



UCEDD Grant Management

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Administration for Community Living
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ACL Grants Management Website

http://www.acl.gov/Funding_Opportunities/Grantee_Info/Index.aspx

This website provides information for existing grantees on requesting prior approvals, submitting reports and continuation awards.

Grant Solutions Overview

<https://www.grantsolutions.gov/gs/> - Log in screen

<https://home.grantsolutions.gov/home/> - Main page with links to support, troubleshooting, log in setup assistance and grantee training webinars

Amendment Request Process

All requests for revisions and prior approvals must be submitted in GrantSolutions as a new amendment. Any requests that are mailed in, emailed or submitted as a Grant Note will not be accepted for processing. A request is not considered received until it has been entered into the system as an amendment request.

Carryover Process

A carryover forwards an unobligated balance of funds from a previous budget year to cover allowable costs in the current budget year. A carryover must be requested in support of activities aligned with a grantee's existing project goals and objectives to cover costs not already incurred by the recipient.

http://www.acl.gov/Funding_Opportunities/Grantee_Info/Grant_Revision.aspx this link will provide information on requesting a carryover

Required Documents for Carryover

- Request letter signed by the Authorized Organization Representative advising the need for the request as well as the fiscal years transferring funds from and transferring funds to
- Budget narrative explaining how the funds will be spent
- SF 425 - Federal Financial Report from the year in which the unobligated balance is reflected

Key Personnel Change

Key Personnel is defined as the Project Director/Investigator , Authorized Organization Representative and other individuals who contribute to the programmatic development or execution of a project or program in a substantive, measurable way, whether or not they receive salaries or compensation under the grant. Any permanent changes to this personnel, absences for a continuous period of 3 months or more or reduction of time devoted to project by 25 percent or higher requires prior approval when possible.

Required Documentation for Key Personnel Change

- Request letter signed by the Authorized Organization Representative, including the effective date of the change
- Resume or CV if PI/PD of new appointed staff

Budget Revision

Prior approval is required whenever there is a change of 25% or greater to the total approved budget. In addition, if the change is under 25% but does add a new line item, prior approval is required for that as well. These 2 types of changes constitute prior approval from ACL staff.

Required Documentation for a Significant Rebudget

- Request letter signed by the Authorized Organization Representative
- Budget narrative

Reporting Requirements

Progress and Performance Reports:

- Submitted via GrantSolutions as an attachment to a Grant Note
- Due annually by July 30th for that budget period

Financial Reports (SF-425):

- Submitted via GrantSolutions as an attachment to a Grant Note
- Due semiannually, 30 days after each 6 month period (January 30th and July 30th)



Questions?



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