

UCEDD New Director Orientation

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ADMINISTRATION ON
INTELLECTUAL AND
DEVELOPMENTAL
DISABILITIES



ACL OGM Staff

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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. The AIDD website is currently still accessible through ACF, however it is in the process of converting to ACL and should be completed within the next few weeks.

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

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 a Carryover

- Request letter signed by the Authorized Organization Representative. The request letter must be sent by the AO or by the Project Director (with the AO copied on the request)
- 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 a Key Personnel Change

- Request letter signed by the Authorized Organization Representative. The request letter must be sent by the AO or by the Project Director (with the AO copied on the request) including the effective date of the change
- Resume' if PI/PD is changing



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. The request letter must be sent by the AO or by the Project Director (with the AO copied on the request)
- Budget narrative

Reporting Requirements

Progress and Performance Reports:

- Submitted via email to the Program Officer
- Due annually by July 30th for that budget period

Financial Reports (SF-425):

- Submitted via email to the Grants Management Specialist
- Due semiannually, 30 days after each 6 month period (January 30th and July 30th)



Questions

Administration on Intellectual and Developmental Disabilities

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AIDD website: <http://acf.hhs.gov/programs/aidd>

ACL website: <http://www.acl.gov>