



# Utilizing ACL Resources to Support DD Council Programs

Office of Grants Management  
and the  
Administration on Intellectual and Developmental Disabilities

July 10, 2018

# Learning Objectives

Understand the partnership and collaborative role of the ACL Office of Grants Management in supporting DD Council programs;



Understand the basic fiscal responsibilities of a federal award

# OGM Role and Primary Activities

To coordinate ACL's administration of grants and cooperative agreements

Primary Activities include:

- providing grants policy oversight;
- ensuring compliance with statutory, regulatory, and administrative policy requirements;
- and performing business review and cost/budget analysis for discretionary grants.



The Framework

# STATUTES AND REGULATIONS



# Statutory and Regulatory Framework for SCDD funding

DD Act	45 CFR Part 1386	45 CFR 75	Agency Policies	Notice of Award
<ul style="list-style-type: none"><li>• <b>Program</b></li><li>• <b>Authorizing</b></li><li>• <b>Legislation</b></li><li>• Contains program specific information</li></ul>	<ul style="list-style-type: none"><li>• Formula Grant Programs; Subparts A-D,</li><li>• Subpart C – Federal Assistance to State Developmental Disabilities Councils</li></ul>	<ul style="list-style-type: none"><li>• Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards</li></ul>	<ul style="list-style-type: none"><li>• Information Memorandums</li><li>• Program Instructions</li></ul>	<ul style="list-style-type: none"><li>• Includes terms and conditions</li></ul>

# Council funding is based on a Formula Grant – What does that mean?

Allocations of federal funding to states, territories, or local units of government determined by distribution formulas in the authorizing legislation and regulations. To receive a formula grant, the entity must meet all the eligibility criteria for the program, which are pre-determined and not open to discretionary funding decisions.



Formula grants typically fund activities of a continuing nature and may not be confined to a specific project. Common elements in formulas include population, proportion of population below the poverty line, and other demographic information.

# What is a Notice of Award?

The Notice of Award is the official, legally binding issuance of the award. When you or your organization accepts the grant (i.e., by signing the grant agreement or by drawing down funds) you become legally obligated to carry out the full terms and conditions of the grant.

As an award recipient, you are also subject to federal statutory and regulatory requirements and policies.

# Common elements in the Council NOA





# Federal Financial Reports

The SF-425 is the standard report format for grant recipients to report the status of their grant awards on an annual basis.

Each year, three separate reports are to be submitted

The Notice of Award has information about where and when to file the reports.

For the reports due by December 30, 2018

- FY 16 grant, FY 17 grant, and FY 18 grant.

# 3 important items

The Designated State Agency (DSA) of the Council, if other than the SCDD, is the legal awardee for Council funds (Sec. 125(d)(C) of the Act.

Councils have the ability to make grants, contracts, and other financial agreements as defined in the DD Act.

Councils have responsibilities and requirements when awarding grants, contracts, or entering into collaborations which can be found in 45 CFR 75.352.

Improving Fiscal Accountability

# FISCAL FOCUS FOR THE 2018 TAI



# Basic Fiscal Responsibilities

- Overall compliance with State and Federal regulations; cost principles, match, monitoring subrecipients
- Accurate, timely and complete financial reporting



# Highlights of topics: Concurrent sessions

## Cost Principles

- Grant vs. non-grant related expenses
- Budget categories
- Necessary, Reasonable, Allocable, Conforming
- Documentation

## Monitoring

- Requirements
- Risk assessment
- Financial monitoring
- Plan
- Records

## Match

- Calculating
- Identifying
- Documenting
- Reporting

# Collaborative information sharing

OGM information sharing efforts with the DD Council Network will continue – our next fiscal webinar is scheduled for August 15, 2018; 3:00 pm Eastern Time



Previous fiscal webinars have been archived and are available on the [ITACChelp.org](http://ITACChelp.org) website

Federal Financial Report  
SF 425 and Match

Furthering your Understanding  
of the Notice of Award



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