

Summary of FY 2022 Notable Rapid Response Funding Related Questions

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.

Question: Who do I contact for Payment Management System questions?

Answer: The PMS Help Desk number is 1-877-614-5533 or <https://pms.psc.gov/support/help-desk.html>

Question: One of our grantees wants to copyright work that we funded through a Council sub-grant award, are we allowed to do this?

Answer: Yes, DD Councils may copyright any work that was developed or acquired under the

federal grant award, and intellectual property paid for with federal funds rests with the DD Council. We have a TA brief on this topic titled [“Intellectual Property and Copyright Information for Councils on Developmental Disabilities”](#).

Question: We have a sub-grantee that charged a registration fee for a training activity we paid for. I know this is program income but are there restrictions on how that income must be used?

Answer: Yes. Money earned by this sub-grantee must be used to cover the current costs of the project/activity that is funded with Council funds. Program income is to be used to reduce the federal share of the cost of the project and should not be used as a match for the project/activity – it should be used to reduce the federal share of the cost. We have a TA brief on this topic titled [“Program Income and Councils on Developmental Disabilities”](#).

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

Answer: 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.

Question: 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?

Answer: 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.

Question: Urban and Rural poverty areas – what documentation is required if a grantee is claiming their work is targeting a rural or urban poverty area?

Answer: 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).

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

Answer: 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.

Question: Can we add Council funds to the Vaccine funds?

Answer: Maybe. Your current state plan must support the activity. If you find the activity to be supported in your state plan, you will report on the results and impact of your investment on the annual PPR. The Vaccine Funds will be reporting and tracked in a different report. Council staff should be prepared to account for the results and impact for each funding stream.

Question: If we encumber or obligate our FY 2021 funds before September 30, 2022, can our grantees do the work until September 30, 2023?

Answer: No. The project period must be followed. For the FY 2021 funds, the time for work to be performed ends September 30, 2022. Liquidation of FY 2021 funds ends September 30, 2023.

Question: Do we need a travel policy for members and staff?

Answer: Yes. The DD Act indicates reimbursing members of the Council for reasonable and necessary expenses for attending Council meetings and performing Council duties is allowable (including expenses for child-care and personal assistance services). However, reimbursing of expenses must be determined in Council policy (and of course, consistent with your State/Territory laws, policies, and procedures). [Please review 125\(c\)\(8\)\(A\)\(i-ii\)\(I-IV\)](#) for full information.

Question: One of our disability partners is holding an event and asked us to purchase a table in exchange for a half-page ad promoting the Council. Is this allowable?

Answer: No. This would not be allowable because the purchase of a table (with dinner) is not necessary and solely promoting the Council is not allowable. However, communicating activities or accomplishments that result from performance of the Federal award and are considered necessary as part of the outreach effort for the Federal award and program outreach to meet the requirements of the Federal award is allowable.

Question: We received a grant proposal, and they requested a 10% match requirement because their offices are in a poverty area. The activities they proposed are not in a poverty area, can we honor their request for 10% match?

Answer: The DD Act indicates a Council can pay 90% of the cost of a project, activities, or products that “target individuals with developmental disabilities who live in urban or rural poverty areas...”

The key word is target – this means the work (a Council project, activity, or product) must be focused on people with ID/DD who live in a Census Bureau identified urban or rural poverty area.

Council staff and members should ensure the WORK is benefitting people living in poverty areas as a requirement for reduced match/cost sharing for Council funded efforts.

Question: My DSA considers our basic state grant award obligated when the Notice of Award is received, is that correct?

Answer: No. The Code of Federal Regulations considers an obligation to be when the Council places an order for services, contracts, and sub-awards as authorized by the Council. Click here to read an [Information Memorandum](#) on this topic.

Question: Where can I find the official State Allocation Table for Councils?

Answer: [FFY 2022 and estimates for FFY 2023](#) are posted on the Administration for Community Living website.

Question: One of our DSA financial staff asked if our grants require compliance with 2 CFR 200?

Answer: 2 CFR 200 is Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly referred to as ‘Uniform Guidance’).

45 CFR 75 is Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. In other words, the HHS agency regulations and implementation of 2 CFR part 200.

Because DD Council funding is an HHS award, Councils will use 45 CFR 75.

Question: Does program income get deducted from the subsequent year grant award?

Answer: No. Program income generated from a Council funded project or activity must be used under the deduction alternative. This means

- Program income must be used to reduce the federal funds share of the cost of the project or activity.
- Program income should not be used as match for the project or activity.
- Program income should not be used to increase the funds committed to the project.

Please see [“Program Income and Councils on Developmental Disabilities”](#) for more information.

Question: Is there a way Councils can see how much of the FY 2021 federal funds have been drawn to date?

Answer: Yes. You will collaborate with the person in your Designated State Agency (or other office) that has access to the Payment Management System and performs the drawdowns on your grant awards.