

## FAQ's from the Field

### Notable questions

December 2021

#### **Funding**

**Question: Is it allowable for a Council sub-grantee to purchase a laptop computer last 30-days of their project?**

Answer: All purchases (including laptop computers) paid for with federal dollars must be necessary for the implementation of the project. The sub-grantee should justify the laptop was necessary and reasonable for the performance of the Federal award (in other words, the project implementation). [45 CFR 75, Subpart E](#) – Cost Principles, Section 75.403 (b) Factors affecting allowability of costs provides additional information.

**Question: Can we ask our Council sub-grantees to provide copies for expenses they have included on a request for reimbursement invoice?**

Answer: YES! [45 CFR 75, Section 75.352](#) Requirements for pass-through entities provides information about monitoring the sub-recipient of funds and supports a wide range of monitoring activities to make sure the Federal award is used in a way that aligns with laws, regulations and terms and conditions of the Federal award.

**Question: What regulations support the purchase of gift cards with my basic DD Council grant award money?**

Answer: Gift cards (gifts) and other financial incentives are not allowable with Council Federal funds. Because prepaid cards are considered “cash equivalents” their use cannot be controlled, and their purchase does not meet the necessary and reasonable standard required by federal regulations.

#### **State plan**

**Question: When will we receive State plan feedback from ACL/OIDD?**

Feedback is expected in January 2022. Councils will receive an email from ACL/OIDD staff that summarizes the areas of feedback, items that need to be addressed, and a timeframe for the Council to address.

**Question: I see comments from ACL staff in the Verity reporting system, do I**

### **need to do something?**

No. Any comments that are visible to you are subject to change and should not be addressed until you receive official communication from ACL/OIDD staff.

### **Question: Do we have to submit state plan updates by 12/31/2021?**

No. Because Councils submitted new State plans in September, there is no state plan update required by 12/31/2021.

### **Question: Can we give our grantees a no-cost extension for their project work?**

The only time this is okay is when the federal government provides a no-cost-extension to the Council basic state grant award (as was the case for the FY 2019 and FY 2020 awards). Councils must follow budget, project period, and liquidation timeframes as detailed in the notice of award. All requirements must be followed by sub-recipients. If a Council grantee cannot finish their work within the original project period and that project period ends, the Council can obligate money and time under subsequent grant awards with open budget and project periods. If you need more information, please contact ITACC staff.

### **Designated State Agency**

**Question: If an agency just provides a service to people with DD, but does pay for the service, or pays for the service but does not provide the service, are they okay to be our Designated State Agency?**

Answer: No. The DD Act language is: "Any State agency that provides **or** pays for services for people with developmental disabilities. (DD Act, Section 125 (d) (2) (ii)).

### **Membership**

**Question: We understand all Council members must be residents of the State/Territory where the Council is located. But if the member is an immediate relative or guardian of someone who cannot advocate for themselves, does the person they are representing also need to live in the State/Territory where the Council is located?**

Yes. The person they are representing should also live in the state/territory where the Council is located. Citizen members provide a point of view about the experiences they have related to services, supports, and other assistance as well as community life experiences in the state they are serving as a Council member.

**Question: An appointed council member has been hired by an agency/organization that receives Council funds. But the member is not working on or being paid with any DD Council money, is that a problem?**

Yes, this would be a problem. Council members who are people with DD, parents, or guardians of children with DD, and immediate relatives or guardians of people with DD who cannot advocate for themselves, cannot be employees of a state agency that receives Council funds or managing employees of any other entity that receives Council funds. It does not matter what kind of job a person or that the job does not interface with a Council funded activity (for example, if someone is a manager in the accounting or personnel office of an organization that receives Council funds, they would not be eligible to retain their membership or be considered for membership for the period the organization had Council funding.