports that activities took place solely in a poverty area. Match expenditures are also monitored along with GCDD fund expenditures. Acceptable match includes local, public and private cash contributions; state cash contributions; and in-kind contributions such as space, rent, volunteer time (*including fair market value and fringe benefits*), materials/paper products or travel expenses. In-kind contributions must be specified, verifiable and based on fair market value. Please note that the personnel contributions of existing staff should be listed as cash match as opposed to in-kind match.

Designated Poverty Area Reporting: If a grant project serves a rural designated poverty area, in whole or in part, the sub grantee is required to report the poverty area grant expenditures in the Financial Report. These costs must be associated with activities that are exclusively focused on a poverty area. These could include training of persons living in a poverty area, training of professionals whose work serves a poverty area, incentive programs that require professionals to work in a poverty area (such as a condition on scholarship funding) or providing demonstration services to persons with developmental disabilities living in a poverty area. The basic requirement is that the focus be on the poverty area and that the benefits do not accrue to persons in a poverty area by virtue of being part of a larger area that is the beneficiary of an activity. It is the responsibility of the sub grantee to track the grant expenditure activities for each poverty areas and report quarterly on the financial report form.

Audits: For state and local government and non-profit organizations receiving federal DD funds and expending \$750,000 or more in federal funds in a fiscal year, an audit is required in accordance with OMB Super Circular. A copy of the audit or, if posted to a website, the website link must be provided to the Council as soon as it becomes available.

D. Revisions to Schedule, Scope of Work and Budget

Sub grantees are expected to complete their projects in accordance with the RFP and approved proposal. Any request for changes must include a justification for the revision that explains why the revision is necessary to accomplish the outcomes of the grant. A request must be made in writing by the sub grantee and submitted to the Grants Monitor. Your monitor will be able to tell you whether your request is one that can be decided by the staff or the Executive Director or if the decision must be made by the Council as a whole. Please keep in mind that regular council meetings occur in September, December, March and June.

Schedule Revisions. Sub grantees are expected to conduct activities in accordance with the timelines in the approved proposal and to complete the project by the end of the grant period. Any changes to the activity timelines must be reviewed by the Council Staff member. At the discretion of the Council Staff member and Executive Director, a sub grantee may be requested to submit a revised Quarterly Activity Timeline & Budget Projection and/or a revised Work Plan for review and approval.

Scope of Work Revisions. Sub grantees are expected to complete their projects in accordance with the approved proposal. A revision to a project's scope of work is necessary when the sub grantee requests a change in the project's activities, performance measures, deliverables or products. To request a revision to the project's scope of work, the sub grantee Project Coordinator and Authorized Official must submit the following items to the Council Staff member and Executive Director:

- a letter which details the specific changes to be made;
- a Revised Work Plan; and
- a Revised Quarterly Activity Timeline and Budget Projection.

Any request to revise the project scope of work must be approved by the appropriate Standing Committee and the full Council. These types of revisions are not commonly allowed and are never allowed in the final sixty days of the grant period.

Budget Revisions. Any proposed revisions to the budget, including shifting of funds between expenditure categories, require a formal request to the Grants Monitor for review and approval in advance of the grant expenditure. Council has authorized its staff to make decisions regarding movements of up to 10% of the total federal award. The Council will be notified of these moves during its regularly scheduled meeting.

A request for a budget revision that is shifting less than 10% of the grant award between expenditure categories shall be submitted by the sub grantee to Council Staff for review. The sub grantee must complete a Budget Modification Request in the form provided by Council Staff that provides a justification for the changes.

The Grants Coordinator will review the budget amendment for approval or denial.

Shifting More than 10% in Grant Funds between Expenditure Categories: A request for a budget revision that is shifting **more than 10%** of the grant award between expenditure categories must be submitted by the sub grantee to the Grants Monitor for review. The sub grantee must complete a Budget Modification Request in the form provided by the Coordinator. The budget amendment will be reviewed and a recommendation to the appropriate State Plan & Implementation Committee will be made who will then make its recommendation to the full Council. Requests will be reviewed at the quarterly Council meetings absent extraordinary circumstances.

E. Project Monitoring

Each grant is monitored by the Council staff. The Council staff works directly with the Sub grantee Project Coordinator and closely monitors the grant through:

- review of quarterly program and financial reports submitted by the sub grantees;

- periodic meetings, phone calls or e-mails to review project status and provide guidance;

- attendance and/or participation at events sponsored by the sub grantee;

- attendance at advisory committee meetings; and

- monitoring visits to the sub grantee.

The Council staff provides the State Plan & Implementation Committee with quarterly program reports prior to Council meetings and may provide additional information throughout the grant period, as necessary. The Council staff also provides a report

on grant expenditures to the Council at each Council meeting. During or following the grant period, sub grantee(s) may be asked to make a presentation to the State Plan & Implementation Committee or the full Council.

The grant Project Coordinator should not wait until quarterly reports to consult with his/her Grant Monitor regarding problems or questions about the grant project.

F. Project Deliverables and Products

Sample Acknowledgement Statement

##% (state the percentage) of the funding for this product was provided by the Arkansas Governor's Council for Developmental Disabilities under the federal Developmental Disabilities and Bill of Rights Act. For more information please contact: Arkansas Governor's Council on Developmental Disabilities, 1515 West 5th Street, Suite 320-330, Little Rock, AR 72201 501-682-2897 or visit the Council's website www.gcdd.ark.org

All deliverables and products developed using Council funds must be developed so that alternative formats can be produced (examples: Braille, large print, CD, captioned videos, descriptive video, audio recording, audio transcript). Alternative formats must be made available upon request.

Please ensure that all deliverables and products are dated. Whether on the title page, in the footer of a document, on the homepage or in the footer of a webpage, or on a label of a CD, there should be some reference as to when the product was created and the sub grantee name and grant number.

At least 2 weeks prior to the planned completion of a grant deliverable or product, unless otherwise specified, the sub grantee must submit a draft or other fully representative mock-up of the grant deliverable or product to the Council staff for written review and approval prior to public distribution or release. Upon approval and completion of the deliverable or product, the sub grantee must provide the Council staff with a physical and electronic final version, as applicable, and an industry-standard, reproduction-quality master copy, where applicable.

Unless otherwise specified in the terms of the GCDD grant, when copyrightable material is developed in the course of the project, the sub grantee must receive written permission from the Council to copyright the material or permit others to do so. However, the Council and the U.S. Department of Health and Human Services shall retain royalty-free, non-exclusive and irrevocable rights to reproduce, publish or otherwise use, and to authorize others to use the material developed under the grant. This applies to tangible and intangible property.

In the event of early termination of the grant project, all project products and deliverables both completed and under development and any undistributed physical inventories of such become the immediate property of the Council and must be delivered to the Council in a timely manner at the sub grantee's expense.

G. Project Closeout

To fulfill the terms of the DD Grant contract, all project closeout reports and products must be submitted to the Council staff in hard copy and electronic format within thirty (45)) days after the end of the grant period. The final Financial Report will be processed when the Council staff has approved all final documents. When these requirements are completed, sub grantees will receive written notification of formal closeout of the grant.

Project closeout must include:

1. **Project Products and Deliverables** -- Digital /print master of any products or deliverables, if applicable.
2. **Final Quarterly Financial Report** -- Should be marked "Final."
3. **Final Quarterly Program Report**
4. **Final Project Report** – Outcome oriented and addressing the goals, objectives and activities outlined in the approved proposal and work plan. The report should contain the following sections:
 - a. **Primary Goal of the Grant** -- An assessment of the success of the grant in achieving its purpose. State the primary goal(s) of the grant and its expected impact.
 - b. **Program Performance** -- An assessment of the achievement of each objective as outlined in the Work Plan utilizing the following format:

Accomplishments: State the overall completion rate and list each required activity that demonstrates accomplishment of the objective. If any activities were not completed, please explain.

Performance Measures: State all Performance Measures and numbers that were achieved for the grant period. Include the original target numbers and actual numbers.

Demographics: Identify and describe who was served or involved in achieving the objective.

Consumer Participation: Describe consumer input received on this objective. What did consumers say?

Barriers: Identify the barriers that were encountered with achieving the objective and how they were addressed.

Effective Strategies: Explain what you recommend as particularly effective in your achievements and in overcoming the barriers encountered.

- c. **Stories of People with Disabilities** -- Provide detailed narrative stories about people with developmental and other disabilities whose lives improved as a result of grant activities. Where consent of the participant is obtained, include photographs, video clips, or details (who/what/when/why/where) and a signed media release so that the Council can publicize the effects of the grant and how lives were impacted during and after grant activities.
- d. **Assessment of Systemic Impact of Grant** -- Describe the overall systems level impact this grant has had on benefiting people with developmental disabilities in Arkansas and their families.
- e. **Sustainability Plan** -- Describe how the program will continue and what resources have been secured for the program following the end of grant funding.
- f. **Future Actions** -- What assistance is needed so that the results of the project can be shared in order to have the greatest impact possible? What agency or entity should be involved in this dissemination? As a result of the grant, are there recommendations for future action by the Council or other agencies to better meet the needs of persons with developmental disabilities in Arkansas? Is there a need for policy reform, advocacy or other actions necessary to improve access to and delivery of services for unserved/underserved and minority populations?

APPENDICES

- A. Governing Resources for DD Grants
- B. Consumer Satisfaction Survey Form
- C. Proposal Review Criteria
- D. Current Federal Performance Measures
- E. Council Grant Process and Procedure
- F. Council Process Checklist and Dates for Applications

Governing Resources for DD Grants

The documents that govern Council Developmental Disabilities' Grants include, but are not limited to:

Applicable to:	Document	Where to Find?
All Sub grantees	U.S. Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act)	http://www.acf.hhs.gov/programs/add/ddact/DDACT2.html
All Sub grantees	2017-2021 Arkansas Governor's Council for Developmental Disabilities 5 Year State plan and Subsequent annual updates	https://gcdd.ark.org/images/uploads/GCDD_2017-2021_State_Plan-Goals_Objs_Acts-Table_Format_20170228.pdf
All Sub grantees	OMB Super Circular	OMB Link - http://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
All Sub grantees	OMB Cost Principles – Subpart E	http://www.ecfr.gov/cgi-bin/text-idx?SID=8fb1333c3b88651cbe2a98ad8daf2b0b&mc=true&node=sp2.1.200.e&rgn=div6
All Sub grantees	Arkansas State Travel Regulations (Dept. of Accounts, CAPP Manual)	http://www.dfa.arkansas.gov/offices/accounting/financialManagementGuide/Pages/Subchapter9.aspx

Consumer Satisfaction Survey Form

See following page for survey form.

If you need a copy of this form in MS Word format, please email your request to GCDD staff at: ddcstaff@dfa.arkansas.gov

Remainder of this page left blank intentionally.

Grant Number _____

Date _____

Grant Title _____

Project Director _____

Grantee _____

Email _____



Satisfaction Survey

The Arkansas Governor’s Council on Developmental Disabilities provides financial support to this project. Please provide satisfaction feedback to help shape future programming.

Name of Event _____

Date of Event _____

1. Would you recommend this event to a friend, family member, or colleague?

- Not at all
- I might
- I would probably
- I would definitely
- I already have

2. Would you participate in another event provided by this organization?

- Not at all
- I might
- I would probably
- I would definitely
- I already have

3. How satisfied are you with the subject(s) covered at the event?

- Not at all
- A little
- Somewhat
- Very
- Perfectly

4. How satisfied are you with the way subject matter was presented?

- Not at all
- A little
- Somewhat
- Very
- Perfectly

5. Was the subject matter presented in a way that was easy to understand?

6. What was your favorite part of the event?

7. How would you change this event?

8. What other comments do you have?

Proposal Review Criteria

Evaluation Criteria Score Sheet**Project:** _____**Applicant:** _____**Reviewer:** _____

Fill in this cover page after completing the attached score sheet.

Executive Summary: _____ of 10 points

Qualifications: _____ of 15 points

Detailed Narrative
(Methodology): _____ of 20 points

Accomplishments: _____ of 15 points

Work Plan-Time line: _____ of 20 points

Budget: _____ of 20 points

Total Score: _____ of 100 points**Reviewer Recommendation:** _____ **Award Application as Submitted**_____ **Request Modifications for Application Award**_____ **Deny Application****Overall Comments:**

Proposal Review Criteria continued

Assign a score to each category from 0 (lowest score) to the maximum point value.

Program Summary _____ of 10 points

- The Project Summary consists of a concise, easy to understand statement.
- The project goal, major activities and impact on people with developmental disabilities and/or family members are clearly stated.

Comments:

Qualifications _____ of 15 points

- The applicant demonstrates expertise in the selected State Plan activity.
- The applicant has experience working with and/or advocating for people with developmental disabilities and/or their families.
- The proposed project staff (and collaborators) are qualified to implement this project.
- The project includes meaningful participation of people with developmental disabilities and family members.
- The applicant is located in a poverty area, employs staff with disabilities and/or represents linguistic and cultural minorities.
- The applicant demonstrates the competency to effectively train the target population.

Comments:

Proposal Review Criteria continued

Detailed Narrative (Methodology) _____ of 20 points

- The methodology effectively addresses the project goal and objectives.
- The project activities are comprehensive and clearly explained.
- The target population and estimated number of trainees are clearly identified.
- The strategies to recruit and train the identified target population will be effective for the project.
- Products and deliverables are appropriate for the project.

Comments:**Accomplishments _____ of 15 points**

- The proposed approach will be successful in achieving the project goal, objectives, expected output and outcome.
- Data collection will effectively measure Expected Outputs and Outcome.
- The proposal identifies short and long term benefits for people with developmental disabilities and/or family members.
- The proposed accomplishments will positively impact individuals with developmental disabilities.

Comments:

Proposal Review Criteria continued

Project Work Plan**_____of 20 points**

- The Work Plan addresses all actions identified in the Detailed Narrative (Methodology).
- A clear and logical relationship exists between the goal, each objective and activities.
- The timelines and staffing for each objective are reasonable.
- The performance measures to assess the project's expected output and outcome are appropriate.
- The performance measure targets are realistic.

Comments:**Budget****_____of 20 points**

- The line items clearly identify expenses for the project.
- All expenses associated with the project are included.
-
- The minimum required nonfederal match is provided.
- The proposed costs are reasonable.
- A Budget Justification is included if expenses aren't self-explanatory.

Comments:

Proposal Review Criteria continued

If there is other information that you believe would be helpful in the decision making process, please indicate below:

OTHER COMMENTS FOR THIS APPLICATION:

Current Federal Performance Measures

See following page for performance measures.

If you need a copy of this form in MS Word format, please email your request to GCDD staff at: ddcstaff@dfa.arkansas.gov

Remainder of this page left blank intentionally.

Performance Measures

Special Notes 1-5:

Note¹ Throughout this document, the terms grantee and sub-grantee are utilized. See below for definition:

- Grantee – A DD Council that receives the Basic Grant Award from ACL/AOD/AIDD;
- Sub-grantee – a DD Council grantee or contractor the Council funds to implement an activity or program supported within the 5-year State plan.

Note² When collecting data from people who have a developmental disability AND are family members of people with developmental disabilities, Council staff should select the “best fit” category related to the activity for reporting purposes. For example, if a workshop was held to increase knowledge about a topic that is not specific to self-advocacy or family advocacy (for example a general health related training), council staff would determine the “best fit” category for the participant(s).

Note³ Council staff should use all good data provided to them. For example, when collecting satisfaction and outcome data in a survey, if one survey had 5 questions about outcomes and a respondent only answered 3 of the questions, responses for those three questions filled out should be reported in the indicators.

Note⁴ If Council staff or sub-grantees create change through participation in a task force, workgroup, committee, or other group, the change would “count” as a Council accomplishment even if the council staff/grantee collaborated with others to make the change and might not have been able to do it themselves. For example, if a council staff member or grantee was involved in a task force to change a regulation that would impact DD services in the state/territory and the task force included representatives from service provider agencies, the P&A, the Governor’s office, self-advocacy, and family member organizations as well as the Council, the change (output and outcome) could be included as a Council accomplishment.

Note⁵ The demographic data page on the PPR template indicates Council staff should report the number of individuals with DD and the number of family members (IFA 1.1 and IFA 1.2). These numbers should be the total number of people who participated in a Council activity and not the respondent number that will be used for the denominator.

INDIVIDUAL and FAMILY ADVOCACY ANNUAL PERFORMANCE MEASURES

IFA 1: Output Measures¹

DD Council Staff Guidance

<p>IFA 1.1</p>	<p>The number of <u>people with developmental disabilities</u> who participated in Council supported activities designed to increase their knowledge of how to take part in decisions that affect their lives, the lives of others, and/or systems</p>	<p>Collect the number of people who participated in Council supported activities.</p> <p>Examples of how to collect data: Attendance rosters, sign-in sheets, program roll sheets, registration forms, and other documents that document the number of people that participated in a council supported activity.</p> <p>PPR Note: The PPR item “Total # of Output Respondents” is a manual entry. Enter the number of people that responded to an evaluation/survey about the activities listed. (this becomes the IFA 1.1 “denominator.”) <i>Note: This number may be different (lower) than the total number of people who participated in the project or activity and is based on the number of people who responded to an evaluation/survey about the project.</i></p>
<p>IFA 1.2</p>	<p>The number of <u>family members</u> who participated in Council supported activities designed to increase their knowledge of how to take part in decisions that affect the family, the lives of others, and/or systems</p>	<p>Collect the number of people who participated in Council supported activities.</p> <p>Examples of how to collect data: Attendance rosters, sign-in sheets, program roll sheets, registration forms, and other documents that document the number of people that participated in a council support activity.</p> <p>PPR Note: The PPR item “Total # of Output Respondents” is a manual entry. Enter the number of people that responded to an evaluation/survey about the activities listed. (this becomes the IFA 1.2 “denominator.”) <i>Note: This number may be different (lower) than the total number of people who participated in the project or activity and is based on the number of people who responded to an evaluation/survey about the project.</i></p>

¹ **These two measures could be combined to report on the total number of participants but still collected by individuals with developmental disabilities and family members**

IFA 2: Outcome Measures²

DD Council Staff Guidance

IFA 2.1	After participation in Council supported activities, the percent of <u>people with developmental disabilities</u> who report increasing their advocacy as a result of Council work.	<p>Collect the number of positive <u>responses to this question</u> from people with developmental disabilities</p> <ul style="list-style-type: none"> To calculate the percentage, divide the number of positive responses to this/a question about increased advocacy by the number of evaluations/surveys received (IFA 1.1 denominator). <p>Example: 50 evaluations/surveys received; 46 people indicated increasing their advocacy because of Council work – $46/50 = 92\%$</p> <p>PPR Note: The percentage will be reported in the PPR, not the number.</p>
IFA 2.2	After participation in Council supported activities, the percent of <u>family members</u> who report increasing their advocacy as a result of Council work.	<p>Collect the number of positive <u>responses to this question</u> from family members.</p> <ul style="list-style-type: none"> To calculate the percentage, divide the number of responses to this/a question about increased advocacy by the number of evaluations/surveys received (IFA 1.2 denominator). <p>Example: 50 evaluations/surveys received; 46 people indicated increasing their advocacy because of Council work – $46/50 = 92\%$</p> <p>PPR Note: The percentage will be reported in the PPR, not the number.</p>
IFA 2.3	The percent of people who are better able to say what they want or say what services and supports they want or say what is important to them	<p>Collect the number of positive responses from <u>people with developmental disabilities</u>.</p> <p>Collect the number of positive responses from <u>family members</u> of people with developmental disabilities.</p>

² **These two measures could be combined to report on the total number of participants increasing advocacy but still collected by individuals with developmental disabilities and family members**

		<p>PPR Note: Numbers <u>and</u> percentage will be reported in the PPR. The number of people with developmental disabilities, and the number of family members are submitted in the program performance report (as numbers), then you will also be asked to calculate the percentage.</p> <ul style="list-style-type: none"> ▪ To calculate the percentage for people with developmental disabilities, add the number of positive responses from people with developmental disabilities to this/a question about being better able to say what they want by the number of evaluations/surveys received (IFA 1.1 denominator) ▪ To calculate the percentage for family members, add the number of positive responses from family members to this/a question about being better able to say what they want by the total number of evaluations/surveys received (IFA 1.2 denominator) <p>Example: 50 evaluation/surveys received; 46 people indicated they are better able to say what they want – $46/50 = 92\%$</p>
<p>IFA 2.4</p>	<p>The percent of people who are participating now in advocacy activities</p>	<p>Collect the number of positive responses from people with developmental disabilities.</p> <p>Collect the number of positive responses from family members of people with developmental disabilities.</p> <p>PPR Note: Numbers <u>and</u> percentage will be reported in the PPR. The number of people with developmental disabilities, and the number of family members are submitted in the program performance report (as numbers), then you will also be asked to calculate the percentage.</p> <ul style="list-style-type: none"> ▪ To calculate the percentage, add the number of positive responses from people with developmental disabilities to this/a question about participating now in advocacy

		<p>activities by the total number of evaluations/surveys received (IFA 1.1 denominator).</p> <ul style="list-style-type: none"> To calculate the percentage, add the number of positive responses from family members to this/a question about participating now in advocacy activities by the total number of evaluations/surveys received (IFA 1.2 denominator). <p>Example: 50 evaluations/surveys received; 46 people indicated participating now in advocacy activities because of Council work – $46/50 = 92\%$</p>
<p>IFA 2.5</p>	<p>The percent of people who are on cross disability coalitions, policy boards, advisory boards, governing bodies and/or serving in leadership positions.</p>	<p>Collect the number of positive responses from people with developmental disabilities.</p> <p>Collect for number of positive responses from family members of people with developmental disabilities.</p> <p>PPR Note: Numbers <u>and</u> percentage will be reported in the PPR. The number of people with developmental disabilities, and the number of family members are submitted in the program performance report (as numbers), then you will also be asked to calculate the percentage.</p> <ul style="list-style-type: none"> To calculate the percentage, add the number of positive responses from people with developmental disabilities to this/a question about being on coalitions, boards, or leadership positions by the total number of evaluations/surveys received (IFA 1.1 denominator). To calculate the percentage, add the number of positive responses from family members to this/a question about being on coalitions, boards, or leadership positions by the total number of evaluations/surveys received (IFA 1.2 denominator). <p>Example: 50 evaluations/surveys received; 46 people indicated being on cross disability coalitions,</p>

		<p>policy boards, advisory boards, governing bodies because of Council work – $46/50 = 92\%$</p>
IFA 3.	The percent of people satisfied with a project activity.	<p>Collect the total number of “satisfied” responses (people with DD and family members).</p> <ul style="list-style-type: none"> To calculate the percentage, divide the number of positive responses by people to the question by the number of evaluations/surveys received (IFA 1.1 denominator). <p>Example: 50 evaluations/surveys received; 46 people indicated they were satisfied with a project activity – $46/50 = 92\%$</p> <p>PPR Note: The percentage will be reported in the PPR.</p>
IFA 3.1	The percent of people with developmental disabilities satisfied with a project activity	<p>Collect the number of “satisfied” responses to the question.</p> <ul style="list-style-type: none"> To calculate the percentage, divide the number of positive responses by people with developmental disabilities to the question by the number of evaluations/surveys received (IFA 1.1 denominator). <p>Example: 50 evaluations/surveys received, 46 people indicated they were satisfied with a project activity – $46/50 = 92\%$</p> <p>PPR Note: The percentage will be reported in the PPR.</p>
IFA 3.2	The percent of family members satisfied with a project activity.	<p>Collect the numbers of “satisfied” responses to the question</p> <ul style="list-style-type: none"> To calculate the percentage, divide the number of positive responses by family members to the question by the number of evaluations/surveys received (IFA 1.2 denominator). <p>Example: 50 evaluations/surveys received; 46 people indicated they were satisfied with a project activity – $46/50 = 92\%$</p> <p>PPR Note: The percentage will be reported in the PPR.</p>

SYSTEMS CHANGE ANNUAL PERFORMANCE MEASURES

Note¹ Systems change efforts are intended to be viewed as a continuum and could reflect community systems, statewide systems or one agency - systems from small to most broad.

Note² Output measures are numbers that reflect Council efforts related to policy and/or procedures changed or created. Data could include staff member efforts (activities) as well as sub-grantee efforts.

Note³ Systemic change activities (as defined in the DD Act Final rule, 2015) is defined as a sustainable, transferable, and replicable change in some aspect of service or support availability, design or delivery that promotes positive or meaningful outcomes for individuals with developmental disabilities and their families.

SC 1: Output Measure	DD Council Staff Guidance
The number of Council efforts <u>to transform fragmented approaches</u> into a coordinated and effective system that assures individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life.	Note: Data collection for this question is not required.

SC Sub-output measures

	Measures	DD Council Staff Guidance
SC 1.1	The number of policy and/or procedures created or changed.	<p><i>Definitions:</i></p> <p><i>Policy:</i> A statement of how an organization or entity intends to conduct its services, actions, or business. Policies provide a set of guiding principles to help with decision making.</p> <p><i>Procedure:</i> A description of how each policy will be put into action. Procedures often outline who will do what; what steps will be taken, and which forms to use.</p> <p><i>Policy and/or procedure change:</i> A policy and/or procedure change reflects a course of action that has the potential to create or improve policies and/or procedures regarding services and supports that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life.</p> <p><i>Created:</i> To cause to come into being.</p>

	<p><i>Change:</i> The act of making or becoming different.</p> <p><u>For the annual work plan</u>, the number should reflect what the Council expects to achieve as a projected output for the specific federal fiscal year. The Council staff would include the number of policies they expect to be drafted, the number of policies expected to be created, the number of procedures expected to be drafted, and the number of procedures expected to be created as an output by council staff activity or sub-grantee work.</p> <p><u>For the program performance report</u>, the Council staff should report the actual results for the work planned for the reporting year. The Council staff would report the number of policies that were drafted, the number of policies created, the number of procedures drafted, and number of procedures created.</p> <p>Example #1: A Council staff member participates on a task force to draft a revision to an operational policy that improves services for people with developmental disabilities and their families. The anticipated revision to the policy would be reflected in the workplan as an output because the Council invested staff time to revise the policy revision effort. Actual results for the activity would be reported in the PPR.</p> <p>Example #2: A Council sub-grantee has planned to implement a project to demonstrate a promising or best practice approach to a service for people with developmental disabilities and their families. As part of the project, it is planned and anticipated that recommendations for policy and/or procedure changes will be drafted because of the demonstration. A policy and/or procedure creation or change would be reflected as an expected output. The promising or best practice itself would also be reflected as an output in 1.3.1 – 1.3.4 as appropriate. For example, a Council implemented Project SEARCH, as a result, a business changed a policy or procedure. The policy/procedure change would count in this category and the support of a best practice (Project SEARCH) would also be counted under 1.3.4.</p> <p>Example #3: A Council sub-grantee has planned to implement a project to improve services at one</p>
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		<p>specific agency or organization. It is expected that the existing policies of the specific agency or organization will be improved. The expected number of policy changes would be reflected as an output. Note: See definition of systemic change activities to help guide decisions about what types of policies/procedures results to count.</p> <p>If a Council expected to draft a policy and/or procedure, but there was no draft or creation of a policy and/or procedure realized during the federal fiscal year, Council staff would include an explanation of the barriers or other circumstances in the objective narrative of the annual program performance report. If a policy and/or procedure change is delayed, the Council staff may include the expected output for a policy and/or procedure change in future annual work plans.</p>
<p>SC 1.2</p>	<p>The number of statute and/or regulations created or changed</p>	<p><u>Definitions:</u> <i>Statute:</i> A law or other enactment made by a legislature and expressed in a formal document.</p> <p><i>Regulation:</i> A rule or administrative code issued by governmental agencies at all levels, municipal, county, state, and federal. Regulations are not laws, but have the force of law since they are adopted under authority granted by statutes.</p> <p><i>Statute and/or regulation change:</i> A law and/or rule or administrative code that has the potential to improve laws, rules, or administrative codes regarding services, supports, and other assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life.</p> <p><i>Created:</i> To cause to come into being.</p> <p><i>Change:</i> The act of making or becoming different.</p> <p><u>For the annual work plan,</u> the number will show what the Council expects to achieve as a projected output for the specific federal fiscal year. Council staff can include the number of statutes they expect to be drafted, the number of statutes expected to be created, the number of regulations expected to be</p>

		<p>drafted, and the number of regulations expected to be created.</p> <p><u>For the program performance report</u>, the Council staff will report the actual output results for the work planned for the specific federal fiscal year. The Council staff will report the number of statutes that were drafted, created, or changed and the number of regulations drafted, created, or changed by council staff activity or sub-grantee work.</p> <p>Example #1: A Council staff member participates on a coalition that plans to draft, create, or change a statute to improve services for people with developmental disabilities and their families. The anticipated statute would be reflected as an output because the Council invested staff time to draft, create, or change the statute.</p> <p>Example #2: A Council sub-grantee is implementing a project and part of the project is to research, analyze, and recommend regulation changes for a specific issue. A regulation change (drafted, created, or changed) would be reflected in this category as an output.</p> <p>Example #3: Council staff is collaborating with legislative staff to create a statute or regulation that will impact people with developmental disabilities and their families. The Council expected the statute or regulation to be drafted during the federal fiscal year. Council staff would reflect the anticipated statute or regulation change (drafted, created, or changed) as an output.</p> <p>If a Council expected to draft a statute and/or regulation, but there was a delay in the activity or no improvement to existing statute and/or regulation, or draft or creation of a statute or regulation realized during the federal fiscal year, Council staff would report zero and include an explanation of the barriers or other circumstances in the objective narrative of the annual program performance report. If a statute or regulation change activity is still planned for a future time, the output would be projected and included in future annual work plans.</p>
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<p>SC 1.3.1.</p>	<p>The number of promising practices created</p>	<p><i>Promising Practice: a practice with an innovative approach that improves upon existing practice and positively impacts the area of practice. The practice should demonstrate a high degree of success and the possibility of replication in other agencies or settings, but has not been tested.</i></p> <p><i><u>For the annual work plan</u>, the number should reflect what the Council expects to achieve as a projected output for the specific federal fiscal year. The Council staff would include the number of promising practices they expect to be created through a planned activity by council staff activity or sub-grantee work.</i></p> <p><i><u>For the annual program performance report</u>, the Council staff should report the actual output results for the work planned for the reporting year. The Council staff would report the number of promising practices created.</i></p> <p><i>Example #1: A Council implements a proven leadership training program for people with developmental disabilities and their families, through a sub-grantee and Council staff support. As part of the implementation, the Council plans and expects to improve part of the training program with a new approach that positively impacts the overall leadership training program. The expected output for creating a promising practice would be reflected.</i></p> <p><i>Example #2: A Council staff member supports the state self-advocacy organization. It is planned and expected that a promising practice through a new approach to improve an aspect of the state self-</i></p>

		<p>advocacy organization will occur. Council staff expects other volunteer groups to be able to use the created promising practice to improve their efforts as well. The expected output of a promising practice created would be reflected.</p>
<p>SC 1.3.2.</p>	<p>The number of promising practices <u>supported</u> through Council activities</p>	<p>Definition: <i>Supported:</i> Activities planned and funded by the Council as based on the State Plan.</p> <p><i>For the annual work plan,</i> the number should reflect what the Council expects to achieve as a projected output for the specific federal fiscal year. The Council staff would include the number of promising practices they expect to support through a planned activity by council staff activity or sub-grantee work.</p> <p><i>For the annual program performance report,</i> the Council staff should report the actual output results for the work planned for the specific federal fiscal year. The Council staff would report the number of promising practices supported.</p> <p>Example #1: A Council sub-grantee replicates a promising practice in a project activity. The promising practice supported would be reflected as an output. For example, a sub-grantee wants to use a new training model to develop professionals in the field of developmental disabilities, the use of the new training method as a promising practice could be reported.</p>
<p>SC 1.3.3.</p>	<p>The number of best practices created</p>	<p>Definitions:</p> <p><i>Best Practice:</i> A technique, methodology, or program that has <u>proven to reliably lead to a desired result</u> can be considered a best practice.</p> <p><i>Created:</i> To cause to come into being.</p> <p>If the Council has implemented a technique, methodology, or program that has produced consistent results after implementation as a promising practice, and the Council replicated the promising practice (tested in other agencies, organizations, environments) with positive results <u>as demonstrated by research and experience</u>, the Council could convert the promising practice to a best practice.</p>

		<p><u>For the annual work plan</u>, the number should reflect what the Council expects to achieve as a projected output for the specific federal fiscal year. The Council staff would include the number of best practices they expect to be created with a planned activity by council staff activity or sub-grantee work.</p> <p><u>For the annual program performance report</u>, the Council staff should report the actual output results for the work planned for the specific federal fiscal year. The Council staff would report the number of best practices created.</p> <p>Example #1: A Council sub-grantee implements a project that uses a technique to positively impact people with developmental disabilities and their families. The Council expects to demonstrate the technique to be a best-practice through experience. The output of creating a best practice would be reflected.</p>
<p>SC 1.3.4.</p>	<p>The number of best practices supported through Council activities</p>	<p><u>Definition:</u> <i>Supported: Activities planned and funded by the Council as based on the State Plan.</i></p> <p><u>For the annual work plan</u>, the number should reflect what the Council expects to achieve as a projected output for the specific federal fiscal year. The Council staff would include the number of best practices they expect to support through a planned activity by council staff activity or sub-grantee work.</p> <p><u>For the annual program performance report</u>, the Council staff should report the actual output results for the work planned for the specific federal fiscal year. The Council staff would report the number of best practices supported.</p> <p>Example #1: A Council sub-grantee plans and implements the Partners in Policymaking™ program, the program has been proven to lead to a desired result and would be reflected as an output.</p> <p>Example #2: A Council sub-grantee implements the Project SEARCH program. The program has been proven to lead to a desired result and is being supported, in part, by Council funds. The output of</p>

		<p>the number of best practices supported through Council activities would be reflected.</p> <p>Example #3: A Council implements community based initiatives using the Asset Based Community Development methods/concepts. The output of the number of community based projects using ABCD as a best practice supported could be reflected as an output.</p>
<p>SC 1.4 Training Output</p>	<p>The number of people trained or educated through Council systemic change initiatives</p>	<p>Definition <i>Trained, or educated:</i> Training is an organized activity designed to give information and/or instructions to improve performance or help attain knowledge or skill; educated means to give information about something. This number would not include public education, marketing, tabling, web-site hits, newspaper subscribers, social media likes, tweets, retweets, etc.)</p> <ul style="list-style-type: none"> • The output number would reflect “others trained/educated” such as service providers, policymakers, direct support professionals, other stakeholders; this output number would <u>not include</u> people with developmental disabilities or family members of people with developmental disabilities as those output numbers would be reported under IFA 1.1 and 1.2. <p><u>For the annual work plan</u>, the number should reflect what the Council expects to achieve as a projected output for the specific federal fiscal year. The Council staff would include the number of people trained or educated <u>as part of</u> a Council systems change initiative (other than people with developmental disabilities and their families) by council staff activity or sub-grantee work.</p> <p><u>For the annual program performance report</u>, the Council staff should report the actual output results for the work planned for the specific federal fiscal year. The Council staff would report the number of people trained or educated as part of a Council systems change initiative (other than people with developmental disabilities and their families).</p>

<p>SC 1.5 Collaboration Output</p>	<p>The number of Council supported systems change activities with organizations actively involved.</p>	<p><u>Definition:</u> <i>Supported: Activities planned and funded by the Council as based on the State Plan.</i></p> <ul style="list-style-type: none"> • The output number would reflect the number of systems change activities that are supported by the Council (with funding, or staff support) <u>and</u> that have other organizations actively involved. <p><u>For the annual work plan</u>, the number should reflect what the Council expects to achieve as a projected output for the specific federal fiscal year. The Council staff would project the number of systems change activities that were planned with other organizations actively involved in the initiative by council staff activity or sub-grantee work.</p> <p><u>For the annual program performance report</u>, the Council staff should report the actual output results for the work planned for the specific federal fiscal year. The Council staff would report the number of systems change activities that had other organizations actively involved in the initiative.</p> <p>Example #1: The Council sub-grantee facilitates a coalition for people with developmental disabilities. There are five other organizations that have roles and responsibilities to the coalition. The coalition meets 6 times per year. The activity would be reflected as one output because the Council supported systems change activity is supporting the coalition. (Details about the number of organizations could be reflected in the annual program performance report narrative).</p> <p>Example #2: The Council sponsors a legislative day to educate policymakers and others on systemic issues related to services and support for people with developmental disabilities. There are 20 organizations actively involved in the activity. The activity would be reflected as one activity because the Councils supported systems change activity is the legislative day. (Details about the number of organizations, number of planning meetings, etc.</p>
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		<p>could be reflected in the narrative of the annual program performance report).</p> <p>Example #3: The Council supports an initiative to provide education and training to 6 school systems across the State/Territory. The same workshop content is replicated in 6 different school systems and would be reported as one activity (replication in 6 school systems could be reported in the narrative).</p>
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SC 2: Outcome Measures

SC 2.1	<p>The number of Council efforts that led to the improvement of best or promising practices, policies, procedures, statute or regulation changes. (sub-measures 2.1.1; 2.1.3) <i>Note: Collection of additional data for this measure is not required.</i></p>
SC 2.2	<p>The number of Council efforts that were implemented to transform fragmented approaches into a coordinated and effective system that assures individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life. (sub-measures 2.1.2; 2.1.4) <i>Note: Collection of additional data for this measure is not required.</i></p>
SC 2	Sub-outcome Measures
SC 2.1.1	<p>The number of policy, procedure, statute, or regulation changes improved as a result of systems change.</p> <p>Outcomes and outputs will align on many items. For example, if the Council planned to improve one policy, procedure, statute, or regulation, the output (of one policy, procedure, statute, or regulation) would be reported in the output section, but also as a short term (or immediate) outcome. The outcome would be the result of engaging in the activity – in this case one policy, procedure, statute, or regulation was improved.</p> <p><i>Note: Outcomes would be considered short-term or immediate. Data could include statewide changes and local or organizational level changes. Improvement could be a result of the creation of, or a change to, a policy, procedure, statute, or regulation.</i></p>
SC 2.1.2	<p>The number of policy, procedure, statute, or regulation changes implemented</p> <p>Outcomes and outputs may align. For example, if the Council planned to improve one policy, procedure, statute, or regulation and the policy <u>was also implemented</u> during the reporting period, the policy, procedure, statute, or regulation would be reflected as an output and the policy, procedure, statute, or regulation implemented would be reflected as an outcome in this section.</p> <p><i>Note: Outcomes would be considered intermediate or long-term; a demonstration of what the Council has been working on that has been transformed (result of experience).</i></p>
SC 2.1.3	<p>The number of promising and/or best practices improved as a result of systems change activities</p> <p>Outcomes and outputs will align on many items. For example, if the Council planned to improve a promising or best practice, the output (of one promising or best practice) would be reflected in the output section, but would</p>

also be reflected as a short term/immediate outcome. The outcome would be the result of engaging in the activity – in this case one best or promising practice was improved.

Note 1: Outcomes would be considered short-term or immediate. Data could include statewide changes and local or organizational level changes. Improvement could be a result of the creation of, or a change a promising or best practice.

Note 2: If a Council is replicating the promising or best practice several times during a reporting period, the promising or best practice would be counted once in the data section. However, the replication information could be included in the narrative section of the program performance report.

SC 2.1.4 The number of promising and/or best practices that were **implemented**

Outcomes and outputs may align. For example, if the Council planned to implement a promising or best practice, the output would be reflected in the outcome section as one promising or best practice – if the promising and/or best practice was also implemented during the reporting period, the promising and/or best practice implemented would also be reflected as an outcome.

Note: Outcomes would be considered intermediate or long-term; a demonstration of what the Council has been working on that has been transformed (result of experience).

Definitions

Change: The act of making or becoming different

Created: To cause to come into being.

Implemented: To put into effect, put into action, put into practice, carry out, enact.

Improved: To make or become better, to raise to a more desirable condition, or quality.

Council Grant Process and Procedure

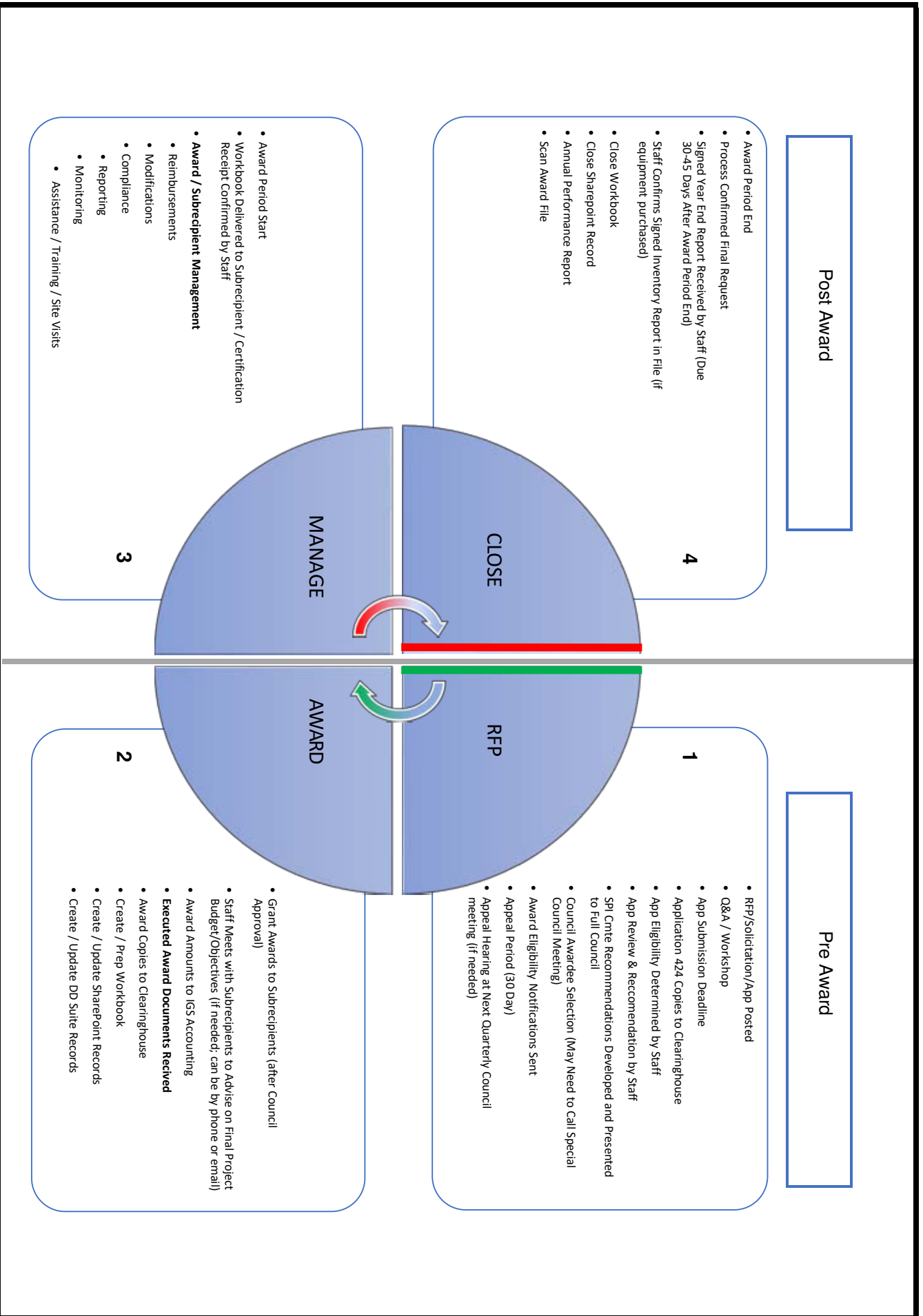
GCDD GRANT PROCESS

(May be adjusted annually)

<u>Activity</u>	<u>Responsibility</u>
<i>PRE-AWARD</i>	
Research needs, poverty areas, and prepare for SPI Committee to begin their preparation for RFP process (competitive grant) or to engage an eligible partner organization in a contract (solicited grant).	Staff
SPI Committee meets 2-3 times to provide staff with direction on RFP, continuation of IAs, contracts, etc using federal funding.	SPI Committee and Staff
SPI Committee presents RFP recommendation to full Council. Council gives authority to staff to post public notice of funding opportunity or approval to engage in a contract.	SPI Committee and Full Council
Availability of funding opportunities are advertised statewide to all interested parties - Q&A meeting scheduled for any entities considering applying for GCDD funding.	Staff
Review applications for eligibility (all required application sections completed, all required forms submitted).	Staff
Review and score applications using risk assessment and scoring forms. Prepare report for SPI Committee on funding recommendations.	Staff
SPI Committee receives final funding recommendations and rankings from staff and meets as needed to prepare their proposal to Council.	SPI Committee and Staff
Meeting of full Council, quarterly or special if needed, to consider recommendations of SPI Committee. Council makes funding decision.	SPI Committee and Full Council
1-2 days after Council meeting, decision notices along with appeal rights/process information is sent to applicants.	Staff
Meeting of full Council, to consider any appeals and directs staff to send award documents to selected applicants.	Full Council and Staff

GCDD GRANT PERIOD CYCLE MATRIX - WITH PHASE BREAKDOWN AND ACTION DETAILS

START ▼



Council Process Checklist and Dates for Applications

(May be adjusted annually)

CHECKLIST AND DATES CURRENTLY BEING REVISED FOR 2022

THE NEXT COMPETITIVE FUNDING CYCLE BEGINS MARCH 2022