

FY 2012 UCEDD CONTINUATION APPLICATION

SECTION 1: UPDATES ON 5 YEAR PLAN

PROGRAMMATIC CHANGES TO THE UCEDD 5-YEAR PLAN

- _____ There are **no** changes to the goals in the UCEDD 5-year plan, as described in the FY 2011 continuation application (complete Section 2, only)
- _____ There are changes to the goals in the UCEDD 5-year plan, as described in the FY 2011 continuation application (complete Section 2 & 3)

BUDGET CHANGES TO THE UCEDD 5-YEAR PLAN

- _____ The changes to the budget reflect the changes in the award amount this year (complete Section 2, only)
- _____ The changes to the budget reflect minor adjustments and are not the result of changes to the UCEDD 5-year plan
- _____ There are changes to the budget because of programmatic changes to the UCEDD 5-year plan (complete Section 2 & 3)

Summary of changes to the budget (complete the chart below):

Budget Category	FY 2011 Budget	FY 2012 Budget	Difference
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Construction			
Other			
Total Direct Charges			
Indirect Charges			
Totals			

AUTHORIZED REPRESENTATIVE UPDATE

- _____ There are **no** changes to the authorized representative. The authorized representative is the same from the FY 2011 continuation application.
- _____ The authorized representative **has** changed. Updated information appears below:

OTHER UPDATES

Please provide other noteworthy updates in the section below:

SECTION 2: REQUIRED FORMS & BUDGET

SF-424, "APPLICATION FOR FEDERAL ASSISTANCE"

- _____ Grant Award Number appears in the "Federal Identifier" block
- _____ "Applicant Information" is current and accurate (Note that more than one project contact may be listed in this section or on a separate sheet)
- _____ Block 2 is checked "Continuation"
- _____ Block 18 includes the Federal and non-Federal sources of funding.
- _____ Block 19 indicates whether or not the continuation application was reviewed in accordance with the intergovernmental review process
- _____ The entire form is completed, signed and dated.

SF-424A, "BUDGET INFORMATION-NON-CONSTRUCTION PROGRAMS"

- _____ Estimated unobligated balances appear in Section A, Line 1, items (c) and (d).
- _____ Estimate program income, if applicable, appears in Line 7
- _____ Total indirect expense is provided (base x rate = total indirect expense)
- _____ Indirect charges are limited to 8%. ***This grant program meets the ACF definition for training grants. Therefore, applicants must limit the indirect cost rate to eight percent of total direct costs, exclusive of equipment, tuition and stipends, rental of space, major contracts or subgrants and renovation and alteration.***
- _____ Required match of 25 percent or reduced match of 10 percent appears on form.

SF-424B, "ASSURANCES - NON-CONSTRUCTION PROGRAMS"

CERTIFICATION REGARDING LOBBYING (required for grant requests larger than \$100,000)

CERTIFICATIONS MADE BY SIGNING THE SF-424:

- _____ DRUG-FREE WORKPLACE
- _____ ENVIRONMENTAL TOBACCO SMOKE
- _____ CERTIFICATION REGARDING DEBARMENT

BUDGET NARRATIVE AND JUSTIFICATION

A budget narrative is provided justifying allowable costs in the following categories:

- _____ *Personnel:* allowable costs include salaries and wages.
- _____ *Fringe Benefits*
- _____ *Travel:* allowable costs include reasonable travel costs incurred to carry out the provisions of the grant [e.g., the operation and administration of the Center and implementation of the UCEDD core functions of interdisciplinary preservice preparation and continuing education, community services, research, and information dissemination] if they follow the grantee's written travel policy and are consistently applied to all organizational

activities, regardless of the source of funds. **Include actual break down for each travel cost and explain the relationship of the travel to the provision of the grant.**

Equipment: allowable costs when required for project activities include costs of equipment - i.e., tangible personal property with an acquisition cost of \$5,000 or more.

Supplies: allowable costs include expendable materials and supplies used for project activities such as books and periodicals and other items.

Contractual

Construction: not an allowable cost under this award.

Other direct costs: allowable costs not captured in categories above and may include the following:

- Accounting costs to establish and maintain accounting and other information systems to manage grant programs
 - Advertising costs for recruiting staff or for other purposes of the grant (e.g., training opportunities).
 - Consumer Advisory Committees, including child care expenses, travel costs, stipends, etc.
 - Communications costs of telecommunications, messenger service, postage and related services necessary for the project.
 - Consultant services such as fees, travel expenses and related costs of consultants providing services to the project.
 - Printing and reproduction if necessary for grant administration.
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Match Amount: describes the source of match. If requesting a reduced match, provides required information (see attached).

Indirect Costs

Total: Total Direct Charges + Indirect Charges

SECTION 3: PROGRAM NARRATIVE UPDATE

PROGRAM NARRATIVE (10 – 20 maximum)

Summary of major activities, accomplishments, and problems: Include a brief narrative of progress on goals in the five-year plan by describing activities and describe any deviations or departures from the original project plan including actual anticipated slippage in task completion dates, and special problems. Recommend use of project task chart or timeline from approved grant application and/or project work plan to show changes that are being made to the original work plan.

Activities planned for continuation period: Provide a summary of planned activities for the next fiscal year (July 1, 2012 – June 30, 2013); refer to task chart or timeline as needed.

Reduced Match Guidance

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, as determined by the Secretary.

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 persons 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 persons per square mile of land area that together have a minimum residential population of at least 50,000 persons. 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 persons - 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 2008, the rate was 14.2 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.

Urban and Rural Poverty Indicator	Description
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 Program (NSLP) - also referred to as Free and Reduced Lunch Program	NSLP is 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	Title XIX 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.

ADD will review all the information submitted by the UCEDD to determine eligibility for the reduced match.

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

Official National Poverty Rate	14.2
State Poverty Rate	
UCEDD Project Title and Description	Indicators of Poverty
<i>Provide Name of Project and project description</i>	<i>List name of poverty program targeted by project</i>
Of the total UCEDD projects, the percent that is targeting individuals with developmental	<i>Fill in percentage</i>

disabilities living in urban and rural poverty areas	
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STATES IN TIERS 1 AND 2

TIER 1 STATES	Poverty Rate (%)
Mississippi	21.3
Arizona	19.2
New Mexico	19.1
District of Columbia	18.1
Louisiana	18
Georgia	17.5
Kentucky	17.3
Texas	17.2
Arkansas	16.5
Tennessee	16.1
Alabama	16.1
North Carolina	16.1
West Virginia	15.7
Indiana	15.6
California	15.4
New York	15.3
South Carolina	14.9
Missouri	14.6
Florida	14.6
Oklahoma	14.3
Michigan	14.2
United States	14.2
TIER 2 STATES	Poverty Rate (%)
Ohio	14.1
Kansas	13.6
South Dakota	13.5

Nevada	13.4
Montana	13.4
Idaho	13.3
Illinois	13.2
Rhode Island	13.1
Oregon	12.7
Maine	12
Colorado	11.9
North Dakota	11.6
Hawaii	11.5
Pennsylvania	11.4
Delaware	11.3
Washington	11.2
Massachusetts	10.9
Alaska	10.8
Minnesota	10.5
Virginia	10.6
Wisconsin	10.2
Nebraska	10.2
Iowa	10.2
New Jersey	9.8
Vermont	9.7
Maryland	9.7
Wyoming	9.6
Utah	9.1
Connecticut	8.3
New Hampshire	7.1