

Grants Management



Rita Stevens
UCEDD Project Officer
Regions 2 and 3

UCEDD New Director Orientation
August 25, 2011



Carry Over Budget Requirements



- ❖ Detailed description of the **objectives/goals not completed**
- ❖ Explanation as to **why the objectives/goals were not completed**
- ❖ Explanation of how the **unmet objectives/goals will be met in the subsequent year**
- ❖ Explanation regarding the **impact to the project** should the request be denied
- ❖ **Detailed budget and budget justification** that supports the work to be completed and the proportionate non-Federal share (25%)
- ❖ Copy of the **current indirect cost rate agreement, if charging indirect** in the carry over
- ❖ **Original copy of the SF424** signed by the authorizing representative
- ❖ SF424A

Carry Over Budget Requirements



- ❖ If the person who has **authorized representative** has changed since you last submitted paperwork to ADD, include an official letter from the University that states this change has taken place
- ❖ All carry over requests must be submitted on official University/designated entity letter head

Unallowable Cost & Other Topics



- ❖ Go to AUCD's UCEDD Resource Site at [AUCD - UCEDD Grants](#)

- ❖ ACF Office of Grants Management Documents
 - ACF Grant Resources
 - Policies and Procedures
 - OMB Circulars



Approval for **New** UCEDD Director Requirements



- ❖ Copy of proposed Director's CV
- ❖ Description of major responsibilities as UCEDD Director and how the responsibilities compares to that of the former director
- ❖ Description of how the new Director will manage the UCEDD and implementation of the UCEDD core functions:
- ❖ Summary of qualifications of proposed Director to manage and oversee the UCEDD

Approval for **Interim** UCEDD Director Requirements



- ❖ Copy of proposed Interim Director's CV
- ❖ Description of major responsibilities as Interim UCEDD Director and how the responsibilities compares to that of the former director
- ❖ Description of how the Interim Director will manage the UCEDD and implementation of the UCEDD core functions during the transition period
- ❖ Timeline and methods for recruitment of a permanent Director

Continuation Application



- ❖ Apply every year for core funds
- ❖ Typically **occurs in the Spring** (after the federal budget has been approved)
- ❖ Provide brief summary of progress and describe activities for next fiscal year

5 Year Application Process



- ❖ The DD Act requires for UCEDDs to submit a 5 Year Plan in order to receive funding:

(1) IN GENERAL. -To be eligible to receive a grant under section 151(a) for a Center, an entity shall submit to the Secretary, and **obtain approval of, an application** at such time, in such manner, and containing such information, as the Secretary may require.

(2) APPLICATION CONTENTS. -Each application described in paragraph (1) shall describe a **5-year plan, including a projected goal related to 1 or more areas of emphasis for each of the core functions** described in section 153(a).

- ❖ Each year a group of UCEDD's apply for core funding
- ❖ This year 42 UCEDDs are applying
- ❖ ADD Project Officers create UCEDD Program Announcement
- ❖ Application submitted electronically via grants.gov

5 Year Application Process: Peer Review



The applications then go through a peer review process as required by the DD Act:

(c) PEER REVIEW.-

(1) IN GENERAL. -The Secretary shall require that all applications submitted under this subtitle be subject to technical and qualitative review by peer review groups established under paragraph(2). **The Secretary may approve an application under this subtitle only if such application has been recommended by a peer review group** that has conducted the peer review required under this paragraph. In conducting the review, the group may conduct onsite visits or inspections of related activities as necessary.

(2) ESTABLISHMENT OF PEER REVIEW GROUPS.-

(A) IN GENERAL.-The Secretary, acting through the Commissioner of the Administration on Developmental Disabilities, may, notwithstanding-

(i) the provisions of title 5, United States Code, concerning appointments to the competitive service; and

(ii) the provisions of chapter 51, and subchapter III of chapter 53 of title 5, United States Code, concerning classification and General Schedule pay rates; establish such peer review groups and appoint and set the rates of pay of members of such groups.

(B) COMPOSITION. -**Each peer review group shall include such individuals with disabilities and parents, guardians, or advocates of or for individuals with developmental disabilities, as are necessary to carry out this sub-section.**

5 Year Application Process: Award



- ❖ Peer reviewers recommend applications for funding approval
- ❖ ADD makes final decision on awarding funds
- ❖ Grant award package will be developed and processed by ADD and OGM



Annual Report



DD Act:

(e) ANNUAL REPORT. -Each Center shall **annually prepare and transmit** to the Secretary a report containing-

(1) information on **progress made in achieving the projected goals** of the Center for the previous year, including-

(A) the **extent** to which the **goals were achieved**;

(B) a description of the **strategies that contributed to achieving the goals**;

(C) to the extent to which the **goals were not achieved, a description of factors** that impeded the achievement; and

(D) an **accounting** of the manner in which funds paid to the Center under this subtitle for a fiscal year were expended;

(2) information on **proposed revisions to the goals**; and

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(3) a description of **successful efforts to leverage funds**, other than funds made available under this subtitle, to pursue goals consistent with this subtitle.

DD Act - Annual Report



- Annual Report submitted via NIRS
- Annual Report is due July 30th





Thank you

