

2017 UCEDD FOA FAQs
(updated 11/9/17)

Questions below were asked by UCEDD members regarding the 2017 UCEDD FOA. All questions were sent from AUCD to Pam O'Brien at AIDD for her response. All responses below are from AIDD.

Q: For all the budget line items in Section A through D of SF424A, are these only for Year 1 of the 5-year project? And then Section E of the SF242A form only asks for the total amount for each subsequent year (not a budget line item breakdown). Is this the correct interpretation of the form?

A: For the SF424A, section B should be reflective of year 1's funding breakdown. Section E should only be reflective of the requested amount for years 2-5.

Q: (in response to the above) I filled out the forms on a five year basis which was my understanding. We have submitted the grant into Grants.Gov. If we resubmit, does it delete the first submission?

A: We usually use the most recent submission for review.

Q: The application package includes a faith-based survey on equal opportunity. There is no mention of this in the FOA. Is this survey required?

A: It is not applicable.

Q: The Intergovernmental Review section on page 21 of the FOA states: "This program is subject to Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs. Applicants must contact their State's Single Point of Contact (SPOC) to find out about and comply with the State's process under the EO 12372." However, this CFDA number, 93.632 is **NOT** listed as subject to Executive Order 12372 review on the CFDA website. How to respond when the FOA doesn't match the info on the CFDA website?

A: This question comes up every year, historically, UCEDDs have been subject to this E.O. The CFDA website may not be updated.

Q: Where does the appendix get uploaded?

A: The full appendix, including the DD Act Assurances, can be uploaded into the "other attachments form" provided in the application package. That form has a field for "mandatory other attachment" that can be used for the required appendix.

Q: Our budget & narrative, that used to take 4 - 5 pages in the old format, is running about 15 pages in the new template format. That is for 1 year. We can't afford to spend 75 pages on 5 budget years in the appendix. Is it permissible to provide the 1 yr budget (15 pages) and a statement that we project the same budget for each of the following 4 years? The only likely change would be salary increases.

A: The narrative included with the FOA is just a sample, it is not a required format, you can use any format you would like for your budget, please just be sure it is a 5 year budget.

Q: With regard to the Project Workplan Sample Template, do we need to use this template?

A: The workplan sample template in the FOA is truly a sample. You can use a format that works best for you, as long as it meets stated requirements. Note: when you do your annual Program Performance Report (PPR) in July, Part 1a of the PPR is a workplan progress report, so whatever workplan template you use in your application is what will be used for reporting your progress updates in Part 1a of the PPR. This is your opportunity to create a workplan template that meets your needs for the application, your ongoing internal oversight of your UCEDD efforts, and your annual reporting.

Q: Can you provide a comprehensive list of everything that counts toward the narrative and appendix page limits?

A:

Project Narrative	60 double spaced pages max	
Table of Contents		Not counted
Abstract	Counted	
Appendix	40 single spaced pages max	
Project Work Plan	Counted	
Org Chart	Counted	
Logic Model	Counted	
Budget Narrative		Not counted
Letters of Commitment	Counted	
Resumes	Counted	
UCEDD-University MOU		Not counted
References		Not counted
Indirect Cost Rate Agreement, Assurances - include a commitment statement from UCEDDs to maintain DD Act compliance for the duration of the project period(see AIDD PPT sl 22 on URC) Lobbying Certificates, Tax Exempt Documents		Not counted

Q: What is the font limit?

A: 12-point font

Q: Is it OK to use a smaller font size in the workplan?

A: Yes, it's ok to use a smaller font for the workplan and logic model.

Q: Can the workplan, logic model or org chart be included in the narrative?

A: Yes. If included, it will be counted as part of the 60 page narrative.

Q: Do double-spacing requirements apply to tables in the narrative?

A: No, double spacing in the narrative does NOT apply to tables, charts or figures in the narrative.

Q: Does the abstract count toward the 60-page limit for the narrative?

A: Yes

Q: The FOA specifies that the 1" margin applies to the narrative, but no guidance exists for margins in the appendix. The logic model, workplan, budget justification template, and biosketch forms all have ½ in margins – is this OK for the appendix?

A: Yes

Q: Does the Table of Contents count toward the 6-page project narrative limit?

A: No

Q: What counts toward the 40-page limit for appendices?

A: See the FOA Narrative section on page 14 of the pdf for the list of what is not included in the narrative: project workplan, letters of commitment, vitae of key personnel

Q: Does the university indirect cost agreement count toward the 40-page limit for the appendices?

A: No

Q: Does the org chart and budget narrative count toward the appendix page limit?

A: Yes

Q: Can the budget narrative/justification be single-spaced?

A: Yes

Q: I assume that the 424A-B forms, , the Lobbying Certification, the Proof of Nonprofit Status (if applicable), and the Indirect Cost Rate Agreement do not. (This has been the case in the past.) Is that correct?

A: That's correct.

Q: Do references count in the 40 pages for the Appendices?

A: No

Q: Do references count toward the 60-page limit for the narrative?

A: References in the Narrative count in the 60 page limit. Recommend citing significant references in the narrative but placing most in the appendix.

Q: Are UCEDDs still able to use the difference in indirect rates between their actual approved rate, and the 8% indirect cap on the UCEDD core grant, as contribution toward the required match?

A: Yes

Q: In the FOA, it states "NOTE : Applicants requesting funding for a multi-year grant program are REQUIRED to provide a Project Work Plan for EACH potential year of grant funding requested". So, do we have to have five different documents for each year OR can we do a combined workplan for Years 1-5, with quarters listed for each year?

A: You can do a combined workplan for Years 1-5, with quarters listed for each year.

Q: To help keep to the page limits in the appendix, can the letters of support be managed in one of these two ways: instead of attaching every letter of support, can UCEDDs either (1) have a single letter of support and have multiple partner organizations sign on to that, or (2) have a single page listing all the letters of support received, with a brief description of the support offered, with clarifications that the letters themselves can be reviewed upon request.

A: Minimum requirement – 2 signed and third could have list of others received, brief description and statement that grantee will produce upon request.

Q: In the past, UCEDDs have had to report consumer satisfaction data across core functions (excluding Research) for at least one area of emphasis. Section VI.3 of the 2017 FOA only mentions reporting in Part 1a and Part 1b of the PPR. Are Parts 2, 3, and 4 of the PPR still required?

A: Yes

Q: This question relates to how the core functions and areas of emphasis are organized into goals. Part 1 of the issue: The guidance is in page 13, 16, and 23 of the FOA and also in slide 10 of the ppt slides at the 5-year planning meeting at the conference both say that the 5-year plan outlines a projected measurable goal for one or more area(s) of emphasis for each core function. This can be interpreted that the UCEDD must write goals that are for each core function, and that the areas of emphasis can be aligned with each core function – so, for example, the area of emphasis addressing health might only implement the core function of research. In this case, no other core functions – no training, service, or information dissemination – would be done in relation to health. Part 2 of the issue: In many other places in the FOA (page 1, 2, 16, 22, and 27) it specifies that the UCEDD must implement the four core functions addressing, directly or indirectly, one or more of the areas of emphasis. This specifies that the UCEDD must do all core functions addressing areas of emphasis. So for example, the area of emphasis addressing health can and should include training and service and research and information dissemination. Which interpretation is correct?

A: The 2nd interpretation is preferred.

Q: On page 15 of the RFP there is section under Information Dissemination. It says “Respondents to this funding opportunity announcement must describe how they will comply with the accountability requirements outlined in the DD Act of 2000. Please see Section VI.3 for more information.” Section VI.3 of the FOA starts on page 29, but doesn’t give any information about accountability requirements for information dissemination as indicated on page 15. Can you clarify what is needed to appropriately respond to this section of page 15 of the FOA?

A: See FOA Page 27 Information Dissemination Scoring Criteria which outlines what is needed to respond to that section. Additionally, see below-

The AIDD system of program accountability is comprised of three parts: (1) the UCEDD reporting requirements, (2) Indicators of Progress for the National Network of UCEDDs, and (3) Government Performance and Results Act (GPRA) measures.

Part 1 of the UCEDD Annual Report template requires that grantees submit information on progress made in the previous year towards achieving the projected goals for the UCEDD, including:

- The extent to which the goals were achieved;
- A description of the strategies that contributed to achieving the goals; and
- To the extent the goals were not achieved, a description of factors that impeded the achievement.

The UCEDD should provide a report on the manner in which funds paid to the UCEDD for a fiscal year were expended; information on proposed revisions to the goals; and a description of successful efforts to leverage funds, other than funds made available to support the operation and administration of the UCEDD, to pursue goals consistent with the UCEDD program.

Part 2 of the report requires grantees to provide information on Indicators of Progress for the national network of UCEDDs. Indicators of Progress describe and measure the:

- I. Satisfaction of individuals with developmental disabilities with the advocacy, capacity building, and systemic change activities provided by the UCEDD;
- II. Extent to which the advocacy, capacity building, and systemic change activities provided through the UCEDD result in improvements in the ability of individuals with developmental disabilities to:
 - a) Make choices and exert control over the type, intensity, and timing of services, supports, and assistance that the individuals have used;
 - b) Participate in the full range of community life with persons of the individuals' choice; and
 - c) Access services, supports, and assistance in a manner that ensures that such an individual is free from abuse, neglect, sexual and financial exploitation, violation of legal and human rights, and the inappropriate use of restraints and seclusion.
- III. Extent to which the State Developmental Disabilities Council, the Protection and Advocacy System, and UCEDD collaborate with each other to achieve the purpose of this title and the policy described in Section 101(c).

The measures serve as indicators describing progress achieved through advocacy, capacity building, and systemic change activities undertaken by the national network of UCEDDs. Progress achieved through the advocacy, capacity building, and systemic change activities must be reported by core functions and the areas of emphasis (e.g., quality assurance, education and early intervention, child care, health, employment, housing, transportation, recreation, and other services available or offered to individuals in a community, including formal and informal community supports, that affect their quality of life). When collecting consumer satisfaction data, UCEDDs must ensure the protection of the informant's confidentiality to the extent permitted by law. Information gathering techniques for the collection of consumer satisfaction data are to be conducted without inclusion of names or other identifying information of the respondents. Respondents are to be assured that the information they provide is confidential and will be used for the stated purpose for which it was collected. In addition, respondents are to be assured that their participation evaluating satisfaction is voluntary. In keeping with ADD practices with respect to cultural competence and the Americans with Disabilities Act (ADA), alternative formats must be made available. In conducting the evaluative activities, the UCEDDs will ensure the respondents' confidentiality in a variety of formats, including oral and written statements. If UCEDDs use written survey techniques, a standard written statement about confidentiality must be included. All statements about confidentiality will explain that responses are voluntary, confidential information will not be shared with others, and answers will be used for the purpose for which they were collected. In keeping with agency practices with respect to cultural competence issues, literacy, and visual or auditory ability, alternative formats will be made available.

Part 3 of the report requires grantees to provide data for the Government Performance Results Act (GPRA) measures. These are two measures that report on activities related to the interdisciplinary pre-service preparation and continuing education core function.

AIDD uses the *UCEDD Annual Report Template found in NIRS*.

[AUCD note: this template is also available here:

http://www.aucd.org/docs/urc/Annual%20Report/UCEDD_PPR_Template_2014_final.pdf]

Q: Page 17 of the FOA, the last sentence under “project management”, says: “The application should include the following support documentations of the organizational capacity: (1) Organizational chart (2) Financial statements adhering to Generally Accepted Accounting Principles (GAAP) (3) Audit reports or statements from Certified Public Accountants/Licensed Public Accountants (4) Documentation of experience in the program area (5) Personnel policies (6) Any other pertinent information the applicant deems relevant.” These documents financial statements, audit reports and personnel policies run many, many pages. Do the full documents actually need to be included? And if so, can you confirm that they will not be counted toward the 40-page limit for the appendix (as these docs run beyond 40 pages).

A: No, UCEDD applicants don't have to submit full documents but enough information for the reviewer to verify that the UCEDD has them and they are current. If reviewers need more information they will ask at the time of panel discussions.

Q: Also on page 17 of the FOA, the last sentence under “project management” says: “The application should include the following support documentations of the organizational capacity: (1) Organizational chart (2) Financial statements adhering to Generally Accepted Accounting Principles (GAAP) (3) Audit reports or statements from Certified Public Accountants/Licensed Public Accountants (4) Documentation of experience in the program area (5) Personnel policies (6) Any other pertinent information the applicant deems relevant.” Can you please provide additional information as to the types of documents that would satisfy this requirement?

A: CV / publications/ Advisory Board/ Collaborations