

GRANTEE GUIDELINES: REPORTING POLICIES AND PROCEDURES



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We have tried to make Council's grant instructions and forms easier to read. For the most part, we think we have succeeded. The budget information remains hard to read. Therefore, we encourage you to call the Council office with your questions: (614) 466-5205 or (800) 766-7426 and we encourage you to work with a financial professional to complete the budget information.

I. GENERAL GUIDELINES AND INSTRUCTIONS

- A. Public and private non-profit and for-profit organizations and individuals are eligible.
- B. Anyone can apply.
- C. Council dollars cannot be used to replace state or local dollars to provide services for people with disabilities.
- D. You must put in one dollar for every three dollars you want from Council. This is called match. If your project will be in counties on the poverty map, you must put in one dollar for every nine dollars from Council. (See section on match rate)
- E. People should write their grants as if no one has ever heard of them or their ideas.
- F. Include numbers that will help people understand what you plan to do.
- G. Include words that will help people understand why your grant is important.
- H. Write about the "person with a disability" not the "disabled person". This is called People First Language.
- I. The building you work in must be accessible.
- J. All proposals will become the property of ODDC and will not be returned.
- K. Your match must be used only for approved grant activities.
- L. You can use Council money to advertise and market your products.

II. APPLICATION PROCEDURES - Submission/Review/Approval/Appeals

- A. DD Council Application forms must be used. These are available on the DD Council website. Please send five (5) copies and an **IBM compatible** computer disk to the Grants Administrator, Ohio Developmental Disabilities Council, 8 East Long Street, 12th Floor, Columbus, Ohio 43215 (Keep one copy for yourself).
- B. All rules must be followed or your grant won't be accepted.
 - 1. **Grant must be received by deadline**
 - 2. Don't write more pages than the directions say you can

3. Complete all parts
 4. Include a minimum of three (3) letters of support with your grant (for competitive applications only).
- C. All grants will be read by a group of people selected by Council. Someone from your group may be asked to attend the review. Your grant will be read within sixty (60) days of the deadline. You may be asked to send in more information before the grant review. You will get a letter telling you what Council will do with your grant. Within five days of the review, you will get a letter. If you do not agree with what you are told, you can complain (appeal). You must send a letter to the Grants Administrator, Ohio DD Council, 8 E. Long Street, 12th Floor, Columbus, Ohio 43215, no more than two weeks after the date of the review.

III. **SUGGESTIONS REGARDING ADVISORY/STEERING COMMITTEES**

Some things to think about if you have a group advise you on how to do your grant.

- A. Know exactly what it is you want the group to do and tell them very clearly.
- B. Pick people to be part of your group because they will do a good job. The people you pick should look like the people in your neighborhood.
- C. If you pick people who work for agencies, pick people from all kinds of agencies.
- D. You don't have to spend a lot of money to have a meeting. Try to think of ways that will save money.
- E. The building where you meet and things you hand out must be accessible

IV. **FINANCIAL REQUIREMENTS**

- A. Please apply the correct cost principles from the list below, when preparing the Budget Plan.
 1. Institutions of higher education; *OMB Circular No. A-21*, Cost Principles for Educational Institutions
 2. Hospitals; Title 45 CFR Part 74, Appendix E, Principles for Determining Costs Applicable to Research and Development under Grants and Contracts with Hospitals
 3. State and Local Govt; *OMB Circular No. A-87*, Cost Principles for State and Local Governments
 4. Nonprofit Organization; *OMB Circular No. A-122*, Cost Principles for Nonprofit Organizations
 5. For-profit Organization; Title 48 CFR Part 31, Special Provisions for Grants and Subgrants to Commercial Organizations
- B. You must have permission before you spend Council money.
- D. If you spend Council money on things for which you don't have permission, you must pay Council back.

E. You must follow these rules:

- a. You cannot spend more money than you put in your grant budget.
- b. You cannot hire more people than you put in your grant budget.
- c. You cannot buy supplies unless they are in your grant budget.
- d. You cannot hire someone new to do your grant unless you have permission.
- e. You cannot use federal dollars for match.
- f. Indirect costs must be supported by an approved indirect cost rate by the Director, Division of Cost Allocation at the applicable Regional Office, Health and Human Services. Up to 4% of the Federal award may be charged for indirect costs.
 - i. Allowable Direct Project Costs

These are things on which you can spend Council dollars.

Audits (someone to make sure your grant's money is correct at the end of the year)

Bonding (insurance to cover people who work for you that handle money)

Books and Periodicals (books and magazines)

Communication (telephone, postage, etc.)

Consultant Services (special people you hire to do special jobs)

Fringe Benefits

Insurance

Meals

Printing/Copying

Publications

Rentals

Salaries and Wages

Supplies

Taxes

Transportation

Travel - You can reimburse mileage travel expenses **no more than** the state rates. Mileage is currently \$.505 per mile.

F. Unallowable Project Costs

These are things on which you cannot spend Council dollars.

Bad Debts (If you owe someone else money)

Construction

Contingency Funds for Reserves (Savings)

Entertainment

Fines and Penalties

Fund Raising (unless project related)

Interest Costs

Land or Buildings

Lobbying (money given to legislators or to pay their expenses)

You may not schedule an event using Council funds on a date that is in conflict with a Council meeting.

G. Subgrantee Share Funds or Match Funds

It is ok to spend match on the same things for which you spend Council's money.

To figure out how many dollars you should put into the project for match, first see if you are one of the following 16 counties in Ohio that are considered poverty counties;

Adams	Athens	Gallia	Harrison
Jackson	Jefferson	Lawrence	Lucas
Mahoning	Meigs	Monroe	Morgan
Perry	Pike	Scioto	Vinton

If your project will be in one of the counties listed above - divide by **nine** the amount of money you want from Council. This is how much match you should put into the project.

If you are **NOT**- divide by **three** the amount of money you want from Council. This is how much you should put into the project.

Match does not have to be in cash. People who work on your project but do not get paid can count their hours as volunteer hours. Other "in-kind" match can also be counted. (See Match Rates Memo on p. 28-30)

Matching costs may not be financed by other Federal Funds or by Non-Federal Funds that are applied to match other Federally Funded projects.

All items are subject to Federal Regulations on Cost Sharing and Matching Principles. Talk to your financial advisor or call us if you have questions about this.

You can match with more cash or volunteer hours than you have to.

Proposals which exceed the minimum required Matching Share Contribution are encouraged. If questions should occur regarding the generation of the Matching Share Contribution, applicants should call Gary Groom at 614-644-5541.

H. If your project makes money, you need to keep it in a separate account. You can spend it on project activities. Or you can tell Council so we can reduce the amount of money we send you.

I. Project Records

1. You must keep your grant money separate from any other money.

2. Council has the right to tell you how to keep track of your grant money.
 - a. You must keep track of how you spend the money Council gives you. You must keep track of your cash match. You must keep track of the amount of volunteer hours.
 - b. You must keep records of the number of hours that people work. You must keep records of how much per hour people are paid. The person responsible for keeping records must sign these records. These records must be available for the auditor.
 - c. You must keep receipts when you buy supplies. The receipts must be available for the auditor.
 - d. You must keep all records and receipts for three years after the end of your grant.
3. Council staff can look at your records and receipts any time.

J. Reports

1. Every three months you will send Council a report on how you spent your money.
2. Some grants have special audits. To have a special audit, you must spend five hundred thousand dollars in federal money between July and June. If you spend less than five hundred thousand dollars you have to prove it. You can use the same letter that you give to your Board of Directors.

NOTE: If you are late sending Council your reports, you could lose your Council money until reports are received.

K. On Site Monitoring

1. Council staff will visit you once each year to look at all the records you keep about money.
2. Council staff will visit you once each year to look at how you keep your records.

V. PROGRAM REQUIREMENTS**A. Reports**

1. Every three months you will send a report on your grant activities. We will give you the forms.
2. At the very end of your grant, you will send a summary of what you learned. Your summary can be no longer than 5 pages.
3. If there are changes to the people working on your grant, you must ask Council first if it is ok.
4. You must keep the records about your numbers for the performance targets for three years.

NOTE: If you are late sending Council your reports, you could lose your Council money.

Council staff will check with you every three months to be sure you are doing what you said you were going to do. Staff will also visit you once a year.

B. Acknowledging Council

1. All written materials, conference flyers, publications and audio-visual materials (including website postings) must state the following:

**❖ *Funded By The Ohio Developmental Disabilities Council
Under The Developmental Disabilities Assistance And Bill Of
Rights Act.***

2. This acknowledgement is also necessary on products published with other funds if those funds will be claimed as match for a DD Council project.
3. In addition to the required statement, if your logo appears on the product, the DD Council logo shall appear in the same size and be given the same prominence.
4. If this statement/logo is not included on the product, cost **shall** be disallowed.

VI. GRANT SUSPENSION AND TERMINATION**A. *Suspension***

If you do not turn in your reports, Council may not send your money. Council does not have to send you a letter telling you they are doing this.

If Council says you are suspended, it means you won't get any more money until you fix what is wrong.

1. A reason to be suspended is you didn't do what you said you were going to do.
2. Another reason is you didn't spend the money the way you said you were going to.
3. Another reason is you didn't send in your reports.

You will get a letter if staff says you are non-compliant.

1. The letter will tell you exactly what you did wrong.
2. The letter will tell you how to fix it.
3. The letter will tell you how much time you have to fix it.

B. Termination

Your grant will be stopped if you do not fix what was wrong by the deadline.

1. Appeals Process for Suspension and Termination

If Council decides to slow down or stop your grant, you can disagree.

- a. You have thirty days to decide if you want to disagree. If you do, you must send a letter to the Grants Administrator saying you want to disagree.
- b. In the same thirty days, you must write a letter explaining why you disagree.
- c. After Council gets your letter, they have a new thirty days to put together a committee to discuss your problem. You will get a letter within fifteen days of their decision. Their decision is final.

If your grant is terminated and you misspent funds, you may have to pay Council back.

If you have questions, call the Council office at (614) 466-5205 or (800) 766-7426
You do not have to send a copy of your grant to the local or state Clearinghouse.

Please also submit a current copy of the following items:

- A. Articles of Incorporation (if applicable)
- B. Proof of Non-Profit Status (if applicable)
- C. List and Addresses of Current Board Members (if applicable)

VII. APPENDIX**GLOSSARY****BUDGET**

The applicant's financial plan for carrying out the project or program.

CASH CONTRIBUTIONS

The Subgrantee's cash outlay, including the outlay of money contributed to the subgrantee by Non-Federal Third Parties.

CONTRACT

Legal document - agreement. A procurement device to obtain for a price, a specified performance of an identifiable item under specified terms.

CULTURAL COMPETENCE

Services, supports, or other assistance that is conducted or provided in a manner that is responsive to the beliefs, interpersonal styles, attitudes, language, and behaviors of individuals and in a manner that has the greatest likelihood of ensuring their maximum participation in the program involved.

FEDERAL FISCAL YEAR

The Federal Fiscal Year runs from October 1 to September 30.

INDIRECT COSTS

Those expenditures which cannot be readily identified with a specific project. They usually include, but are not limited to, those costs associated with the general administration and management of the grantee institution and the operation and maintenance of its facilities.

IN-KIND CONTRIBUTION

The value of allowable Non-Cash Contributions provided by the subgrantee, by other Non-Federal public agencies and institutions, and by private organizations and individuals. In-Kind Contributions may consist of charges for real property and the value of goods and services including volunteer services directly benefiting the project and specifically identifiable to it.

MATCHING SHARE

That portion of project costs not borne by DD Basic State Grant Funds.

NON-PROFIT ORGANIZATION

An organization no part of whose net earnings may lawfully inure to the benefit of any shareholder or individual.

PERFORMANCE TARGET

A change in behavior or condition. Performance Targets may apply to processes, policies, programs, or individuals. Performance Targets are objective in

that they are set using hard numbers. They define success for the implementer of the project and a return on the investment for the investor (Council). Performance Targets should be both realistic and ambitious, in that they are within the ability of the implementer, but are challenging to accomplish – i.e., “doable with a stretch” (Note: For each project, Council requires that certain Performance Targets be addressed.)

OUTCOME STATEMENT

The statement in the Project Description that describes the end state or goal the Council would like to see achieved through the investment in the project.

PRIOR APPROVAL

Written permission from ODDC in advance of an act which would result in (1) the obligation or expenditure of funds or (2) the performance of an activity under the grant supported project.

PRODUCT/EVENT

The result or outcome of a project activity.

PROGRAM INCOME

Income derived as a result of grant activities such as trainings, seminars, the sale of brochures, videotapes, etc.

PROJECT COSTS

All Subgrantee costs which are allowable in accomplishing the objectives during the project period, including allowable In-Kind Contributions made by third parties.

PROJECT DIRECTOR

A qualified individual designated by the Subgrantee to be responsible for the over-all direction of the project.

PROJECT FINANCIAL OFFICER

A qualified individual designated by the Subgrantee to be responsible for receiving, disbursing, and account of grant funds

PROJECT PERIOD

The total time for which support of a project has been approved.

RECORD OF MATCHING CONTRIBUTIONS

Documentation of the extent of volunteer services, supported by the same methods used by the subgrantee for its employees, and documentation of the basis for determining the charges for personal services, materials, etc.

STRATEGY TO VERIFY NUMBERS

Method or approach the project will use to prove the numbers for the Performance Target have been reached. For example: Performance Target: 52 individuals will attend training

Strategy to Verify Number: Sign-in sheet from the training session

SUBGRANT(EE)

A recipient of DD Basic State Grant Funds as approved by the ODDC and the Ohio Department of Mental Retardation and Developmental Disabilities. Technically, the State of Ohio is the Grantee and the agency/Organization receiving approval for a project is the Subgrantee.

UN/UNDERSERVED

Includes populations such as individuals from racial and ethnic minority backgrounds, disadvantaged individuals, individuals with limited-English proficiency, individuals from underserved geographic areas (rural or urban), and specific groups of individuals within the population of individuals with developmental disabilities, including individuals with developmental disabilities attributable to physical impairment, mental impairment, or a combination of physical and mental impairments.

The term unserved and underserved includes populations such as:

- Individuals from racial and ethnic minority backgrounds
- Disadvantaged individuals based on low-income status or unserved geographical areas (rural or urban), and specific groups of individuals within the population of individuals with developmental disabilities including individuals who require assistive technology in order to participate in and contribute to community life.
- Ethnic, cultural, and disability groups that typically do not receive services and supports because of language or cultural barriers.
- Individuals Including but not limited to:

Census Bureau – Race

- ✓ American Indian or Alaskan Native
- ✓ Black or African American
- ✓ Native Hawaiian or Other Pacific Islander
- ✓ White
- ✓ Some Other Race
- ✓ Two or More Races

Census Bureau – Ethnicity

- ✓ Hispanic or Latino
- ✓ Not Hispanic or Latino

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SAMPLE BUDGET

PROJECT BUDGET PLAN

1. PROJECT INFORMATION

Project Number: <i>(Assigned by Council)</i>	99-01
Project Name: <i>(55 characters)</i>	XYZ, Inc.
Date Submitted/Revised	10/05/08

2. BUDGET SUMMARY SECTION

CATEGORY	PROJECT COSTS	COUNCIL FUNDS	MATCHING FUNDS
Personnel with Fringe Benefits	\$67,912.86	\$55,443.96	\$12,468.90
Personnel without Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00
Consultant/Subcontracted Services	\$3,000.00	\$3,000.00	\$ 0.00
Travel	\$2,230.00	\$2,230.00	\$ 0.00
Supplies/Publications	\$6,700.00	\$6,700.00	\$ 0.00
Space Occupancy	\$5,040.00	\$ 0.00	\$5,040.00
Other Direct Costs	\$17,870.40	\$15,000.00	\$2,870.40
Indirect Costs	\$2,300.00	\$ 300.00	\$2,000.00
Volunteer Services Costs	\$3,992.70	\$ 0.00	\$3,992.70
TOTALS:	\$109,045.96	\$83,672.96	\$26,372.00

The budget summary section totals will be filled in as the itemized sections are completed below.

3. BUDGET ITEMIZATION SECTION**3a. PERSONNEL WITH FRINGE BENEFITS**

Fringe Benefits %	24.85
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Title of position/Name if known	Rate	Time On Project	Project Costs	Council Funds	Matching Funds	Matching Funds Source
A. Smith	\$15.00	2,080.00	\$31,200.00	\$31,200.00	\$0.00	
B. Jones	\$12.50	1,040.00	\$13,000.00	\$13,000.00	\$0.00	
C. Adams	\$9.80	1,040.00	\$10,192.00	\$0.00	\$10,192.00	CASH
	\$0.00	0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	0.00	\$0.00	\$0.00	\$0.00	
Subtotal staff remuneration:			\$54,392.00	\$44,200.00	\$10,192.00	
Fringe Benefit Costs (Enter Amounts for Council Funds and Matching Funds columns.			\$13,520.86	\$11,243.96	\$2,276.90	
TOTAL:			\$67,912.86	\$55,443.96	\$12,468.90	

3b. PERSONNEL WITHOUT FRINGE BENEFITS

Title of position/Name if known	Rate	Time On Project	Project Costs	Council Funds	Matching Funds	Matching Funds Source
	\$0.00	0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	0.00	\$0.00	\$0.00	\$0.00	
TOTAL:			\$0.00	\$0.00	\$0.00	

3g. OTHER DIRECT COSTS

Nature Of Expense	Project Costs	Council Funds	Matching Funds	Matching Funds Source
Utilities	\$2,870.40	\$0.00	\$2,870.40	IN-KIND
Conferences	\$15,000.00	\$15,000.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
Total:	\$17,870.40	\$15,000.00	\$2,870.40	

3h. INDIRECT COSTS

Nature Of Expense	Project Costs	Council Funds	Matching Funds	Matching Funds Source
Indirect Costs	\$2,300.00	\$300.00	\$2,000.00	CASH
	\$0.00	\$0.00	\$0.00	
Total:	\$2,300.00	\$300.00	\$2,000.00	

3i. VOLUNTEER SERVICES COSTS

Nature Of Expense	Project Costs	Council Funds	Matching Funds	Matching Funds Source
Workshop Attendees	\$3,992.70	\$0.00	\$3,992.70	IN-KIND
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
Total:	\$3,992.70	\$0.00	\$3,992.70	

*** Budget Explanation: Please provide an additional Word document that explains how each line item was calculated.**

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SAMPLE

BUDGET EXPLANATION: PERSONNEL AND CONTRACT SERVICES

Directions: Please briefly describe below the duties and responsibilities of the grant personnel. Also, please identify the contractor (if known) and briefly describe the service to be provided. Use additional pages if required.

PERSONNEL:

Project Director: A. Smith Responsible for timely completion of all project outcomes, ongoing project assessment, and preparation of program reports.

Project Coordinator: B. Jones Responsible for coordinating 10 workshops and completing fiscal reports and records

Project Secretary: C. Adams Responsible for all project correspondence and general clerical support

CONTRACT SERVICES:

M. Bell, MSW Will plan and facilitate workshops and conduct follow-up evaluations. Budget amount is calculated as follows: 6 hrs per workshop + 2 hrs evaluations per workshop X 10 workshops @ \$37.50 per hour = \$3,000.

TRAVEL:

Directions: Please explain how each line item was calculated. Use additional pages if required.

In State Mileage Approximately 3000 miles for project staff and workshop attendees @ .50 = \$1,500.

Out-of-State Travel: Project Director and staff person will attend National Conference of Special Educators in Chicago, July 9 thru July 11,2009. Many of the topics covered in the workshops will be featured at the conference. Round trip Air Fare @ \$365 for 2 people
Attendance should be helpful in planning the workshops in the 3rd quarter of the grant.

SUPPLIES & PUBLICATIONS

Consumable Supplies: Estimated cost of supplies, including office supplies, printer cartridges, mailing labels, etc.

Postage: To cover cost of mailing workshop announcements and follow-up evaluations. Estimated # of mailings/evaluations and \$ per each.

Printing: Estimated cost of printing project-generated products including training materials, brochures, copies, etc. based upon quote from local printing company.

MATCH RATE MEMO

Subject: Suggested Guidelines, Match Rates Related to Volunteer Services.

Recently conducted site visits show that the rates being charged for volunteer services rendered in connection to grant related activities and used as match are not consistent across the grantee community. Additionally, grantees often lack an appropriately documented supporting rationale for the rates being charged for volunteer services.

What follows are the results of research conducted by Council staff. That research included a review of data available through the United States Department of Labor, Bureau of Labor Statistics, the Ohio Job and Family Services Department, and State of Ohio wage schedules. The data is valid for the State of Ohio, and in particular the Cleveland, Columbus, and Cincinnati Metropolitan Statistical Areas (MSA).

Essentially there are three methods for calculating match: 1. A system that fairly values the individual's work within the general economy; 2. A system that fairly values in economic terms the benefit of training events; and 3. A direct assessment of the actual value of labor contributed to a project.

1. Fair Value of Work within the General Economy:

Salary information provided in this section depicts what can be considered a fair assessment of the value of labor contributed to a project. Rather than assuming that the minimum wage is appropriate under general circumstances the following information indicates in general what the labor market considers a fair wage. **The rates should be used in general circumstances when no other system can be implemented.**

The final column of the following chart depicts the average hourly rate including a standard allowance of 23% for the employer share of a basic fringe benefit package (see notes). That figure may be credited as an hourly allowance when calculating match. It should be used in conjunction with any activity that cannot be valued by either of the other systems. Examples might include voluntary office work, contributed technical assistance such as public relations or professional writing, a volunteer driver, or board membership when no other method for valuing an individual's time can be used.

AVERAGE SALARIES BY LOCATION			
AVERAGE PLUS FRINGE	AVERAGE ANNUAL SALARY	AVERAGE HOURLY WAGE	
OHIO (AVG)	\$32,510	\$15.63	\$19.22
CINCINNATI MSA	\$35,049	\$16.85	\$20.73
CLEVELAND MSA	\$34,704	\$16.68	\$20.52
COLUMBUS MSA	\$33,946	\$16.32	\$20.07

Grantees may arrive at a valid figure to utilize as the volunteer match rate by either selecting the MSA aligned with their individual community; or, by electing to use the general state statistic. Please keep in mind that an MSA generally includes the surrounding counties of the metropolitan area for which it is named. This data can be updated at any time by accessing the Bureau of Labor Statistics data on the Internet at <http://stats.bls.gov:80> or key search word: **bureau of labor statistics**, in lowercase.

There may exist circumstances when you are aware that the individual or group of volunteers obviously exceed the average income in terms of earning potential. **Attachment 1** to this memo depicts a listing of various relevant professional occupations, their current average annual salary, and hourly rate including an allowance for fringe benefits. These salaries are, whenever possible, based upon the State of Ohio pay scales at the mid-range. It may prove helpful for valuing volunteer time in certain situations when a group's apparent professional characteristics indicate an above average potential in terms of wage earning capacity.

Only in extraordinary circumstances should a rate exceeding \$39.48 be used. That is the salary rate including a fringe benefit allowance, for a Commission Member 3, Step 5, contained in the State of Ohio Position Classification System.

2. Fair Value for Training/Educational Events:

An issue which keeps coming up is how to value a person's time while they are in attendance at a grant-related educational activity. Based upon an informal survey of university continuing education programs, adult vocation education programs, community colleges, and a sampling of national private continuing educational organizations, an average charge for adult continuing education is **\$175.00** per day or **\$21.88** per hour assuming an 8-hour day. This would seem a not only valid but a fair

amount to credit as match for an individual in attendance at a grant-related educational function.

3. Actual Value of the Labor Contributed:

The preferred approach for valuing volunteer time is to obtain, whenever possible, the value of the individual's time as indicated by their actual wages earned. A simple signed statement, obtained from the individual that indicates wage data is most desirable. It is understandable that this can at times be difficult to accomplish. However, **this method should be pursued whenever practicable.**

A reminder: Federal grant regulations prohibit the use of a federal employee's time as match for any federal grant. As you take attendance or as you gather registration information, be sure to inquire about federal employment status. **Information** including the names of those who contribute time to a project, **should be gathered and maintained for audit purposes.**

Should you elect to utilize the less direct methods suggested in this memo, please retain a copy for your files so that it may be referenced for audit purposes. Should you have any questions related to the system please phone Alea Jones at (614) 752-5002.

Note:

- Average hourly wage was computed by dividing the total number of employees covered by unemployment insurance by the total annual payroll for those employees and includes an allowance for bonuses, gratuities, and employer contributions to 401-k plans. Fringe benefits are expressed as an additional percentage and include the employer share of FICA, Workers Compensation, Minimal Hospitalization Plan, and unemployment insurance premiums paid on behalf of the employee. Base data is gathered by the Ohio Job and Family Service Department and is reported to the Bureau of Labor Statistics.

Attachment 1**Labor Market Information**

<u>Occupation</u>	Annual Salary Includes Fringe Allowance	Hourly Rate
Attorney	\$111,872.95	\$53.79
Accountant/Auditor	\$64,346.73	\$30.94
Financial Manager	\$91,457.45	\$43.97
General Manager	\$65,702.00	\$31.59
Human Services Worker (Paraprofessional)	\$48,993.21	\$23.55
Personnel Administrator/Labor Relations	\$83,186.18	\$39.99
Psychologist	\$67,557.35	\$32.48
Public Administrator	\$76,823.46	\$36.93
Social Worker	\$48,356.14	\$23.25
Physician	\$156,993.20	\$75.48
Therapist/Counselor	\$72,535.54	\$34.87
Teacher, Secondary School	\$57,075.62	\$27.44
Teacher, Special Education	\$56,067.48	\$26.96
Education Administrator	\$86,863.63	\$41.76
Registered Nurse	\$59,335.29	\$28.53
Vocational Counselor	\$63,433.02	\$30.50
**Commission Member 5	\$82,118.40	\$39.48

Based on State of Ohio Position Classification.

** To be used in placing a value on the time of a highly qualified persons contribution should no other suitable classification be available.

Grant Review Panel Evaluation Criteria

Listed below are questions your Ohio DD Council Grant Review Panel will be asking themselves as they read your 2009 competitive application:

QUESTION 1: Does the applicant clearly state goal and major activities.

QUESTION 2: QUALIFICATIONS OF AGENCY AND PERSONNEL –
Does the application describe your agency or organization in terms of?

- philosophy/mission
- experience providing culturally competent services or support to individuals with developmental disabilities and/or their families
- experience as an advocate on behalf of individuals with developmental disabilities and their families
- the knowledge/expertise that qualifies your agency/organization to successfully conduct the project
- knowledge and expertise of project personnel.

QUESTION 3: PROJECT ACTIVITIES -

This section is the heart of the proposal, since it must describe how the applicant plans to achieve the Outcome Statement, meet their Performance Targets, and confirm how they will reach them.

Reviewers may wish to consider the following questions:

- Does the application satisfactorily describe how the proposed methods of reaching the Performance Target will achieve the Outcome Statement?
- Does the application provide sufficient details about each activity?
- Does the application explain strategy to verify data regarding performance targets?
- Does the application describe the impact the activities will have on people with developmental disabilities?

QUESTION 4: OUTREACH TO THE UNSERVED AND UNDERSERVED.

Applicants have been asked to address several pieces of information:

- 4.1 Who are the un/underserved population(s) in your project area?
- 4.2 Identify the unserved/underserved population(s) you plan to serve.
- 4.3 Describe their needs and any barriers to service.
- 4.4 Describe the affirmative or proactive outreach activities you will perform.
What are the expected outcomes?
- 4.5 List key community people/organizations you will work with to serve the unserved/underserved populations(s)
- 4.6 What are your plans to sustain your outreach activities?
- 4.7 How will you measure progress towards your outreach goals?
- 4.8 What process will you use to address unforeseen barriers? (list barrier examples)

QUESTION 5: INVOLVEMENT OF INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES AND/OR THEIR FAMILIES.

In your judgment, does the applicant's response describe how implementation of the proposal will involve individuals with developmental disabilities and/or family members in project activities (**in both paid and unpaid roles**).

QUESTION 6: PROJECT WORK PLAN

The applicant has been asked to complete a Project Work Plan that describes the activities they plan to execute in the first year of the project.

Reviewers should consider the following:

- Is each required performance target addressed? Are the performance targets numbers satisfactory?
- Is each activity and performance target relevant to the objective they are listed under?
- Does the application adequately describe who will be responsible for each activity and a timeframe for completion?

BUDGET AND BUDGET EXPLANATION

Does the budget reflect the activities described in the other sections of the proposal?

Federal Performance Measures Codes and Definitions

FEDERAL AREAS OF EMPHASIS AND PERFORMANCE MEASURES

Federal Area of Emphasis

EMPLOYMENT (EM) People get and keep employment consistent with their interests, abilities and needs.

Performance Measures (includes self-advocates, family members, and/or others)

- EM01 Adults have jobs of their choice through Council efforts
- EM02 Dollars leveraged for employment programs
- EM03 Employers provided vocational supports to students on the job
- EM04 Businesses/employers employed adults
- EM05 Employment programs/policies created/improved
- EM06 People facilitated employment
- EM07 People trained in employment
- EM08 People active in systems advocacy about employment
- EM09 Self-advocates & family members trained in systems advocacy about employment
- EM10 Other

Federal Area of Emphasis

HOUSING (HO) Adults choose where and with whom they live.

Performance Measures (includes self-advocates, family members, and/or others)

- HO01 Individuals have homes of their choice through Council efforts
- HO02 People moved from congregate settings to homes in the community
- HO03 Dollars leveraged for housing
- HO04 Banks made mortgage funds available to enable people to own their own homes
- HO05 Housing programs/policies created/improved
- HO06 Units of affordable, accessible housing made available
- HO07 People facilitated home ownership/rental
- HO08 People trained in housing
- HO09 People active in systems advocacy about housing
- HO10 People trained in systems advocacy about housing
- HO11 Other

Federal Area of Emphasis

HEALTH (HE) People are healthy and benefit from the full range of needed health services.

Performance Measures (includes self-advocates, family members, and/or others)

- HE01 People have needed health services through Council efforts
- HE02 Dollars leveraged for health services
- HE03 Health care programs/policies created/improved
- HE04 People improved health services
- HE05 People trained in health care services
- HE06 People involved in systems advocacy on health care
- HE07 People trained in systems advocacy about health care
- HE08 Other

*Federal Area of Emphasis***EDUCATION and EARLY INTERVENTION (ED) Students reach their educational potential and infants and young children reach their developmental potential.***Performance Measures (includes self-advocates, family members, and/or others)*

- ED01 Students have the education and support they need to reach their educational goals through Council efforts
- ED02 Infants and young children have the services/supports needed to reach developmental goals through Council efforts
- ED03 Students transitioned from school to community and jobs
- ED04 Children transitioned from early intervention and pre-school to inclusive classrooms/schools
- ED05 Dollars leveraged for education
- ED06 Education programs/policies created/improved
- ED07 Post-secondary institutions improved inclusive education
- ED08 Schools improved IEP practices
- ED09 People facilitated inclusive education
- ED10 People trained in inclusive education
- ED11 People involved in systems advocacy about inclusive education
- ED12 Parents trained regarding their child's educational rights
- ED13 Other

Federal Area of Emphasis

CHILD CARE (CH) Children & families benefit from a range of inclusive, flexible childcare options

Performance Measures (includes self-advocates, family members, and/or others)

CH01 Children in inclusive child care settings through Council efforts

CH02 Dollars leveraged for child care programs

CH03 Child care programs/policies created/improved

CH04 People facilitated inclusive childcare

CH05 People trained in childcare

CH06 People active in systems advocacy about child care

CH07 People trained in systems advocacy about childcare

CH08 Other

Federal Area of Emphasis

RECREATION (RE) People benefit from inclusive recreational, leisure and social activities consistent with their interests and abilities.

Performance Measures (includes self-advocates, family members, and/or others)

RE01 People active in recreational activities through Council efforts

RE02 Dollars leveraged for recreation programs

RE03 Recreation programs/policies created/improved

RE04 People facilitated recreation

RE05 People trained in recreation

RE06 People active in systems advocacy about recreation

RE07 People trained in systems advocacy about recreation

RE08 Other

Federal Area of Emphasis

TRANSPORTATION (TR) People have transportation services for work, school, medical, and personal needs.

Performance Measures (includes self-advocates, family members, and/or others)

TR01 People have transportation services that meet their needs

TR02 Dollars leveraged for transportation programs

TR03 Transportation programs/policies created/improved

TR04 People facilitated transportation

TR05 People trained in transportation

TR06 People active in systems advocacy about transportation

TR07 People trained in systems advocacy about transportation

TR08 Other

Federal Area of Emphasis

QUALITY ASSURANCE (QA) People have the information, skills, opportunities and supports to live free of abuse, neglect, financial and sexual exploitation, violations of their human and legal rights, and the inappropriate use of restraints or seclusion. Quality Assurance systems contribute to and protect self-determination, independence, productivity, and integration and inclusion in all facets of community life.

Performance Measures (includes self-advocates, family members, and/or others)

QA01 People benefiting from quality assurance efforts of the Council

QA02 Dollars leveraged for quality assurance programs

QA03 Quality assurance programs/policies created/improved

QA04 People facilitated quality assurance

QA05 People trained in quality assurance

QA06 People active in systems advocacy about quality assurance

QA07 People trained in systems advocacy about quality assurance

QA08 People trained in leadership, self-advocacy, and self-determination

QA09 People attained membership on public and private bodies and other leadership Coalitions

QA10 Number of entities participating in partnerships or coalitions created or sustained as a result of Council efforts

QA11 Other

Federal Area of Emphasis

FORMAL AND INFORMAL COMMUNITY SUPPORTS (CS) Individuals have access to other services available or offered in a community, including formal and informal community supports that affect their quality of life.

Performance Measures (includes self-advocates, family members, and/or others)

CS01 Individuals receive formal/informal community supports

CS02 Dollars leveraged for formal/informal community supports

CS03 Programs/policies created/improved formal/informal community supports

CS04 People facilitated formal/informal community supports

CS05 People trained in formal/informal community supports

CS06 People active in systems advocacy about formal/informal community supports

CS07 People trained in systems advocacy about formal/informal community supports

CS08 Buildings/public accommodations became accessible

CS09 Other

Federal Area of Emphasis

CROSS CUTTING (CR)

Performance Measures (includes self-advocates, family members, and/or others)

CR01 Public policymakers educated by Council about issues related to Council Initiatives.

CR02 Copies of products distributed to policymakers about issues related to Council Initiatives

CR03 Members of the general public estimated to have been reached by Council public education, awareness and media initiatives.