

FAQ's from the Field

Notable Questions

October/November 2021

Do we have to do state plan updates for FY 2020 and FY 2021?

No. There are no state plan update reports due.

My Notice of Award went to a staff member that is no longer employed with the Council, how can I change this?

ACL has a formal process to **request a change in key personnel**. The request should be set by email to your assigned ACL Program Representative. You will submit a cover letter signed by the Authorizing Official or designee that include the grant award number, grantee organization name, justification for change in key personnel, and new personnel contact information (name, title, business phone number and business email address) and a resume, biographical sketch, or CV of the proposed individual.

The new key personnel will be included on email correspondence the next time a Notice of Award is issued.

I understand my DD Council cannot provide financial incentives with our basic state grant award funds, but if our subgrantee wants to provide a cash incentive to get people to be involved in the Council funded project, can the grantee use that dollar amount as part of their match?

No. Match funds (whether cash or in-kind) must also be allowable. In this case, incentives are unallowable, so any match for incentives would also be unallowable.

Urban and Rural poverty areas – what documentation is required if a grantee is

claiming their work is targeting a rural or urban poverty area?

The first area of documentation is to qualify the targeted area as meeting the 20% or higher rate as identified by the U.S. Census Bureau, Small Area Income and Poverty Estimates (SAIPE) Program. The SAIPE data sets provide county-by-county poverty rates for each US state.

The second area of documentation is focused on where the work is being conducted or focused. Subgrantees should submit information to demonstrate the focus of the work or efforts were occurring in urban or rural poverty area(s).

Can unrecovered F&A (facilities and administrative) costs be used as match by subgrantees?

Yes. 45 CFR 75 - Section 75.306 (c) provides guidance.

Cost sharing or matching

(c) Unrecovered indirect costs, including indirect costs on cost sharing or matching may be included as part of cost sharing or matching only with prior approval of the HHS awarding agency. Unrecovered indirect cost means the difference between the amount charged to the Federal award and the amount which could have been charged to the Federal award under the non-Federal entity's approved negotiated indirect cost rate.

Does ITACC have anything that will help me understand how to write a PPR narrative progress report?

Yes! ITACC staff developed "Guidance for Completing the PPR (revised November 2021). The document is updated annually and is to assist Council staff with developing the report. The content provides information about report requirements, description of what to include in each section, instructions from OIDD, guidance from ITACC and examples. You can access the document by clicking <https://itacchelp.org/federal-reporting-resources/apppr/> then click of "Additional PPR Resources", first bullet item.

What is the best way to find out if Councils are working on a specific topic like

youth initiatives, or cyberbullying?

You can always do a quick “google” search by typing in DD Councils and [the topic]. Although this will not give you a comprehensive list, you will be able to see some information about DD Council efforts.

You can also post a quick message on the ITACC list-serve to communicate with other Council staff and members (the only people on the list are those that are currently working for or serving on a DD Council in the States/Territories).

To post to the list, start an email to the following address: itacc@nacdd.simplelists.com. Include a subject line about your request (example: Inquiry on youth initiatives), hit send!

If you want to see if anything on your topic is in the list-serve archives, you can access them at <https://nacdd.simplelists.com/itacc>. ITACC staff members may also have information about Council initiatives.