

Administration for Community Living

Funding Opportunity Announcement:
HHS-2021-ACL-AOD-DDUC-

November 23, 2021

University Centers of Excellence in Developmental Disabilities
Education, Research and Service

Guidance for Applicants



Program Announcement

- Application materials can be obtained from <http://www.grants.gov> or <https://www.acl.gov/grants/applying-grants>.
- **Timeline:**
 - Targeted publication date: **January 31 , 2022**
 - Target application due date: **March 31, 2022**
 - Funding Opportunity Number:
HHS-2022-ACL-AIDD-DDUC-
 - CFDA Number: **93.632**

Read the Funding Opportunity Announcement (FOA) Thoroughly

- I. Funding Opportunity Description
- II. Award Information
- III. Eligibility Information
- IV. Application and Submission Information
- V. Application Review Information
- VI. Award Administration Information
- VII. Agency Contacts
- VIII. Other Information

UCEDD Core Grant - Purpose

- ACL/OIDD within the U.S. Health and Human Services will use Fiscal Year (FY) 2022 funds to make five-year grants to **forty- two entities** designated as University Centers for Excellence in Developmental Disabilities Education, Research, and Service (UCEDDs).
- These grantees carry out four core functions: (1) **Interdisciplinary Pre-Service and Continuing Education**; (2) community services, including training, **Technical Assistance**, and/or **Demonstration Services** and **Model Services**; (3) **Research**; and (4) **Product Development** and dissemination of information
- Funds made available under this proposed funding opportunity will be used to pay for the Federal share of the cost of the administration and operation of programs designated as UCEDDs.

Program Overview

Individual Award Ceiling:	\$577,449 (per year)
Expected # of Awards:	42
Project Period:	60 months (5 years)
Number of Budget Periods:	(5) 12-month budget periods
Projected Start Date:	July 1, 2022
Funding Instrument Type:	Grant
Required Match:	25%

Eligibility

- Section 151(a) of the DD Act of 2000 states that appropriations authorized under section 156(a)(1) shall be used to make five-year grants to entities in each State designated as UCEDDs to carry out the four core functions.
- Entities eligible to apply for funds under this funding opportunity announcement are the UCEDD grantees awarded in FY 2017.
- Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Application Submission Information

- ACL requires applications to be submitted electronically through <http://www.grants.gov> in **Workspace**. Training on Grants.gov Workspace can be found here at:
<https://www.grants.gov/web/grants/applicants/workspace-overview.html>
- Downloaded into grant solutions
- Notice of Award via grant solutions

Funding Application Submission Information

SF 424: **Type of Submission**

New application – NOT A CONTINUATION!!

Do not use your old grant number

Provide the Congressional Districts

Key Program Components

- A **new signed MOU** in the application from the University supporting the UCEDD as an independent component of the University;
- **New Assurances**-include a commitment statement from UCEDDs to maintain DD Act compliance for the duration of the 5-year project period
- Letters of Recommendation from collaborative partners

Key Features that the Application Should

- Show evidence that **the CAC/DD Network Partners participated in the development of the application** and how they plan to work together to ensure the goals and objectives included in the application are achieved.
- Document the needs assessment/planning studies.
- Demonstrate on-going engagement of the CAC.
- Demonstrate collaboration with DDC, P&A, and other UCEDDs in the State.
- Connect needs to **goals** in the **5-year plan**.

Key Features that the Application Should Address

- Important to describe the UCEDD
- View the 5-year application as **the UCEDD's strategic plan**
- Focus not necessarily on specific projects and activities; however, they are important because they support **implementation of the goals and objectives**
- Consider the audience

Funding Restrictions

This grant program meets the ACL definition for training grants. For training grants, OGM, ACL allows for indirect costs rates to be **capped at 8%**. For more information on the long form see: https://rates.psc.gov/fms/dca/a21-appx_c.pdf.

Funds may not be used for

- Construction and/or major rehabilitation of buildings
- Basic research (e.g. scientific or medical experiments)
- Continuation of existing projects without expansion or new and innovative approaches
- Meals (except under certain conditions)

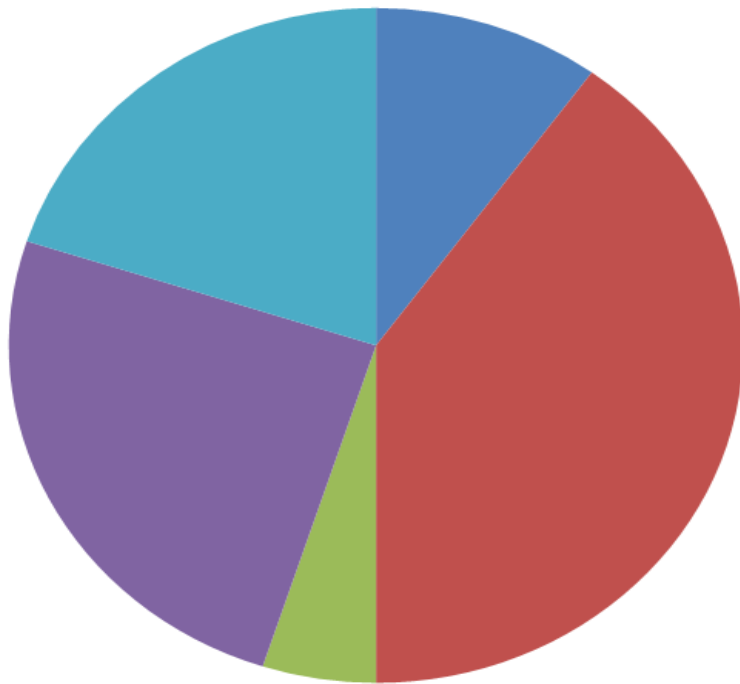
Other Submission Requirements

Project Narrative-	60 double spaced pages max	
Table of Contents		Not counted
Abstract	Counted	
Appendix	40 single spaced pages max	
Project Work Plan	Counted	
Org Chart	Counted	
Logic Model	Counted	
Letters of Commitment	Counted 1-2 pages signed by multiple agencies	
Budget/Budget Narrative 5 Years	Counted	
UCEDD-University MOU		Not counted
Resumes key staff		Not counted
References		Not counted
Indirect Cost Rate Agreement, Assurances - include a commitment statement from UCEDDs to maintain DD Act compliance for the duration of the project period; Lobbying Certificates, Tax Exempt Documents		Not counted

Project Narrative

- Must not exceed **60** double-spaced pages
- The 60 pages project description does not include the MOU, resumes, references or standard forms.
- Appendix must not exceed 40 pages
- 12point font
- Margins one inch
- Pages numbered
- Tables can be single spaced

Evaluation Criteria –(100 points)



- Project Relevance & Current Need (10 points)
- Approach (45 points)
- Budget (10 points)
- Project Impact (15 points)
- Organizational Capacity (20 points)

Project Relevance & Current Need

(10 points)

Document

- Needs assessment/planning studies
- Input and engagement of the CAC
- Coordination with DDC, P&A, and other UCEDDs in the State

Connect

- Needs to goals in the 5-year plan

Project Relevance & Current Need

(10 points)

- Provide a portrait of the state needs & clearly identify the need for assistance based on relevant and current data, including that collected through planning studies.
- Show a direct relationship between **the needs identified based on research and feedback from the CAC, individuals with DD, family members, the DD Network Partners, representatives of State agencies** **and the goals and goal-related activities in the five-year plan.**

Needs Assessment for the UCEDD Core Grant

Approach (45points)

Five-Year Plan

Consumer Advisory Committee (CAC)

Coordinated Activities with the State

Developmental Disabilities Network

Program Accountability

DD Act Assurances

Five-year plan

- Outline a projected measurable goal for one or more area(s) of emphasis for each core function
- Describe how the goals and the goal-related activities:
 - Are based on data-driven strategic planning
 - Were developed in collaboration with the CAC
 - Will be reviewed and revised annually
 - Will be implemented in a manner consistent with the objectives of the DD Act of 2000

Approach

Coordinated Activities of DD Network

- ❑ Demonstrate how **UCEDD 5-year plan** complements that of the DDC, P&A, and other UCEDD(s) in the State
- ❑ Show evidence of coordination
 - Was DDC data used?
 - Was the DDC state plan and P&A SGP reviewed?
 - Were meetings held to discuss the UCEDD 5-year plan?

Approach (45 points) Five-Year Plan

- Describes how the UCEDD's goals **reflect interagency collaborations** to **effect systemic change** in state, local communities and service systems.
- Describes how the 5-Year Plan for the UCEDD **complements** the State DD Council five-year plan, the P & A Statement of Goals & Priorities, and the five-year plan for the other UCEDD(s) in the State.

Five Year Plan

- Describes how the UCEDD will carry out each of the four UCEDD core functions
- Describes how the **core funding is used as a resource to support program infrastructure** & how it will be used to **leverage** additional public/ private funds to achieve projected goals & objectives.

Approach

Community Service

- Provision of community services that
 - Provides training or technical assistance to PwDD, their families, professionals, paraprofessionals, policy-makers, students, and other members of the community
 - May provide services, supports, and assistance to PwDD, their families, professionals, paraprofessionals, policy-makers, students, and other members of the community through demonstration and model activities

Approach Research

- May include basic or applied research, evaluation, and the analysis of public policy in areas that affect or could affect, either positively or negatively, PwDD and their families.

Approach

Project Accountability

- ❑ Describes how UCEDD's mission will comply with the accountability requirements outlined in the DD Act of 2000.

Budget (10 points)

ESTIMATED core award amount is \$577,449 per UCEDD. May include funds to pay for travel expenses to attend OIDD-sponsored Project Directors' meetings in Washington, DC if applicable.

- May include funds to pay for the following:
 - travel of data coordinators to attend an annual training on NIRS
 - Activities of the CAC
- All other costs must be related to the implementation of the four core functions and the operation or administration of the Center

Budget (10 points)

- Budget Narrative— is a part of the project description
- Must provide detailed narrative that supports **the 5-year plan budget**
- Must show calculations for arriving at categorical costs in 5-year detailed line item budget-SF424

Examples

Federal Budget Request

FY22	FY23	FY24	FY25	FY26
\$577,449	\$588,998	\$600,778	\$612,793	\$625,041

Base award and increase of 2% CPI in each of the subsequent four years following the year of the award. Increases subject to availability of funds/congressional appropriations.

Budget Justification

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel	\$47,700	\$23,554	\$0	\$71,254	Federal Project Director (name) = .5 FTE @ \$95,401/yr = \$47,700 Non-Fed Cash Officer Manager (name) = .5FTE @ \$47,108/yr = <u>\$23,554</u> Total \$71,254

Budget (10 points)

- **Provides a narrative budget justification** that describes how the categorical costs are derived and discusses the necessity, reasonableness, and allocability of the proposed costs in relation to the administration or operation of the UCEDD program, including implementation of the four core functions and support of the CAC.

Project Impact (15 points)

- Plan for evaluating the overall effectiveness of the UCEDD
- This does not mean individual UCEDD projects
- Use qualitative and quantitative information
- Use the logic model as appropriate including diversity goals and activities

Project Impact (15 points)

- Describes a **logic model** for evaluating if the goals for the UCEDD have been achieved in a manner consistent with the DD Act of 2000.
- Describes the methodology used to gather data to report annually, outcomes/impact using the UCEDD Annual Report Template & **using the Logic Model to report 5- year outcomes/impact**. It should include quantitative and qualitative techniques to determine if **the needs identified are being met** and if the UCEDD **results are being achieved**.

Organizational Capacity (20 points)

- Describe the organizational structure of the UCEDD, including an organizational chart & a conceptual overview of the program framework
- Provide overview of the management structure of the center
- Describe how the UCEDD manages implementation of the 4 UCEDD core functions

Organizational Capacity (20 points)

- - Documentation - UCEDD has a **NEW** written agreement (**MOU**) or charter with the University which specifies the:
 - **UCEDD designation** as an official, independent university component;
 - **The relationships** between the UCEDD and other university components;
 - **The University's commitment** (including financial and other resources) to the UCEDD and the UCEDD's commitment to the university; and
 - **That the UCEDD Director reports** directly to a University administrator who will represent the interests of the UCEDD within the University.

Organizational Capacity

Consumer Advisory Council

- Describe how the UCEDD will maintain a CAC that reflects the DD Act requirements
- Show evidence of CAC input **in the development of plan**
- Discuss how CAC is involved in **the annual review of the plan**
- Acknowledge name if different

Organizational Capacity

- Describe the qualifications of the faculty and staff assigned to the UCEDD grant.
- Explain how the UCEDD will maintain the faculty and staff necessary to support the purposes of the UCEDD and **allocate adequate staff time** to carry out activities related to each of the core functions.

Organizational Capacity Assurances

- **Required by Section 154(a)(3) of the DD Act** Commitment Statement of compliance to DD Act through the 5-year project period
- Basic program requirements for UCEDDs
- Include as separate document in the application package
- Does not count against the 60 pages

Resources

[UCEDD Strategic Planning in a University Context](#)

[2021 Report on UCEDD-University Relationships and Agreements](#)

[UCEDD Grants Management: Negotiating UCEDD-University Agreements \(PDF\)](#)

[Diversity Toolkit](#)

[ED&I Action Plan](#)

[Embedding Cultural Diversity and Cultural and Linguistic Competence](#)

[Community-based participatory research: understanding a ...](#)
[Meaningfully Engaging Your Consumer Advisory Committee \(CAC\)](#)

[Plain Language Resources](#)

[Achieving UCEDD Goals through Leveraging Relationships \(PDF\)](#)
[Recruiting and Retaining Underrepresented Minorities \(PDF\)](#)

University of Arizona Sonoran UCEDD's FY2021 Five-year Core grant application

is an excellent example of incorporation of
ED&I work across UCEDD activities

[FY21 Core Grant Application - AZ Sonoran UCEDD \(PDF\)](#)

URC's Grants Page:

<https://www.aucd.org/urc/Management/UCEDD-Grants>

Application Elements

- SF 424 – Application for Federal Assistance (Form)
- SF 424A – Budget Information (Form)
- Budget Narrative/Justification
- SF 424B – Assurances (Form)
- Lobbying Certification
- Proof of non-profit status
- Copy of most recent indirect cost agreement, if applicable
- Project Narrative
- Organizational Capability Statement and Vitae for Key Project Personnel
- Letters of Commitment from Key Partners

Application Review Process

- Follow requirements in Section 154(c) of the DD Act
 - Peer Review
 - Supplemental Review
 - Recommendation for Funding

Close out Procedure

- The close-out package is due **90 days** after the last day of the grant (June 30), and Must be received No later than **September 29**.
- UCEDDs are required to submit a close-out package that includes the following:
 - A Final Financial Status Report
 - Property Inventory and Disposition Statement
 - Final Program Progress Report
- UCEDD grant close out procedure and final progress report guideline can be access from URC at <http://www.aucd.org/template/page.cfm?id=518>.

Questions



**We at ACL are thankful for our UCEDD
Network & AUCD Partners!**

