

**Department of Health & Human Services
Administration for Children and Families**

Program Office: Administration on Developmental Disabilities

Funding Opportunity Title: University Centers for Excellence in Developmental Disabilities Education, Research, and Service (UCEDD)

Announcement Type: Initial

Funding Opportunity Number: HHS-2007-ACF-ADD-DD-0096

CFDA Number: 93.632

Due Date for Applications: **February 12, 2007**

Executive Summary:

The Administration on Developmental Disabilities (ADD) within the Administration for Children and Families (ACF), U.S. Department of Health and Human Services (HHS) announces the availability of Fiscal Year (FY) 2007 funds **to make five-year grants to up to 42 entities designated as University Centers for Excellence in Developmental Disabilities Education, Research, and Service (UCEDD)** to carry out four core functions: (1) interdisciplinary pre-service preparation and continuing education of students and fellows; (2) community services, including training, technical assistance, and/or demonstration and model activities; (3) research; and (4) dissemination of information. UCEDDs are interdisciplinary education, research, and public service units of universities, or public or not-for-profit entities associated with universities that implement the four core functions addressing, directly or indirectly, one or more of 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). Funds made available under this funding opportunity are used to pay for the Federal share of the cost of the administration and operation of programs designated as UCEDDs. This program announcement contains instructions for existing UCEDDs that

must submit in FY 2007 grant applications for core funding to receive continued funding and designation as a UCEDD.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

The Administration on Developmental Disabilities (ADD) is the lead agency in the Administration for Children and Families (ACF), U.S. Department of Health and Human Services (HHS) for administering the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act of 2000) (42 U.S.C. 15001, et seq.). The purpose of the DD Act of 2000 is to assure that 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, integration, and inclusion in all facets of community life, through culturally competent programs [Section 101(b)]. To achieve this purpose, the DD Act authorizes the following programs:

- (1) State Councils on Developmental Disabilities (Subtitle B);
- (2) Protection and Advocacy Systems (Subtitle C); and
- (3) University Centers for Excellence in Developmental Disabilities Education, Research, and Service (UCEDDs) (Subtitle D).

Each of these programs engages in systemic change, capacity building, and advocacy activities -- both as a collaborative network and as independent entities -- to improve the lives of individuals with developmental disabilities and their families and enhance participation in community life in the State.

Funding Opportunity Description

Description

ADD shares common goals with other ACF programs that promote the economic and social well-being of families, children, individuals, and communities. ACF and ADD envision:

- Families and individuals empowered to increase their own economic independence and productivity;
- Strong, healthy, supportive communities having a positive impact on the quality of life and the development of children;

- Partnerships with individuals, front-line service providers, communities, States, and Congress that enable solutions that transcend traditional agency boundaries;
- Services planned and integrated to improve access to programs and supports for individuals and families;
- A community-based approach that recognizes and expands on the resources and benefits of diversity among people; and
- A recognition of the power and effectiveness of public-private partnerships, including collaboration among a variety of community groups and government agencies, such as a coalition of faith-based organizations, grassroots groups, families, and public agencies to address a community need.

The vision, listed above, will enable more individuals, including people with developmental disabilities, to live productive and independent lives integrated into their communities. The UCEDDs are a means by which ADD promotes the achievement of this vision.

As defined in the DD Act of 2000, the term "developmental disabilities" means a severe, chronic disability of an individual that is attributable to a mental or physical impairment or combination of mental and physical impairments that are manifested before the individual attains age 22 and are likely to continue indefinitely. Developmental disabilities result in substantial limitations in three or more of the following functional areas: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and capacity for economic self-sufficiency.

The DD Act of 2000 identifies a number of significant findings, including:

- Disability is a natural part of the human experience that does not diminish the right of individuals with developmental disabilities to enjoy the opportunity for independence, productivity, integration, and inclusion into the community.
- Individuals whose disabilities occur during their developmental period frequently have severe disabilities that are likely to continue indefinitely.
- Individuals with developmental disabilities often require lifelong specialized services and assistance, provided in a coordinated and culturally competent manner by many agencies, professionals, advocates, community representatives, and others

to eliminate barriers and to meet the needs of such individuals and their families.

The DD Act of 2000 also promotes the best practices and policies presented below:

- Individuals with developmental disabilities, including those with the most severe developmental disabilities, are capable of achieving independence, productivity, integration, and inclusion into the community, and often require the provision of services, supports, and other assistance to achieve such.
- Individuals with developmental disabilities have competencies, capabilities, and personal goals that should be recognized, supported, and encouraged, and any assistance to such individuals should be provided in an individualized manner, consistent with the unique strengths, resources, priorities, concerns, abilities, and capabilities of the individual.
- Individuals with developmental disabilities and their families are the primary decision makers regarding the services and support such individuals and their families receive, and play decision making roles in policies and programs that affect the lives of such individuals and their families.

Toward these ends, ADD seeks to support and accomplish the following:

- Support the increasing ability of individuals with developmental disabilities to exercise greater choice and self-determination and to engage in leadership activities in their communities;
- Enhance the capabilities of families in assisting individuals with developmental disabilities to achieve their maximum potential;
- Promote systemic change activities that ensure the active and meaningful engagement and participation of individuals with developmental disabilities in community-based programs and services;
- Promote the active involvement of individuals with developmental disabilities and families in all aspects of grantee programs, activities, and services;

- Ensure the protection of the legal and human rights of individuals with developmental disabilities;
- Ensure that individuals with developmental disabilities from culturally and linguistically diverse backgrounds and their families enjoy increased and meaningful opportunities to access and use community services, individualized supports, and other forms of assistance available to other individuals with developmental disabilities and their families; and
- Promote recruitment efforts that increase the number of individuals from culturally and linguistically diverse backgrounds who work with individuals with developmental disabilities and their families in disciplines related to pre-service training, community training, practice, administration, and policymaking.

According to Section 153 of the DD Act of 2000, UCEDDs are funded to provide leadership in, to advise Federal, State, and community policymakers about, and to promote opportunities for individuals with developmental disabilities to exercise self-determination, be independent, be productive, and be integrated and included in all facets of community life. UCEDDs are defined as interdisciplinary education, research, and public service units of universities or public or non-profit entities associated with universities that engage in four core functions, addressing, directly or indirectly, one or more of the areas of emphasis.

The following is a description of the four core functions:

- Provision of interdisciplinary pre-service preparation and continuing education of students and fellows, which may include the preparation and continuing education of leadership, direct service, clinical, or other personnel to strengthen and increase the capacity of States and communities to achieve the purpose of the DD Act;
- Provision of community services that:
 - Provide training and/or technical assistance for individuals with developmental disabilities, their families, professionals, paraprofessionals, policy-makers, students, and other members of the community; and
 - May provide services, supports, and assistance for individuals with developmental disabilities, their families, professionals, paraprofessionals, policy-makers, students,

- and other members of the community through demonstration and model activities.
- Conduct of research, which may include basic or applied research, evaluation, and the analysis of public policy in areas that affect or could affect, either positively or negatively, individuals with developmental disabilities and their families; and
 - Dissemination of information related to activities undertaken to address the purpose of the DD Act, especially dissemination of information that demonstrates that the national network of UCEDDs is a national and international resource that includes specific substantive areas of expertise that may be accessed and applied in diverse settings and circumstances.

According to Section 152 of the DD Act of 2000, grants must be made to eligible entities designated as a UCEDD in each State to pay for the Federal share of the cost of the administration and operation of the UCEDD. The DD Act defines a State as the 50 States, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, and Guam. Currently, there are 67 grants that fund UCEDDs in every State and Territory. Funding for 42 of the 67 grants expires June 30, 2007. The 42 UCEDD grantees must submit and receive approval of a five-year application to receive continued funding and designation as a UCEDD.

Priority Area 1:

National Network of University Centers for Excellence in Developmental Disabilities Education, Research, and Service

Description

The National Network of UCEDDs comprise 67 grants that establish Centers that are interdisciplinary education, research, and public service units of universities or public or not-for-profit entities associated with universities that engage in four core functions: Interdisciplinary pre-service preparation and continuing education; community services (including training and/or technical assistance and/or services, supports and assistance); research; and dissemination of information and address, directly or indirectly, one or more 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).

As liaisons to service delivery systems, UCEDDs serve to positively affect the lives of individuals with developmental disabilities and their families, and work toward increasing their independence, productivity, inclusion, and integration into communities. The National Network has evolved considerably during its history. Established in 1963, the development of the National Network is marked by growth in three phases (Fifield & Fifield, 1995). The first phase, 1963-1974, involved the construction of institutions closely associated with universities and the development of centralized expertise, training programs, clinical, diagnostic, and treatment services for persons with intellectual disabilities. The second phase, 1975-1986, promoted community-based services, developmental concepts, and the provision of services through a person's full life span. This period also saw the creation of the three major components of the present-day developmental disabilities system: State Developmental Disabilities Planning Councils, Protection and Advocacy Systems, and University Centers. The third period, from 1987 to the present, has emphasized a focus on the role of individuals with developmental disabilities, as exemplified by the completion of an extensive national consumer satisfaction evaluation study, which brought to the forefront the issues of empowerment, independence, and inclusion of individuals with developmental disabilities.

UCEDD accomplishments include:

- *Directing exemplary interdisciplinary pre-service preparation and continuing education.* The provision of formal training is offered in an interdisciplinary format where faculty and trainees represent a variety of disciplines, such as pediatrics, education, psychology, and nursing, thereby expanding opportunities for students to learn about the differing perspectives of various professionals who are providing services to, and working on behalf of, individuals with developmental disabilities and their families.
- *Providing community services.* Staff offer expertise and inform the field through training, technical assistance, and demonstration and model activities to individuals with developmental disabilities, families, support service organizations, professionals, paraprofessionals, students, systems, volunteers, and others.
- *Research.* UCEDDs contribute to the development of new knowledge through various research activities that may include

the field testing of models of service delivery and evaluation of existing innovative practices.

- *Information dissemination.* UCEDDs work to bridge the gap between research and practice by developing products and resources in a variety of formats that are then disseminated to the field.

Funds made available under this program announcement will renew funding for up to 42 ADD grantees currently designated as UCEDDs. This program announcement contains instructions for the submission of the FY 2007 grant applications for core funding. Applicants should note that the instructions for responding to this announcement follow requirements set forth in the DD Act of 2000 with regard to the UCEDD program.

II. AWARD INFORMATION

Funding Instrument Type: Grant

Anticipated Total Priority Area Funding: \$21,000,000

Anticipated Number of Awards: 42

Ceiling on Amount of Individual Awards: \$500,000 per budget period

Floor on Amount of Individual Awards: \$500,000 per budget period

Average Projected Award Amount: \$500,000 per budget period

Length of Project Periods: 60-month project with five 12-month budget periods

Section 152(a)(1) of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 states that in awarding and distributing grant funds under section 151(a) of the DD Act for a fiscal year, subject to the availability of appropriations, ADD shall award and distribute grant funds in equal amounts of \$500,000, to each Center that existed

during the preceding fiscal year and that meets the requirements of the DD Act.

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- Public and State-controlled institutions of higher education
- Non-profits with 501(c)(3) IRS status (other than institutions of higher education)
- Private institutions of higher education

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Foreign entities are not eligible under this announcement.

Section 151(a) of the DD Act of 2000 states that appropriations authorized under section 156(a)(1) of the DD Act shall be used to make five-year grants to entities in each State designated as UCEDDs to carry out the four core functions of interdisciplinary pre-service preparation and continuing education, community services, research, and information dissemination. Entities eligible to apply for funds under this program announcement are the 42 current ADD grantees that are designated UCEDDs whose five-year funding will end on June 30, 2007. Please see Section III.3 for a list of eligible UCEDDs.

2. Cost Sharing or Matching: Yes

3. Other:

List of Eligible UCEDDs

The following is a list of those entities designated as UCEDDs that are eligible to submit a five-year application for funding:

1. Albert Einstein College of Medicine of Yeshiva University - **Rose F. Kennedy University Center for Excellence in Developmental Disabilities Education, Research, and Service**

2. Children's Hospital of Los Angeles - **USC University Center > for Excellence in Developmental Disabilities**
3. University of Missouri - **UMKC Institute for Human Development (UCE)**
4. Georgetown University - **Georgetown UCEDD**
5. Indiana University, Bloomington - **Indiana Institute on Disability and Community**
6. **Kennedy Institute, Inc**
7. Minot State University - **North Dakota Center for Persons with Disabilities**
8. Northern Arizona University - **Institute for Human Development**
9. Ohio State University - **Nisonger Center**
10. Oregon Health & Science University - **Oregon Institute on Disability & Development**
11. Rhode Island College - **Paul V. Sherlock Center on Disabilities**
12. Temple University, School of Medicine - **Institute on Disabilities**
13. The University of Texas at Austin - **Texas Center for Disability Studies**
14. UMDNJ, Robert Wood Johnson Medical School - **The Elizabeth M. Boggs Center on Developmental Disabilities**
15. University of South Carolina - **Center for Disability Resources**
16. University of Alabama, Birmingham - **Civitan International Research Center**
17. University of Arkansas For Medical Sciences - **Partners for Inclusive Communities**
18. University of California-Los Angeles - **Tarjan Center**
19. University of Cincinnati - **University of Cincinnati UCE**
20. University of Colorado - **JFK Partners**
21. University of Delaware - **Center for Disabilities Studies**
22. University of Georgia - **Institute on Human Development and Disability**
23. University of Hawaii - **Center on Disability Studies**
24. University of Idaho - **Center on Disabilities and Human Development**
25. University of Kansas - **Kansas University Center on Developmental Disabilities**
26. University of Massachusetts Medical School at Worcester - **Eunice Kennedy Shriver Center**
27. University of Miami - **Mailman Center for Child Development**

28. University of Montana - **The University of Montana Rural Institute**
29. University of Nebraska - **Munroe-Meyer Institute for Genetics and Rehabilitation**
30. University of New Hampshire - **Institute on Disability**
31. University of New Mexico - **Center for Development and Disability**
32. University of North Carolina at Chapel Hill - **Center for Development and Learning**
33. University of Oklahoma - **Center for Learning and Leadership**
34. University of South Dakota - **Center for Disabilities**
35. University of Southern Mississippi - **Institute for Disability Studies: Mississippi's UCE**
36. University of The Virgin Islands - **Virgin Islands University Center for Excellence in Developmental Disabilities**
37. University of Washington - **Center on Human Development and Disabilities**
38. University of Wyoming - **Wyoming Institute for Disabilities**
39. Utah State University - **Center for Persons with Disabilities**
40. Wayne State University - **Developmental Disabilities Institute**
41. West Virginia University - **Center for Excellence in Disabilities**
42. **Westchester Institute for Human Development**

Disqualification Factors

Applications with requests that exceed the ceiling amount (for research projects) or the upper range value (for all other projects) will be deemed non-responsive and will not be considered for funding under this announcement. See *Section III.*, Award Information.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3.*, Submission Dates and Times, will be deemed non-responsive and will not be considered for funding under this announcement.

Applications received from entities not designated as a UCEDD will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Jennifer Johnson Ed.D., Program Specialist
Office of Operations and Discretionary Grants
Administration on Developmental Disabilities
Administration for Children and Families
Mail Stop: HHH 405-D
370 L'Enfant Promenade, S.W.
Washington, DC 20447
Phone: 202-690-5982
Fax: 202-205-8037
Email: jennifer.johnson@acf.hhs.gov
URL: <http://www.acf.dhhs.gov/programs/add/index.html>

2. Content and Form of Application Submission:

The original and three copies of the application package shall be submitted. The application package must include in the following order:

STANDARD FORMS, ASSURANCES, AND CERTIFICATIONS

Information on required forms, assurances, and certifications may be found later in this section.

FULL BUDGET AND BUDGET NARRATIVE

Applicants must include a completed Standard Form (SF) 424A, "Budget Information--Non-Construction Programs," a detailed budget breakdown by object class categories listed in the SF- 424A, Section B, and a narrative budget justification, for a twelve-month budget period. The budget justification should describe how the costs are reasonable and necessary for the proper and efficient administration of the proposed project. The budget narrative should clearly outline how funds awarded under this grant will support the administration or operation of the UCEDD. The narrative should provide evidence that funds made available through the grant will be used to supplement, and not supplant, the funds that would otherwise be made available for activities related to the interdisciplinary pre-service preparation and continuing education, community services, research and information dissemination core functions.

Applicants should include in their budget funds to pay for travel expenses to attend at least one ADD-sponsored Project Director's two-

day meeting in Washington, DC. Budget funds may also be used to support the travel of data coordinators to attend an annual training on the National Information Reporting System (NIRS). All other travel costs must be related to the implementation of the four core functions and the operation or administration of the Center.

The budget narrative should also include information about how core grant funds are being used to support activities of the Consumer Advisory Committee (CAC), such as reimbursement for travel, monetary compensation, staff positions, etc.

The applicant must include the twelve-month Federal budget under Column (1), the twelve-month non-Federal budget under Column (2), and the total twelve-month budget under Column (5) of the SF-424A. The applicant shall use the three-column approach when preparing the detailed budget breakdown. For the remaining four years of the requested project period, the applicant must complete SF-424A, Section E, indicating the total forecasted budget for each year. The applicant must also provide a lump sum figure for non-Federal contributions for the second through fifth years of the project on SF-424A, Section C.

If the procurement policy of an applicant's institution includes an equipment definition other than the current Federal definition, a copy of the institution's current definition should be included in the application.

TABLE OF CONTENTS

ONE-PAGE PROJECT ABSTRACT

PROJECT DESCRIPTION

The project description must not exceed 50 double-spaced, typed pages. The type must not be smaller than 12 point. The margins must not be less than one inch. The program description pages should be numbered. Any application that exceeds the 50-page limit requirement will have the additional pages removed from the application prior to the review.

Below is the information that should be included in the submission of FY 2007 grant applications for core funding to support the operation and administration of up to 42 programs currently designated as UCEDDs.

A. Five-Year Plan

The application for core funding must describe a five-year plan for meeting the purpose of the DD Act. The plan must outline a projected measurable goal for one or more area(s) 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) for each core function. The five-year plan must describe how the goals and the goal-related activities:

- Are based on data-driven strategic planning;
- Were developed in collaboration with the CAC;
- Are consistent with, and to the extent feasible, complement and further the State Developmental Disabilities Council goals contained in the State plan, the goals of the State Protection and Advocacy System, and the other UCEDD(s) in the State;
- Will be reviewed and revised annually, as necessary, to address emerging trends and needs; and
- Will be implemented in a manner consistent with the objectives of the DD Act of 2000.

The five-year plan should include a description of how the infrastructure and resources obtained through core funding will be utilized to leverage additional public and private funds to successfully achieve the projected goals developed in the five-year plan.

The five-year plan must describe how the applicant will carry out each of the following four UCEDD core functions:

- ***Interdisciplinary Pre-service Preparation and Continuing Education*** includes the preparation and continuing education of students and fellows representing leadership, direct service, clinical, or other personnel to strengthen and increase the capacity of States and communities. Interdisciplinary Pre-service Preparation and Continuing Education is a formal training program that usually takes place in an academic setting or program and (a) leads to the award of an initial academic degree or certificate; (b) includes internship, practicum, fellowship, or residency activities; or (c) represents advancement in academic credentials through a course of study. UCEDDs must demonstrate in the application how they will promote recruitment efforts that increase the number of individuals from culturally and linguistically diverse backgrounds working with people with developmental disabilities and their families in

disciplines related to pre-service training, community training, practice, administration, and policymaking. The application should describe the role of individuals with developmental disabilities and family members in the training program (e.g., serving as lead instructors, co-instructors, curriculum developers, etc.). The application should describe how the training program offers an interdisciplinary approach to teaching and learning, which may include the use of a core curriculum. At the very least, the description should include an overview of the variety of disciplines represented in both the faculty and students, which may include:

- Audiology
- Dentistry
- Early Intervention
- Early Childhood Education
- Early Childhood Special Education
- Educational Administration
- General Education
- Health Administration
- Medicine
- Nursing
- Nutrition
- Pediatrics
- Physical Therapy
- Psychiatry
- Psychology
- Public Health
- Public Policy
- Occupational Therapy
- Pediatric Dentistry
- Social Work
- Special Education
- Speech-Language Pathology
- Community Development
- Economics
- Others

- **Community services** include the provision of training, technical assistance, and/or demonstration and model activities of services, supports, and assistance for individuals with developmental disabilities, their families, professionals, paraprofessionals, policy-makers, students, and other members

of the community. Community services provide education and support activities so communities can be accessible and responsive to the needs of individuals with developmental disabilities and their families. Community services also work towards creating communities that are enriched by the full and active participation and contributions of individuals with developmental disabilities and their families in community activities. Community services promote the inclusion and integration of individuals with developmental disabilities and families in all aspects of community life through the delivery of programs, projects, activities, and services in community-based settings rather than academic or traditional clinical settings. The provision of community services should ensure that individuals with developmental disabilities from racial and ethnic minority backgrounds and their families enjoy increased and meaningful opportunities to access and use community services, individualized supports, and other forms of assistance available to other individuals with developmental disabilities and their families.

- **Research** includes basic or applied research, evaluation, and the analysis of public policy in areas that affect or could affect, either positively or negatively, individuals with developmental disabilities and their families. To the extent possible, UCEDDs should seek to include people with developmental disabilities and their families, including those from culturally and linguistically diverse groups, as active participants in the research process thereby ensuring that these individuals and their families contribute to the development, design, and implementation of research activities, as well as the dissemination of research information.
- **Information dissemination** includes the distribution of knowledge that demonstrates the UCEDD Network as a national and international resource with substantive areas of expertise that may be accessed and applied in diverse settings and circumstances. The UCEDD should educate and disseminate information related to the purpose of the DD Act of 2000 to the legislature of the State in which the Center is located and to members of Congress from the State. UCEDDs should strive to translate research into practice in the dissemination of information. Information should be developed and disseminated using principles of universal design to ensure that resources are available in multiple accessible formats and in a culturally

competent manner. UCEDDs should include people with developmental disabilities and families, including those from culturally and linguistically diverse backgrounds, in the development of products and resources that are disseminated.

B. *Organizational Structure and Experience*

As stated in Section 151(a) of the DD Act, the Secretary makes awards to entities designated as UCEDDs to carry out the activities described in Section 153. A UCEDD is an interdisciplinary education, research, and public service unit of a university or a public or non-profit entity associated with a university that engages in four core functions [Section 153(a)(1)].

In order to receive funds under this program announcement, an applicant must provide evidence that the entity is an interdisciplinary education, research, and public service unit of a university or public or non-profit entities associated with a university that engage in four core functions. Such evidence may be provided by including the following in the application for core funding:

- Description of the organizational structure of the UCEDD, including an organizational chart and a conceptual overview of the program framework.
- An overview of the management of the Center.
- A description of how the UCEDD manages implementation of the four UCEDD core functions.
- Documentation of the establishment and independence of the UCEDD:
 - For UCEDDs in Institutes of Higher Education, documentation that establishes the UCEDD as an independent entity within the Institute of Higher Education with the authority to carry out the four core functions of interdisciplinary pre-service preparation and continuing education, community services, research, and information dissemination.
 - For UCEDDs affiliated with Institutes of Higher Education, documentation that establishes the UCEDD and describes an affiliation with at least one Institute of Higher Education.

The application should describe the qualifications of the faculty and staff assigned to the UCEDD grant. The UCEDD staff shall include a director with:

- Appropriate academic credentials;
- Demonstrated leadership;
- Expertise regarding developmental disabilities;
- Significant experience in managing grants and contracts; and
- The ability to leverage public and private funds (section 154(a)(3)(G)).

The application should explain how the UCEDD will:

- Maintain the faculty and staff necessary to support the functions and purposes of the UCEDD;
- Allocate adequate staff time to carry out activities related to each of the four core functions (section 154(a)(3)(G)(ii)); and
- Take affirmative action to employ and advance in employment qualified individuals with developmental disabilities (section 107).

C. Consumer Advisory Committee (CAC)

The applicant must describe how the UCEDD will maintain a CAC that reflects the racial and ethnic diversity of the State. The description should include how the majority of members are individuals with developmental disabilities and family members of such individuals. The applicant should also describe other members of the CAC, including representatives of: the State Protection and Advocacy System; the State Council on Developmental Disabilities; other UCEDDs in the State; a self-advocacy organization described in Section 124(c)(4)(A)(ii)(I) of the DD Act of 2000; and organizations that may include Parent Training and Information Centers assisted under Sections 671 and 672 of the Individuals with Disabilities Education Improvement Act of 2004, entities carrying out activities in assistive technology authorized under Sections 101 or 102 of the Assistive Technology Act of 2004, relevant State agencies, and other community groups concerned with the welfare of individuals with developmental disabilities and their families.

The applicant should include a meeting schedule showing that the CAC will meet, at a minimum, twice during each grant year.

D. Coordinated Activities with the State Developmental Disabilities Network

The State Developmental Disabilities Network (DD Network) is comprised of the three ADD grant programs funded in each State and Territory: (1) the State Developmental Disabilities Councils, (2) the

Protection and Advocacy System, and (3) the UCEDD(s). It is expected that the members of the DD Network work together in a strategic manner to positively impact individuals with disabilities and their families.

The respondents to this announcement should provide a narrative and related supporting documentation of how the UCEDD will undertake coordinated activities with the State Developmental Disabilities Councils, the Protection and Advocacy System in the State, and the other UCEDD(s) in the State to:

- Enhance the ability of individuals with developmental disabilities and their families to 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, integration and inclusion in all facets of community life;
- Bring about advocacy, capacity building, and systemic change activities (including policy reform), and other actions on behalf of individuals with developmental disabilities and their families, including individuals who are traditionally unserved or underserved, particularly individuals who are members of ethnic and racial minority groups and individuals from underserved geographic areas; and
- Bring about advocacy, capacity building, and systemic change activities that affect individuals with disabilities other than individuals with developmental disabilities.

E. Program Accountability

Respondents to this program 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.

APPENDIX

The Appendix must not exceed 40 pages. The Appendix pages should be numbered. Supplementary material, intended to provide examples of activities, may be included in the Appendix for reviewers but shall adhere to the page limit requirement. The Appendix must be included with the original and the three copies of the application.

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey*

on Ensuring Equal Opportunity for Applicants, at:
http://www.acf.hhs.gov/grants/grants_resources.html.

Forms, Assurances, and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms (SFs) as described in this section. All applicants must submit an SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit an SF-424A, Budget Information and an SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. For research programs that involve human subjects, the Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption form must be submitted. All forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish, prior to award, an executed copy of the Certification Regarding Lobbying. Applicants must sign and return the certification with their application. The Certification Regarding Lobbying may be found at:

http://www.acf.hhs.gov/grants/grants_resources.html. (If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit Standard Form (SF)-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.)

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: http://www.acf.hhs.gov/grants/grants_resources.html.

The application for core funding must contain assurances that the applicant will work towards achievement of the purpose of the DD Act of 2000 through implementation of the UCEDD program requirements in the Act:

1. The entity designated as the UCEDD will meet statutory and regulatory requirements that apply to Centers.
2. The entity designated as the UCEDD will address the projected goals and carry out goal-related activities in a manner consistent with the objectives of the DD Act of 2000.
3. The goal-related activities must be:
 - Based on data-driven strategic planning;
 - Developed in collaboration with the CAC;
 - Consistent with, and to the extent feasible, complement and further the State Developmental Disabilities Council goals contained in the State plan, the goals of the State Protection and Advocacy System, and the other University Center(s) in the State; and
 - Reviewed and revised annually, as necessary, to address emerging trends and need.
4. Funds made available through the grant will be used to supplement, and not supplant, the funds that would otherwise be made available for activities related to interdisciplinary pre-service preparation and continuing education, community services, research, and information dissemination.
5. The entity designated as the UCEDD will protect the legal and human rights of all individuals with developmental disabilities (especially those individuals under State guardianship) who are

involved in activities carried out under programs assisted by the DD Act of 2000.

6. The entity designated as the UCEDD will maintain a CAC that:
 - Includes a majority of individuals with developmental disabilities and family members of such individuals;
 - Also includes representatives of: the State Protection and Advocacy System; the State Council on Developmental Disabilities; other UCEDDs in the State; a self-advocacy organization described in Section 124(c)(4)(A)(ii)(I) of the DD Act of 2000; and organizations that may include Parent Training and Information Centers assisted under Sections 671 and 672 of the Individuals with Disabilities Education Improvement Act of 2004, entities carrying out activities in assistive technology authorized under Sections 101 or 102 of the Assistive Technology Act of 2004, relevant State agencies, and other community groups concerned with the welfare of individuals with developmental disabilities and their families;
 - Reflects the racial and ethnic diversity of the State;
 - Is consulted regarding the development of the five-year plan, participates in an annual review, and comments on progress in meeting projected goals; and
 - Meets as often as necessary, but at a minimum of twice during each grant year.
7. To the extent possible, the infrastructure and resources obtained through funds made available under the grant will be utilized to leverage additional public and private funds to successfully achieve the projected goals developed in the five-year plan.
8. The director of the UCEDD will hold appropriate academic credentials, demonstrate leadership, have expertise regarding developmental disabilities, have significant experience in managing grants and contracts, and have the ability to leverage public and private funds; and will allocate adequate staff time to carry out activities related to each of the four core functions.
9. The entity designated as the UCEDD will educate and disseminate information related to the purpose of the DD Act of 2000 to the legislature of the State in which the Center is located and to Members of Congress from the State.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at:
http://www.acf.hhs.gov/grants/grants_resources.html.

Please see *Section V. 1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

Applicants to ACF may submit their applications in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

When using www.Grants.gov, applicants will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the www.Grants.gov site. ACF will not accept grant applications via facsimile or email.

Acceptable electronic formats for the application attachments (narratives, charts, etc.) must use the following standard technologies, i.e., Microsoft (Word and Excel), Word Perfect, Adobe PDF, Jpeg, and Gif.

IMPORTANT NOTE: Before submitting an electronic application, applicants must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all www.Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.**

Please note the following if planning to submit an application electronically via www.Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- Applicants may access the electronic application for this program at <http://www.Grants.gov>. There applicants can search for the downloadable application package by utilizing the www.Grants.gov FIND function.

- **It is strongly recommended that applicants do not wait until the application deadline date to begin the application process through www.Grants.gov.** Applicants are encouraged to submit their applications well before the closing date and time so that if difficulties are encountered there will still be sufficient time to submit a hard copy via express mail. **It is to an applicant's advantage to submit 24 hours ahead of the closing date and time in order to address any difficulties that may be encountered.**
- To use www.Grants.gov, you, the applicant must have a D-U-N-S number and register in the Central Contractor Registry (CCR). Applicants should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually.** **Applicants cannot upload an application to www.Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- Applicants may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Though applying electronically, the application must still comply with any page limitation requirements described in this program announcement.
- After the application is submitted electronically submit your application, the applicant will receive an automatic acknowledgement from www.Grants.gov that contains a www.Grants.gov tracking number. ACF will retrieve the electronically submitted application from www.Grants.gov.
- ACF may request that the applicant provide original signatures on forms at a later date.

- Applicants will not receive additional point value for submitting a grant application in electronic format, nor will ACF penalize an applicant if they submit an application in hard copy.
- If any difficulties are encountered in using www.Grants.gov, please contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained to assist applicants in the registration process and may be found at: http://www.grants.gov/applicants/get_registered.jsp.
- When submitting electronically via www.Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3. Submission Dates and Times*.
- For applicants that must demonstrate proof of non-profit status before the award date, ACF strongly suggests that proof of non-profit status be attached to the electronic application. Proof of non-profit status and any other required documentation may be scanned and attached as an "Other Attachment." Acceptable types of proof of non-profit status are stated earlier in this section.
- The Grants.gov website complies with Section 508 of the Rehabilitation Act of 1973. Grants.gov webpages are designed to work with assistive technologies such as screen readers. If an applicant uses assistive technology and is unable to access any material on the site, email the www.Grants.gov contact center at support@grants.gov for assistance.

[Grants.gov employs the PureEdge Viewer 6.0 for viewing and completing application forms. Grants.gov-sponsored testing of the PureEdge Viewer demonstrated the Viewer's compatibility with the widely used Jaws screen reader. An enhanced version of the PureEdge Viewer that will include compatibility with a broader range of screen reader products through support for industry standard interfaces for accessibility is in the process of being tested and upon successful completion of testing will be posted to the site.]

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The

original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, and be unbound. The original copy of the application must have original signature(s).

3. Submission Dates and Times:

Due Date for Applications: February 12, 2007.

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6.*

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

**ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME,
ON THE DUE DATE WILL NOT BE CONSIDERED FOR
COMPETITION.**

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
SF-424	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.
Budget and Budget Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Indirect cost rate agreement	See Section V.I	Found in Section V.I	By application due date
Proof of Non-Profit Status	See Sections IV.2 and V.	Found in Sections IV.2 and V.	By date of award.
SF-424B	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.
Certification Regarding	See Section	See	By date of

Lobbying	IV.2	http://www.acf.hhs.gov/grants/grants_resources.html	award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
Assurances	See Section IV.2	Found in Section IV.2	By date of award.
Project Summary/Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Letters of Support	See Section V	Found in Section V	By application due date
Non-Federal Commitment Letters	See Section V	Found in Section V	By application due date
Third-Party Agreements	See Section V	Found in Section V	By application due date

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at:

http://www.acf.hhs.gov/grants/grants_resources.html.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.

4. Intergovernmental Review of Federal Programs: State Single Point of Contact (SPOC)

This program is covered under Executive Order (Exec. Order) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Exec. Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2006, the following jurisdictions have elected to participate in the Exec. Order process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

Comments submitted directly to ACF should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in this process, entities that meet the eligibility requirements of the Program Announcement are still eligible to apply for a grant even if a State, Territory, or Commonwealth, etc., does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects

administered by Federally-recognized Indian Tribes, need take no action in regard to Exec. Order 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in Exec. Order 12372 can be found on the following URL: <http://www.whitehouse.gov/omb/grants/spoc.html>.

5. Funding Restrictions:

Fundraising is not an allowable cost under this program.

Construction is not an allowable activity under this program.

This grant program meets the ACF definition for training grants. Therefore, applicants must limit the indirect cost rate to eight percent of total direct costs, exclusive of equipment, tuition and stipends, rental of space, major contracts or subgrants and renovation and alteration, under this program announcement.

Funds made available through the grant will be used to supplement, and not supplant, the funds that would otherwise be made available for activities related to interdisciplinary pre-service preparation and continuing education, community services, research, and information dissemination.

Applicants should include in their budget funds to pay for travel expenses to attend at least one ADD-sponsored Project Director's two-day meeting in Washington, DC.

6. Other Submission Requirements:

Please see *Sections IV.2 and IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

Tim Chappelle
Office of Grants Management
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, SW
Aerospace Building, 6th Floor East
Washington, DC 20047

Hand Delivery

Tim Chapelle
Office of Grants Management
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, SW
Aerospace Building, 6th Floor East
Washington, DC 20047

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

The approach must include a five-year plan for the UCEDD and shall be framed by a projected measurable goal for one or more area(s) 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) for each core function. The plan must include information about strategies for implementing each of the four core functions. The plan must include a description of the involvement of CAC members.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and

discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect

cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

PROGRAM INCOME

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

EVALUATION CRITERIA:

The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a

broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 45 points

The applications will be evaluated according to the extent to which the applicant outlines a sound, workable, and detailed plan of action pertaining to the measurable goals and objectives of the proposed project and the proposed approach; identifies activities in chronological order, with target dates for accomplishment, and clearly identifies the plan of action and delineates the roles and involvement of each of the proposed project's partners and collaborators.

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application for core funding describes a five-year plan for meeting the purpose of the DD Act that includes the following:

- Describes a five-year plan for meeting the purpose of the DD Act by outlining a projected measurable and attainable goal for one or more area(s) 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) for each core function. Provides quantitative projections of the accomplishments to be achieved for each core function or activity in such terms as the number of people to be served and the number of activities to be accomplished. Provides chronological order of approach with target dates. **(4 points)**
- Identifies and delineates the UCEDD's role and involvement in coordinated activities of DD Network partners (the State Developmental Disabilities Council, the Protection and Advocacy System, and the other UCEDD[s])). **(4 points)**
- Describes how the UCEDD will carry out the Interdisciplinary Pre-service Preparation and Continuing Education core function as a formal training program for students and fellows representing leadership, direct service, clinical, or other personnel that usually

takes place in an academic setting or program and (a) leads to the award of an initial academic degree or certificate; (b) includes internship, practicum, fellowship, or residency activities; or (c) represents an advancement in academic credentials through a course of study. **(3 points)**

- Describes how the Interdisciplinary Pre-service Preparation and Continuing Education formal training program utilizes an interdisciplinary approach to teaching and learning, including a description of the core curriculum for the training program and the variety of disciplines represented in both the faculty and students (e.g., Audiology, Dentistry, Early Intervention, Early Childhood Education, Early Childhood Special Education, Medicine, Nursing, Pediatrics, Psychology, Occupational Therapy). See Section IV.2. for a full listing of possible disciplines. **(3 points)**
- Under the Community Services core function, describes how the UCEDD will provide training, technical assistance, and/or demonstration and model activities of services, supports, and assistance for individuals with developmental disabilities, their families, professionals, paraprofessionals, policy-makers, students, and other members of the community so communities can be accessible to and responsive to the needs of individuals with developmental disabilities and their families and are enriched by full and active participation in community activities, and contributions by individuals with developmental disabilities and their families. **(3 points)**
- Describes a Research program, which may include basic or applied research, evaluation, and the analysis of public policy in areas that affect or could affect, either positively or negatively, individuals with developmental disabilities and their families. **(3 points)**
- Describes an Information Dissemination plan that includes strategies for translating research into practice and for communicating that the UCEDD Network is a national and international resource with substantive areas of expertise that can be accessed and applied in diverse settings and circumstances. **(3 points)**
- Describes how the UCEDD will maintain a CAC, the majority of which shall be individuals with developmental disabilities and

family members of such individuals; includes representatives of the DD Council, Protection and Advocacy System (P&A), other UCEDDs in the State (as appropriate); and a self-advocacy organization; and that reflects the racial and ethnic diversity of the State. **(3 points)**

- Describes active and meaningful roles of individuals with developmental disabilities and families in the Interdisciplinary Pre-service Preparation and Continuing Education formal training program. Such roles may include serving as course instructors and developers of curriculum. **(2 points)**
- Demonstrates how the UCEDD will promote recruitment efforts that increase the number of individuals from culturally and linguistically diverse backgrounds working with people with developmental disabilities and their families in disciplines related to pre-service training, community training, practice, administration, and policymaking. **(2 points)**
- Describes how Community Services offer innovative designs and methods that promote the inclusion and integration of individuals with developmental disabilities and families in all aspects of community life through the delivery of programs, projects, activities, and services in community-based settings rather than academic or traditional clinical settings. **(2 points)**
- Describes Community Services strategies that will promote increased and meaningful opportunities for individuals with developmental disabilities from racial and ethnic minority backgrounds and their families to access and use community services, individualized supports, and other forms of assistance available to other individuals with developmental disabilities and their families. **(2 points)**
- Describes how people with developmental disabilities and their families, including those from culturally and linguistically diverse groups, will be active participants in the research process thereby ensuring that these individuals and their families participate in the development, design, and implementation of research activities, as well as the dissemination of research information. **(2 points)**
- Describes how information is developed and disseminated using principles of universal design to ensure that resources are

available in multiple accessible formats and in a culturally competent manner. **(2 points)**

- Describes the involvement of people with developmental disabilities and families, including those from culturally and linguistically diverse backgrounds, in the development of products and resources that are disseminated. **(2 points)**
- Describes how the five-year plan for the UCEDD complements and furthers the State DD Council five-year plan and the P&A Statement of Goals and Priorities. **(2 points)**
- Describes how the infrastructure and resources obtained through funds made available under the grant will be utilized to leverage additional public and private funds to successfully achieve the projected goals developed in the five-year plan. **(2 points)**
- Describes how the UCEDD will educate and disseminate information related to the purpose of the DD Act of 2000 to the legislature of the State in which the Center is located and to Members of Congress from the State. **(1 point)**

OBJECTIVES AND NEED FOR ASSISTANCE - 15 points

Applications will be evaluated according to the extent to which the applicant demonstrates a thorough understanding and analysis of the problem(s) being addressed in the project; documents the need for assistance, and the importance of addressing these problems in the area(s) to be addressed by the proposed project; outlines key goals and objectives of the project directly related to the four core functions (interdisciplinary pre-service preparation and continuing education, community services, research, and information dissemination) in one or more selected areas of emphasis (quality assurance, education and early intervention, child care, health, employment, housing, transportation, and recreation and other services available or offered to individuals in a community, including formal and informal community supports, that affect their quality of life); provides evidence that consumer members provided input into the development of the application for core funding; and provides any supporting documentation and relevant data based on research or planning studies, and maps and other graphical aids.

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application for core funding:

- Provides a portrait of the State needs and clearly identifies the need for assistance based on relevant and current data, including that collected through planning studies. **(5 points)**
- Describes how the CAC was consulted in the development of the application and provides evidence that feedback from the CAC was utilized in developing the project approach, including the goals and goal-related activities outlined in the five-year plan. **(5 points)**

Shows a direct relationship between the needs identified based on research and/or planning studies and feedback from the CAC and broader community and the goals and goal-related activities in the five-year plan. **(5 points)**

EVALUATION - 15 points

The applications will be evaluated according to the extent to which the applicant provides a narrative outlining how project results will be evaluated; states methods for measuring the extent to which project goals have been achieved; discusses the criteria to be used to evaluate results; explains the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved; with respect to the conduct of the project, defines the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented; and discusses the impact of the project's various activities on the project's effectiveness.

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application for core funding:

- Explains the methodology that will be employed to report out results using the *UCEDD Annual Report Template*. The methodology should include use of quantitative and qualitative techniques to determine if the needs identified and discussed are being met and if the UCEDD results and benefits are being achieved. **(5 points)**
- Describes a logic model for evaluating the extent to which the goals for the UCEDD have been achieved in a manner consistent with the objectives of the DD Act. **(4 points)**

- Describes how the CAC will review and comment on the progress of the Center to determine whether the UCEDD is carrying out the five-year plan in a manner consistent with the work plan presented. **(4 points)**

Describes how the annual review will identify emerging trends and needs. **(2 points)**

BUDGET AND BUDGET JUSTIFICATION - 10 points

The applications will be evaluated according to the extent to which the applicant provides a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information form; detailed calculations that include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated; a breakout by the funding sources identified in Block 15 of the SF-424; a narrative budget justification that describes how the categorical costs are derived; and discusses the necessity, reasonableness, and allocability of the proposed costs.

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application for core funding:

- Provides a narrative budget justification that describes how the categorical costs are derived and discusses the necessity, reasonableness, and allocability of the proposed costs in relation to the administration or operation of the UCEDD program, including implementation of the four core functions and support of the CAC. **(5 points)**
- Describes a budget that shows funds made available through the grant are being used to supplement, and not supplant, the funds that would otherwise be made available for activities related to interdisciplinary pre-service preparation, and continuing education, community services, research, and information dissemination. **(3 points)**

Provides a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information form; detailed calculations that include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated; a breakout by the funding sources identified in Block 15 of the SF-424. **(2 points)**

ORGANIZATIONAL PROFILES - 10 points

The applications will be evaluated according to the extent to which the applicant provides information on the applicant's organization and cooperating partners, such as: organizational overview and charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

Applications should include a description of the experience of the organization that demonstrates the applicant's ability to effectively and efficiently administer this project. The applicant should also describe how it implements non-discriminatory practices in the hiring of staff.

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application for core funding:

- Describes a clear organizational structure that appears to be an effective approach for managing the Center and implementation of the core functions. Includes an organizational chart that clearly identifies the organizational structure of the UCEDD. **(5 points)**
- Describes how the applicant does or will employ individuals with developmental disabilities, family members, and individuals from culturally and linguistically diverse backgrounds. **(3 points)**
- Identifies the UCEDD as an independent Center **(2 points)**

STAFF AND POSITION DATA - 5 points

The applications will be evaluated according to the extent to which the applicant provides a biographical sketch and job description for each key person appointed; job descriptions for each vacant key position; and methods for recruiting and maintaining key staff.

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application for core funding:

- Identifies the director of the UCEDD with appropriate academic credentials, demonstrated leadership, expertise regarding

developmental disabilities, significant experience in managing grants and contracts, and the ability to leverage public and private funds. **(2 points)**

- Provides evidence that adequate staff time has been allocated to carry out activities related to each of the core functions. **(2 points)**
- Provides job descriptions for each key person appointed or to be appointed. **(1 point)**

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Each application will be screened to determine whether it was received by the closing date and time (*Section IV.3*) and whether the requested amount exceeds the ceiling or upper range value, whichever is appropriate (*Section II.*).

Each application will be screened to determine whether the applicant is an eligible UCEDD.

The grant applications that pass the initial screening will undergo a rigorous review process that follows the requirements of Section 154(c) of the DD Act. This shall include the following:

(1) *Peer Review.* All applications submitted shall undergo a technical and qualitative review by peer review groups. Each peer review group will be comprised of approximately three people and shall include individuals with disabilities and parents, guardians, or advocates of or for individuals with developmental disabilities.

(2) *Supplemental Review.* Should the peer review group determine that further review is necessary to make a decision to recommend an application for funding, it will advise ADD of its determination. The peer review group may conduct site visits as part of the supplemental review before recommending an application for funding.

(3) *Recommendation for Funding.* The peer review group will make a recommendation for funding an application. The recommendations for funding will be the following:

- a. Recommend for funding

- b. Not recommended for funding

ADD may approve an application only if the application has been recommended by the peer review group [see Section 154(c)(1)].

ADD may consider other factors or elements, other than the evaluation criteria, such as the UCEDD's past performance, ability of the applicant to meet the purpose of the DD Act, and geographical dispersion and diversity, in reviewing and selecting applications.

Successful applicants will be judged on their ability to demonstrate the capacity or the development of the capacity to meet the purpose of the DD Act through full implementation of the UCEDD core functions. Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

3. Anticipated Announcement and Award Dates:

Not Applicable

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbci/waisgate21.pdf>.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at:

<http://www.whitehouse.gov/government/fbci/guidance/index.html>.

HHS Grants Policy Statement

The HHS Grants Policy Statement (GPS) is the Department of Health and Human Services new single policy guide for discretionary grants and cooperative agreements. Unlike previous HHS policy documents, the GPS is intended to be shared with and used by grantees. It became effective October 1, 2006 and is applicable to all Operating Divisions (OPDIVS), such as the Administration for Children and Families (ACF), except the National Institutes of Health (NIH). The GPS covers basic grants processes, standard terms and conditions and points of contact as well as important OPDIV-specific requirements. Appendices include a glossary of terms and a list of standard abbreviations for ease of reference. The GPS may be accessed at http://www.acf.hhs.gov/grants/grants_resources.html.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at:

http://www.acf.hhs.gov/grants/grants_resources.html) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

Program Progress Reports: Annually
Financial Reports: Semi-Annually

Entities designated as UCEDDs must submit an Annual Report that provides information for the ADD system of program accountability. This system is designed to:

- Monitor entities that received funds under the DD Act of 2000 to carry out its activities;
- Determine the extent to which the entities have been responsive to the purpose of the DD Act of 2000; and
- Determine the extent to which the entities have taken actions consistent with the policy described in Section 101(c) of the DD Act of 2000.

The ADD system of program accountability is comprised of three parts: (1) the UCEDD reporting requirements, and (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:

1. Satisfaction of individuals with developmental disabilities with the advocacy, capacity building, and systemic change activities provided by the UCEDD;

2. 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:
 - Make choices and exert control over the type, intensity, and timing of services, supports, and assistance that the individuals have used;
 - Participate in the full range of community life with persons of the individuals' choice; and
 - 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.
3. Extent to which the State Council on Developmental Disabilities, 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 ever 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 they were 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 that 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.

ADD uses the *UCEDD Annual Report Template* approved by the Office of Management and Budget (OMB Control Number 0970-0289, expiration date August 8, 2008) to capture the information outlined above. The applicant must describe how they will use the *UCEDD Annual Report Template* to evaluate program outcomes and impacts. This should include a description of a logic model for evaluating program results and the methodology for evaluating results.

A copy of the *UCEDD Annual Report Template* may be accessed through the National Information Reporting System (NIRS) at <https://www.aucd.org/nirs/db/index.cfm> or by contacting:

Jennifer Johnson
Office of Operations and Discretionary Grants
Administration on Developmental Disabilities
Administration for Children and Families
Mail Stop: HHH 405-D
370 L'Enfant Promenade, SW.
Washington, DC 20447
Phone: 202-690-5982
Fax: 202-205-8037
Email: jennifer.johnson@acf.hhs.gov

VII. AGENCY CONTACTS

Program Office Contact:

Jennifer Johnson, Ed.D., Program Specialist
Office of Operations and Discretionary Grants
Administration on Developmental Disabilities
Administration for Children and Families
Mail Stop: HHH 405-D
370 L'Enfant Promenade, S.W.
Washington, DC 20447
Phone: 202-690-5982
Fax: 202-205-8037
Email: jennifer.johnson@acf.hhs.gov

Grants Management Office Contact:

Tim Chappelle, Grants Officer
Office of Grants Management
Administration for Children and Families
U.S. Department of Health and Human Services
370 L' Enfant Promenade, SW
Mail Stop: 6th Floor East
Washington, DC 20447
Phone: 202-404-2344
Fax: 202-205-8436
Email: tichappelle@acf.hhs.gov

VIII. OTHER INFORMATION

Visit <http://www.acf.dhhs.gov/programs/add/> to learn more about ADD and the UCEDD program.