

State plan updates and amendments

Federal Fiscal Year 2025

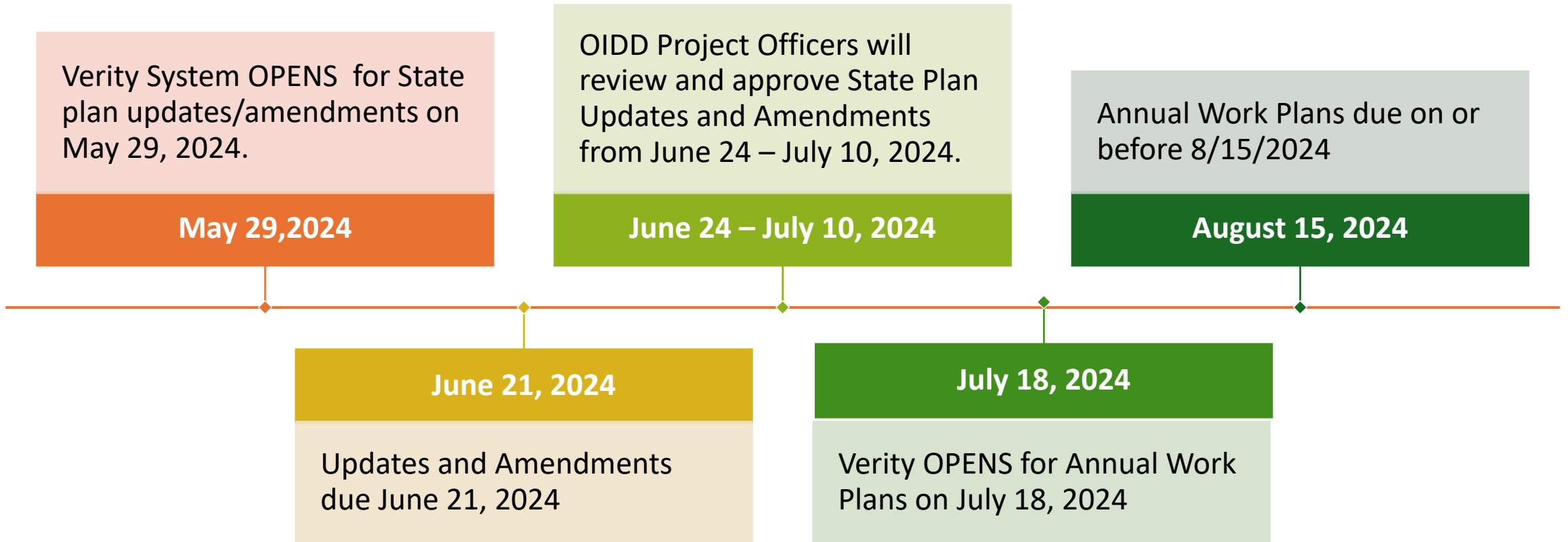


What is different this year?



- State plan updates/amendments and Annual work plans are addressed separately.
 - Updates/amendments will be submitted **first** and OIDD approval given **BEFORE** Annual Work Plans are submitted.
- Due dates for updates/amendments are NEW.
- Verity System availability dates are NEW.

Dates



An amendment or an update?

An amendment is needed when you are changing the direction of a GOAL, adding or deleting a GOAL.



Contact your assigned program specialist FIRST to confirm the need to pursue an amendment.



If you are NOT changing the direction of a GOAL, adding or deleting a GOAL, you are doing a State plan update.

REQUIRED Updates



MEMBERSHIP ROSTER



STAFF ROSTER



FFY 2025 PROJECTED
COUNCIL BUDGET



Other Common Updates

- **Objectives**
 - Make sure your objectives are included in the 5-year plan document. If needed, update the objective statement, add or remove an objective.
- **Evaluation Plan**
- **Logic Model**

Changing, adding, or removing an OBJECTIVE

Changing the wording of a current objective is okay and considered to be an update.

Adding an objective is okay but must support the 5-year goal and your CRA should have information included to justify the Council working in the area.

Removing an objective is okay if it does not change the direction of the goal. If it changes the direction of a goal, this would be a State plan amendment.

As always, keep track of why you could not implement an objective, and incorporate it in lessons learned (as part of your PPR).

A few words about an “emerging needs” objective

If you have an “emerging needs” objective, please review.

As a reminder, this is for responding to a natural or manmade disaster.

If you did not develop an “emerging needs” objective, consider adding one during this update period.

This would support your Council to respond if something occurred.

We will walk you through what is expected on the annual work plan during the July 11th webinar.

Important!

- Objectives included in the 5-year plan document are used to create the Annual Work Plans.
- If you decide to change or add an objective OUTSIDE OF THIS UPDATE/AMENDMENT period, **you will not be able to do so.**



Projected Council Budget

- Required.
- Projected Budget for FFY 2025.
- Organized by goal, general management, and designated state agency functions
 - Important note! General management and designated state agency function amounts cannot be greater than 30% of the Council's **annual award**.





Projected budget details

There are 3 columns

1. Subtitle B \$ - federal grant award money
2. Other(s) \$ - money other than the federal funds you received in your NOA(s) the Council will use for state plan and/or general management.
3. Total – federal and other money added together

Budget details, continued

- **General Management**

- Administrative, DD Council program operations

- **Functions of the DSA**

- Reimbursement to DSA for costs necessary to support the Council; restricted to $\frac{1}{2}$ of total costs and cannot exceed 5% of the Council's annual award or \$50,000, whichever is less.

- **Costs of staff working on state plan activities**

- Include in the goal areas

- This form is submitted directly to your assigned ACL Program Specialist.
- It shows the changes made to sections of the State plan.
- There are “check off” boxes for some items. Click if you updated the area.
- If you have updated your FFY 2025 Annual Work Plan, identify the objective and describe what changed (example: removed key activity, added performance targets, changed outcomes, etc.)

State plan change tracker form

Training and Technical Assistance Schedule

TA Office Hours for State Plan Updates

- May 31, 2024 | 3:00 – 4:00 p.m. Eastern Time
- June 7, 2024 | 3:00 – 4:00 p.m. Eastern Time
- June 14, 2024 | 3:00 – 4:00 p.m. Eastern Time

Webinar on Annual Work Plans

- July 11, 2024 | 3:00 – 4:30 p.m. Eastern Time

TA Office Hours for Annual Work Plans

- July 19, 2024 | 3:00 – 4:00 p.m. Eastern Time
- August 2, 2024 | 3:00 – 4:00 p.m. Eastern Time
- August 9, 2024 | 3:00 – 4:00 p.m. Eastern Time

Contact information



TA Staff

Sheryl Matney, ITACC Director smatney@nacdd.org

Amy Deaville, ITACC Administrator adeaville@nacdd.org

ACL DD Council Program Specialists

Sara Newell-Perez – Sara.Newell-Perez@acl.hhs.gov

Jack Brandt – Jack.Brandt@acl.hhs.gov

Verity Help Desk (NEW ADDRESS)

support@verity-hsri.freshdesk.com