

**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-2008-ACF-ADD-DD-0096

**CFDA Number:** 93.632

**Due Date for Applications:** **01/07/2008**

**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) 2008 funds **to make five-year grants to up to 17 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 2008 grant applications for core funding to receive continued funding and designation as a UCEDD.

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## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **Legislative Authority**

ADD is the lead agency in ACF, 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);
- (3) University Centers for Excellence in Developmental Disabilities Education, Research, and Service (UCEDDs) (Subtitle D); and
- (4) Projects of National Significance (Subtitle E).

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**

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 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 each UCEDD that existed in the preceding Fiscal Year. Funds are used 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 17 of the 67 grants expires June 30, 2008. The 17 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 Councils, Protection and Advocacy Systems and University Centers. The third period, 1987 - 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, 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 17 ADD grantees currently designated as UCEDDs. This program announcement contains instructions for the submission of the FY 2008 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.

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## II. AWARD INFORMATION

<b>Funding Instrument Type:</b>	Grant
<b>Anticipated Total Priority Area Funding:</b>	\$8,500,000
<b>Anticipated Number of Awards:</b>	17
<b>Ceiling on Amount of Individual Awards:</b>	\$500,000 per budget period
<b>Floor on Amount of Individual Awards:</b>	\$500,000 per budget period
<b>Average Projected Award Amount:</b>	\$500,000 per budget period
<b>Length of Project Periods:</b>	60-month project with five 12-month budget periods

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

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## III. ELIGIBILITY INFORMATION

### 1. Eligible Applicants:

- Others (See below)



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 17 current ADD grantees that are designated UCEDDs whose five-year funding will end on June 30, 2008. See the list below for eligible UCEDDs.

1. Children's Hospital Corporation, Institute for Community Inclusion
2. Louisiana State University Health Sciences Center, Human Development Center
3. University of Vermont, Center on Disability and Community Inclusion
4. University of Alaska, Anchorage, Center for Human Development
5. University of Connecticut, A.J. Pappanikou Center for Excellence in Developmental Disabilities
6. University of Guam, Guam Center for Excellence in Developmental Disabilities Education, Research
7. University of Hawaii, Center on Disability Studies
8. University of Illinois, Chicago, Institute on Disability and Human Development
9. University of Iowa, Center for Disabilities and Development
10. University of Kentucky, Interdisciplinary Human Development Institute
11. University of Maine, Center for Community Inclusion and Disability Studies
12. University of Minnesota, Institute on Community Integration
13. University of Nevada, Reno, Nevada UCEDD

14. University of Oregon, Center on Human Development
15. University of Puerto Rico, Puerto Rico University Center for Excellence on Developmental Disabilities/IDD
16. University of Tennessee Health Science Center, Boling Center for Developmental Disabilities
17. Virginia Commonwealth University, Partnership for People with Disabilities

Foreign entities are not eligible under this announcement.

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

## **2. Cost Sharing or Matching: Yes**

Grantees are required to meet a non-Federal share of the project costs, in accordance with Section 154(d) of the Developmental Disabilities Assistance and Bill of Rights Act of 2000. Grantees must provide at least 25 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project with a total approved project cost of \$666,667, requesting \$500,000 in ACF funds, must provide a non-Federal share of at least \$166,667 (25 percent of total approved project cost of \$666,667.) Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application will not exclude the application from competitive review.

### **Reduced Match**

Section 154 (d)(2) of the DD Act states:

*In the case of a project whose activities or products target individuals with developmental disabilities who live in an urban or rural poverty area, as determined by the Secretary, the Federal share of the cost of the project may not be more than 90 percent of the necessary costs of the project.*

### **DEFINITIONS**

*Poverty area:* census tracts or block numbering areas (BNAs) where at least 20 percent of residents are below the poverty level.

*Urban Area:* Collective term referring to all areas that are urban. For Census 2000, there are two types of urban areas: urban clusters and urbanized areas.

- *Urban Cluster (UC):* A densely settled territory that has at least 2,500 people but fewer than 50,000.
- *Urbanized Area (UA):* An area consisting of a central place(s) and adjacent territory with a general population density of at least 1,000 people per square mile of land area that together have a minimum residential population of at least 50,000 people. The U.S. Census Bureau uses published criteria to determine the qualification and boundaries of UAs.
- *Rural:* Territory, population and housing units not classified as urban. Rural classification cuts across other hierarchies and can be in metropolitan or non-metropolitan areas. Rural can include frontier, which are places having a population density of six or fewer people per square mile.

### ***TWO-TIER ELIGIBILITY SYSTEM FOR REDUCED MATCH***

To meet the requirements in the DD Act, ADD has developed a system that UCEDDs can use to request a reduced match on the core grant. Such a request is optional and not a requirement for UCEDDs.

ADD will use a two-tiered system for determining eligibility for the reduced match:

- *Tier 1:* UCEDDs in States where the poverty rate is equal to or greater than the official national poverty rate would automatically qualify for the reduced match. For 2005, the rate was 12.6 percent.
- *Tier 2:* UCEDDs in States with a poverty rate not equal to or greater than the official national poverty rate would have to show that the UCEDD activities target individuals with developmental disabilities in urban or rural poverty areas. In doing so, the UCEDD would demonstrate that at least 25 percent of the UCEDD projects target individuals with developmental disabilities who live in urban and rural poverty areas by providing the following information to ADD:
  - The current State poverty rate

- A full listing of all the UCEDD's current projects [this can be generated from the National Information Reporting System (NIRS)]
- Identify which UCEDD activities are targeting individuals with developmental disabilities living in urban and rural poverty areas by stating whether the UCEDD activity is associated with any of the Urban and Rural Poverty Indicators listed in the announcement or is targeted for individuals with developmental disabilities in an urban and rural poverty area through some other means. A UCEDD seeking to establish eligibility for a reduced match through means other than showing an activity is associated with one or more of the Urban and Rural Poverty Indicators must include in its application other information that establishes that its activities are targeted to benefit individuals with developmental disabilities in an urban or rural poverty area. Because there are not Federal poverty rates for Puerto Rico, Guam, and the Virgin Islands, these jurisdictions can qualify for the reduced match by establishing that the UCEDD activity is associated with any of the Urban and Rural Poverty Indicators listed in the announcement or is targeted for individuals with developmental disabilities in an urban or rural poverty area through some other means.
- The table below shows the Urban or Rural Poverty Indicators that will be used to determine eligibility for the reduced match.

<b>Urban and Rural Poverty Indicator</b>	<b>Description</b>
Empowerment Zones and Enterprise Communities (EZ/EC)	Areas designated by the U.S. Department of Agriculture as communities with high rates of poverty. The UCEDD project would have to be implemented in an EZ/EC.
Food Stamps	The Food Stamp Program helps low-income people and families buy the food they need for good health. The UCEDD project would have to target individuals with DD and their families who receive food stamps.
National School Lunch	The National School Lunch Program (NSLP) is

Program (NSLP) - also referred to as Free and Reduced Lunch Program	a federally assisted meal program operating to provide low-cost or free lunches to children. The UCEDD project would have to be implemented in a school that qualifies for the NSLP.
Head Start	The Head Start program provides grants to local public and private non-profit and for-profit agencies to provide comprehensive child development services to economically disadvantaged children and families. The UCEDD project would have to work with a Head Start program.
Housing Assistance	The U.S. Department of Housing and Urban Development has a variety of housing assistance programs, such as Section 8 housing assistance programs. The UCEDD project would have to target individuals with DD and their families who are receiving federal housing assistance.
Medicaid	<b>Title XIX</b> of the Social Security Act is a Federal/State entitlement program that pays for medical assistance for certain individuals and families with low incomes and resources. The UCEDD project would have to target individuals with DD and their families who are Medicaid-eligible.
Supplemental Security Income (SSI)	SSI is designed to help aged, blind and disabled people, who have little or no income. It provides cash to meet basic needs for food, clothing and shelter. The UCEDD project would have to target individuals with DD who are SSI recipients.
Temporary Assistance for Needy Families (TANF)	TANF is a Federal poverty program that provides assistance and work opportunities to needy families through grants to States. The UCEDD project would have to target individuals with DD, children with DD, and their families who are TANF recipients.
Other	The UCEDD may provide other indicators of

	poverty not included in this list. The UCEDD would have to provide adequate information to justify use of the 'other' category. In doing so, the UCEDD will have to demonstrate the project is targeting individuals with developmental disabilities in rural and urban poverty areas. ADD will determine the adequacy of the justification for eligibility for a reduced match.
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ADD will review all the information submitted by the UCEDD to determine eligibility for the reduced match.

***SUGGESTED FORMAT FOR SUBMITTING INFORMATION TO ADD***

To streamline the process, below is a suggested format for submitting the information to ADD.

<b>Official National Poverty Rate</b>	12.6
<b>State Poverty Rate</b>	
<b>UCEDD Project Title and Description</b>	<b>Indicators of Poverty</b>
<i>Provide Name of Project and project description</i>	<i>List name of poverty program targeted by project</i>
<b>Of the total UCEDD projects, the percent that is targeting individuals with developmental disabilities living in urban and rural poverty areas</b>	<i>Fill in percentage</i>

**STATES IN TIERS 1 AND 2**

Below is a list of the States that fall into Tiers 1 and 2.

<b>Tier 1</b>	
Mississippi	19.8
Dist. of Columbia	18.8
Louisiana	17.4
New Mexico	17.1
Texas	16.4
Kentucky	16.5
Alabama	16.0
Arkansas	15.6
Tennessee	15.2
West Virginia	15.0
Arizona	14.7
New York	14.5
Oklahoma	13.9
Montana	13.8
North Carolina	13.8
South Carolina	13.7
Georgia	13.3
California	12.9
Michigan	12.9
<b>U.S.</b>	<b>12.5</b>
<b>Tier 2</b>	
Kansas	12.2
Ohio	12.0
South Dakota	12.0

Oregon	11.9
Missouri	11.7
Indiana	11.6
Illinois	11.5
Maine	11.5
Florida	11.4
Pennsylvania	11.3
Rhode Island	11.3
Wisconsin	10.9
Iowa	10.8
North Dakota	10.8
Massachusetts	10.5
Nevada	10.4
Colorado	10.4
Wyoming	10.2
Washington	9.9
Idaho	9.8
Nebraska	9.7
Utah	9.5
Alaska	9.3
Maryland	9.3
Delaware	9.2
Virginia	9.2
Connecticut	9.1
Hawaii	8.8
New Jersey	7.9
Vermont	7.7
Minnesota	7.7
New Hampshire	5.5



The total approved cost of the project is the sum of the ACF share and the reduced non-Federal share. The reduced non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project with a total approved project cost of \$555,556 requesting \$500,000 in ACF funds, must provide a non-Federal share of at least \$55,556 (10 percent of total approved project cost of \$555,556). Grantees will be held countable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application will not exclude the application from competitive review.

The non-Federal match will be evaluated according to the "Non-Federal Resources" evaluation criterion found in *Section V* of this announcement.

### **3. Other:**

#### **Disqualification Factors**

Applications with requests that exceed the ceiling on the amount of individual awards referenced in *Section II. Award Information* will be deemed non-responsive and will not be considered for funding under this announcement.

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 and will not be returned.

#### **List of Eligible UCEDDs**

See Section III for a list of those entities designated as UCEDDs that are eligible to submit a five-year application for funding.

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## **IV. APPLICATION AND SUBMISSION INFORMATION**

### **1. Address to Request Application Package:**

Jennifer G. Johnson, Ed.D.  
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](mailto: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. Applications may also be submitted through [www.grants.gov](http://www.grants.gov). 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, D.C. 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 and staff positions.

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.

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### ***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 2008 grant applications for core funding to support the operation and administration of up to 17 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). 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
- Community Development
- Dentistry
- Early Intervention
- Early Childhood Education
- Early Childhood Special Education
- Economics
- Educational Administration
- Engineering
- General Education
- Health Administration
- Law
- Medicine
- Nursing
- Nutrition
- Occupational Therapy

- Pediatric Dentistry
- Pediatrics
- Physical Therapy
- Psychiatry
- Psychology
- Public Health
- Public Policy
- Social Work
- Special Education
- Speech-Language Pathology
- 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 4 or 5 of the Assistive Technology Act of 1998, 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) State Developmental Disabilities Councils;
- (2) Protection and Advocacy System; and
- (3) 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.

## ***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](http://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 *titled "Survey on Ensuring Equal Opportunity for Applicants"* found under the "Survey" heading at:  
[http://www.acf.hhs.gov/grants/grants\\_resources.html](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. When required for 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 appropriate standard forms with their application. The Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule) form may be found at:  
[http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

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](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.

Information on the Certification Regarding Program Fraud Civil Remedies Act (PFCRA) may be found in the HHS Grants Policy Statement at: [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

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. Where return of a form is required, complete the standard forms and the associated certifications and assurances based on the instructions found on the forms. The forms and certifications may be found at:

[http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

Information on the Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C 552) or FOIA may be found in the HHS Grants Policy Statement at:

[http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

### ***DD Act Assurances***

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 Developmental Disabilities Council; State Protection and Advocacy System; and the other UCEDD(s) 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 4 or 5 of the Assistive Technology Act of 1998, 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 *titled "Survey on Ensuring Equal Opportunity for Applicants"* found under the "Survey" heading at: [http://www.acf.hhs.gov/grants/grants\\_resources.html](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](http://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](http://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](http://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](http://www.acf.hhs.gov/grants/registration_checklist.html).**

Please note the following if planning to submit an application electronically via [www.Grants.gov](http://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](http://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](http://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](http://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, 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](mailto: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](http://www.grants.gov/applicants/get_registered.jsp).



- When submitting electronically via [www.Grants.gov](http://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](http://www.Grants.gov) contact center at [support@grants.gov](mailto:support@grants.gov) for assistance.

### **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).

### **Non-Federal Reviewers**

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

### **3. Submission Dates and Times:**

**Due Date for Applications: 01/07/2008**

**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 <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date.
SF-424A	See Section IV.2	See <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	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.1	Found in Section V.1	By application due date
Non-Federal Resources	See Section V.1	Found in Section V.1	
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 <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By date of award.
Certification Regarding	See Section	See <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By date of

Lobbying	IV.2	<a href="#">es.html</a>	award.
Assurances	See Section IV.2	Found in Section IV.2	By date of award.
DD Act Assurances	See Section II	Found in Section II	By application due date
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
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.1	Found in Section V.1	By application due date

### Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey *titled "Survey on Ensuring Equal Opportunity for Applicants"* found under the "Survey" heading at:

[http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

What to Submit	Required Content	Required Form or Format	When to Submit
Survey on Ensuring Equal Opportunity for Applicants	See form.	See <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	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.

The official list of the jurisdictions that have elected to participate in Exec. Order 12372, including addresses and contact persons, may be found on the following URL:

<http://www.whitehouse.gov/omb/grants/spoc.html>.

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 to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form (SF) 424, item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date 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 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 some 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.

## **5. Funding Restrictions:**

Costs of organized fund raising, include financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are unallowable.

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

## **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**

Jennifer G. Johnson, Ed.D.  
Administration for Developmental Disabilities  
Administration for Children and Families  
U.S. Department of Health and Human Services  
370 L'Enfant Promenade, SW  
Mail Stop HHH-405D  
Washington, DC 20447

### **Hand Delivery**

Jennifer G. Johnson, Ed.D.  
Administration for Developmental Disabilities  
Administration for Children and Families  
U.S. Department of Health and Human Services  
200 Independence Ave, SW  
Room 405-D  
Washington, DC 20201

### **Electronic Submission**

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

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## **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 4/30/2010.

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.

### 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.

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 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.

## GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

## 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.

#### THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities.

These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

#### 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. If appropriate for this project, 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:

**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, 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)**

#### 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)**

#### 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)**

#### 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)**

#### 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)**

## **2. Review and Selection Process:**

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

Initial ACF Screening: Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the stated ceiling. Late applications or those exceeding the funding limit will be returned to the applicants with a notation that they were unacceptable and will not be reviewed.

**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. Recommended for funding
- b. Not recommended for funding
- c. Need additional information before making a recommendation for funding

**ADD may approve an application only if the application has been recommended by the peer review group, unless the requirement for such review and recommendation has been waived by the Secretary [see Section 154(c)].**

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.

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### **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

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## **VI. AWARD ADMINISTRATION INFORMATION**

## **1. Award Notices:**

The successful applicants will be notified through the issuance of a Notice of Award (NoA) document that 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 NoA 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>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

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](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](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, (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:
  - a. Make choices and exert control over the type, intensity, and timing of services, supports, and assistance that the individuals have used;
  - b. Participate in the full range of community life with persons of the individuals' choice; and
  - c. Access services, supports, and assistance in a manner that ensures that such an individual is free from abuse, neglect, sexual and financial exploitation, violation of legal and

human rights, and the inappropriate use of restraints and seclusion.

3. Extent to which the State Developmental Disabilities Council, the Protection and Advocacy System, and UCEDD collaborate with each other to achieve the purpose of this title and the policy described in Section 101(c).

The measures serve as indicators describing progress achieved through advocacy, capacity building and systemic change activities undertaken by the national network of UCEDDs. Progress achieved through the advocacy, capacity building and systemic change activities must be reported by core functions and the areas of emphasis (e.g., quality assurance, education and early intervention, child care, health, employment, housing, transportation, recreation, and other services available or offered to individuals in a community, including formal and informal community supports, that affect their quality of life).

When collecting consumer satisfaction data, UCEDDs must ensure the protection of the informant's confidentiality to the extent permitted by law. Information gathering techniques for the collection of consumer satisfaction data are to be conducted without inclusion of names or other identifying information of the respondents. Respondents are to be assured that the information they provide is confidential and will be used for the stated purpose for which 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:

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## **VII. AGENCY CONTACTS**

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**VIII. OTHER INFORMATION**

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

**Date:** 10/31/2007      Patricia Morrissey, Ph.D.  
Commissioner  
Administration on Developmental Disabilities