NEVADA

GOVERNOR’S COUNCIL ON

DEVELOPMENTAL DISABILITIES

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Mini Grant Procedure Manual

2016

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# Introduction

The NGCDD recognizes the need to look at how unique ideas, programs and changes to our existing system can benefit people with intellectual/developmental disabilities. Projects or activities funded by a Mini-Grant must work toward fulfilling one or more of the NGCDD’s 5-Year State Plan Objectives.

Dependent on available funding and Council approval, the NGCDD will accept applications for mini-grants (up to $5,000.00 each) during the Federal Fiscal Year (October 1, 2015 – September 30, 2016). Applications can be found on our website [www.nevadaddcouncil.org](http://www.nevadaddcouncil.org) under Grant Information. These mini-grants are reimbursable. (Expenses must be incurred for reimbursement to take place.)

Applications will be accepted until all allocated dollars set aside for these mini-grants have been awarded. Applications must be received by end of business day on the 1st of the month in order to be included on the agenda for review by the NGCDD Executive Committee on the 3rd Tuesday of the month (Executive Committee meeting dates may change at the discretion of the Council). After applications are reviewed by NGCDD Executive Committee, notification of award will be sent within four weeks of approval. When a project is approved, Council staff will review a work plan and reporting requirements with the organization. Projects must be completed no later than September 30, 2016.

# General Conditions

* Eligible applicants include public and private corporations, government entities, state agencies, school districts, 501 (c)(3) non-profit organizations, individuals with intellectual/developmental disabilities (I/DD) and their family members.
* Awards will be up to $5,000.00.
* Grant funds may not be used for capital expenditures or for durable equipment
* Funds may not be used to provide direct services.
* Projects must focus primarily on people with I/DD, their families and/or their support networks and must work toward fulfilling one or more of the NGCDD’s 5-Year State Plan Objectives.
* The NGCDD reserves the right to accept or reject in whole or in part any or all proposals received, to require modification to any part of accepted proposals, including the budget and the amount requested and to waive any irregularities in the proposed projects.
* NGCDD decisions regarding grant awards are made by the NGCDD Executive Committee and are final.
* NGCDD sponsorship will need to be recognized in all project materials and approved by NGCDD staff.

# Reporting Requirements

Progress reports will be due with your request for reimbursement. All reports must be submitted using the templates provided. A final report will also be required at the conclusion of the grant to include the following:

1. Number of individuals, family members, and others impacted/served (
2. The final outcomes
3. Any other interesting conclusions or personal stories as a result of the mini-grant
4. Consumer Satisfaction Surveys

Data reporting: If you have questions about the duplication of data reported for grant goals please discuss these with Projects Manager, Kari Horn, for clarification before submitting your grant reports.

Mass dissemination of introductory or informative materials (mail, email, Facebook, Website, etc.) can be counted toward your specific number data however, a follow up mechanism needs to be conducted and reported on that gauges the direct impact from those that received the information. If you do not wish to use those numbers in your data, you can still report the activity in your narrative.

# Payment of Funds

Payment for an approved project will be made monthly by way of reimbursement and based on the actual expenditures for each month. In order to be considered for reimbursement, a progress report as described above will need to accompany the request. It is required the grantee submit a Financial Report and Request for Reimbursement Form DS-14 to the NGCDD monthly during the project period to receive reimbursement. This includes the final month and any instances where funds are not requested for that month. Supporting records of grant expenditures must be in sufficient detail to show the exact nature of expenditures.The DS - 14 must be completed by the grantee, signed and dated by the Chief Executive Officer of the organization, and returned to the NGCDD no later than 15 days following the end of the month the expense is incurred, unless an exception has been authorized by the NGCDD Executive Director. Any requests for reimbursement received later than 30 days after the month in which expense is incurred may not be deemed reimbursable.

# Withholding of Payment

The NGCDD reserves the right to withhold funds pending project audits, both fiscal and program, or pending compliance by grantee with NGCDD requirements. Grantees will be notified in writing that such actions are being taken and what will be required in order to reinstate funding. The grantee may appeal such action in writing to the Chairperson of the NGCDD.

NGCDD staff concerns about a grantee’s performance toward fulfilling mini-grant outcomes, objectives, and milestones after reviewing reports and meeting with grantees; will be reported to the NGCDD evaluation committee and presented to the NGCDD at their quarterly meeting for considered action by NGCDD. If concerns on performance are not remedied, the executive director may stop funding the grantee with majority vote from the NGCDD and a special meeting may be scheduled for this purpose.

# Budget Revision Requirements

Grantees must notify the NGCDD of any revision to the grant per the following conditions:

1. If a budget revision amounts to 20% or less of the category the grantee can transfer the funds providing the NGCDD is notified immediately thereafter in writing. Such a transfer must not exceed 20% of either category involved in the transfer.
2. If a budget revision amounts to greater than 20% of the category the grantee must notify the NGCDD in writing and receive approval before the transfer of funds.
3. If a revision seeks to change the scope or objectives of the grant or grant period the grantee must notify the NGCDD in writing and receive approval prior to making that change.
4. If a revision indicates a need for additional or decreased State funding the grantee must notify the NGCDD in writing and receive approval prior to making that revision. If a revision involves any purpose originally disapproved or restricted as a condition of the award the grantee must notify the NGCDD in writing and receive approval prior to making that revision.

Revision requests are to be submitted to theExecutive Director by the grantee on the DS-10 with required attachments (including narrative justification). The DS-10 Grant Revision form must show each revised budget item in bold *italics*. Revision requests requiring relatively few or easily explained changes can be accepted via a letter and/or email containing the required information and signed by the grantee.

Any revision request must include how the revision will impact or benefit the intent/objectives of the original grant; and if there is a transfer of funds the request must indicate what category the funds are being taken from and why the funds are available for transfer. All revision requests must be made no later than 60 days prior to the end of a project period. All revisions require prior approval in writing.

# Audit

NGCDD grants are subject to inspection and audit by representatives of the NGCDD other appropriate State or Federal agencies to (a) verify financial transactions and determine whether funds were used in accordance with applicable laws, regulations and procedures; (b) as whether certain policies, plans and procedures are being followed; (c) provide management with objective and systematic appraisals of financial and administrative controls, including information as to whether operations are carried out effectively, efficiently and economically; and (d) determine reliability of financial aspects of the conduct of the project. The audit will be performed in accordance with generally accepted auditing standards to determine that there is proper accounting for and use of grant funds. The independent audit or alternate independent financial audit report will become part of the overall grant monitoring process and will be retained as part of the ongoing administrative record of grant activities.

Where OMB Circular A-133 does not apply to a particular sub-recipient the grantee will provide, on a yearly basis, an alternate independent financial audit report to show evidence that the sub-recipient abides by standards of sound fiscal practice and should continue receiving grant funding.

Any findings, deficiencies, questioned costs or other reportable conditions will be identified and brought to the attention of the bureau/office and sub-grantee in writing. The Director will notify the sub-grantee of the corrective action required and the expected timelines for resolution, in writing.

\*It is the responsibility of the grantee to assure the safekeeping of all project records and to be able to promptly produce them upon the request of state or federal representatives.

# Consumer Satisfaction Surveys

Grantees are required to conduct a consumer satisfaction survey to assess participant satisfaction. This survey should be completed by the participants for all activities and the originals forwarded to the NGCDD for reporting performance measures to the federal government, and ensuring the grant is meeting the goals established in the draft Five Year State Plan.

# Acknowledgement

Under the grant award all written work product is required to include the NGCDD logo and the following statement: “This publication is supported by the Nevada Governor’s Council on Developmental Disabilities through grant funds from the Administration on Developmental Disabilities, Administration for Children and Families CFDA # 93.630. The contents are solely the responsibility of the authors and do not necessarily represent the official views of the NGCDD or Administration on Developmental Disabilities”. All other products funded under the grant are required to include the NGCDD logo.

# Grant Completion Provisions

At the completion of the grant period the NGCDD and grantee agree that the following provisions survive termination until satisfied:

1. The grantee will account for and present to the NGCDD, all claims for expenses properly accrued under the terms of the grant but not submitted for reimbursement at the time of grant completion or termination.
2. The NGCDD will pay those properly accrued and presented expenses as allowed within the framework of the grant.
3. The NGCDD will satisfactorily complete work in progress at the agreed rate (or a pro-rated basis if necessary) if so requested by the grantor.
4. Neither the NGCDD nor the grantee will withhold performance based in these provisions solely based on nonpayment of fees or expenses accrued up to the time of completion or termination of the grant.
5. The NGCDD will provide access to appropriate documentation as related to the performance of the grant, as requested by the NGCDD and as required by the NGCDD for final grant performance review and reporting.
6. The Grantee will retain all books, records, reports and statements relevant to this grant for a minimum of three years. The retention period runs from the date of payment for the relevant goods or services by the State or from the date of termination of the Grant, whichever is later. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.

# Glossary of Terms

The following are definitions of terms most commonly used in the award of the Council on Developmental Disabilities grants and contracts:

Budget - A planned program for a fiscal period in terms of estimated costs, obligations and expenditures of funds required for support of designated services, materials and other allowable cost items. Sources of funds for financing, including project income, reimbursement anticipated and other resources to be applied. Explanatory and workload data on the projected program and activities.

Cost, Direct - A cost which can be specifically identified with a project. Direct costs include salaries and wages of employees assigned to the project and the costs of materials, services and travel incurred in carrying out the project.

Cost, Indirect - A cost which is not readily identifiable with a project, but is necessary for the overall operation of the project. Indirect costs include costs of administration, data processing and accounting activities. The specific costs to be included in this category are determined by Federal agencies or the Office through direct negotiation.

Cost-sharing or Matching - The actual monetary value of resources used by the grantee to fund the approved project costs not borne by the office. The cost-sharing requirement is typically referred to as a ratio which indicates the required percentages of office and non-office financial support.

Cost, Total Project -The allowable direct costs and indirect costs incurred by the grantee in carrying out the requirements of the grant, less any applicable credits. The total project costs consist of those paid with both Office and required cost-sharing funds.

Developmental Disability - a severe, chronic disability of an individual that— is attributable to a mental or physical impairment or combination of mental and physical impairments; is manifested before the individual attains age 22; is likely to continue indefinitely; results in substantial functional limitations in 3 or more of the following areas of major life activity: (I) Self-care. (II) Receptive and expressive language. (III) Learning. (IV) Mobility (V) Self-direction.(VI) Capacity for independent living. (VII) Economic self-sufficiency; and (v) reflects the individual’s need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.

Federal Fiscal Year- October 1, of the current year to September 30, of the following year

Financial Audit - Review of an organization's financial records and systems for the purpose of issuing an opinion on the permissibility of the costs and the accuracy of the organization's financial statements in accordance with generally accepted accounting principles.

Grant Period- The interval of time, up to two fiscal years, for which the project is funded.

In-Kind Contribution - The value of non-cash contributions provided by the grantee or third parties. In-kind contributions may include donated space, use or lease charges for property and equipment, or the value of goods and services directly benefiting and specifically identifiable to a project.

Prior Approval - Written permission to use grant funds for certain purposes not included in the approved budget, or to change certain aspects of the project in a way not originally planned. This approval must be obtained from the Council before undertaking the proposed action.

Project  **-** The collection of services and associated activities funded under the grant.

Project Income - That part of project funding derived by the grantee from any activities conducted in the performance of the grant. Examples of project income include client fees. The State share of project income is determined by the percentage of State participation in the grant that generated that income.

State (Nevada) Fiscal Year – July 1, of current year to June 30, of the following year.

Third Party Revenue - Any funds received for payment of services from someone other than the service provider or service recipient. Examples of third party funds include payments by Medicaid, Medicare, Blue Cross, and other health insurers.

# Signature Page

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acting as a representative of

(agency name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have read and agree to comply with the terms and conditions as stated in the 2016 Mini Grant Procedure Manual.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_