ITACC logo in red and yellow.


Notable Rapid Response Questions from October 2020

Funding

**Is the FY 2021 allocation table for DD Councils posted on the Administration for Community Living website?**

Not yet. Because Congress passed a Continuing Resolution to give the Councils partial funding, the FY 2021 table will not be posted until a full budget is passed by Congress.

**Why is my Notice of Award less than my total amount?**

Congress passed a continuing resolution on September 30, 2020. The Award notices only reflect the amount of funds covered by the continuing resolution.

**Can we purchase supplies for our Council members to participate in meetings?**

Yes, but these costs must come from the administrative portion of the budget and be necessary and reasonable following all applicable cost principles.

**We requested 2018 grant award funds and was notified the grant was closed, what do we do?**

If the Council did not request a liquidation waiver and the request to draw down funds was not processed before 10/1/2020, the grant would be marked “closed”. Contact the Council’s assigned ACL/OIDD Program Specialist for specific questions.

Federal reports

**Where and when will Council staff submit the federal reports?**

Reports are due January 1, 2021. ACL/OIDD staff will be in touch with any updates and additional information on where to submit reports.

**Will the character limits for the reports stay the same?**

We recommend Council staff use the previous character limits as a guide in developing the FY 2020 reports.

**What OIDD performance measures are used for programs like Partners in Policymaking?**

Systems Change measures - SC 1.3.4. - # of best practices supported through Council activities (this would be reported if you are implementing the Partners in Policymaking program).

If the Council is improving the program to meet your State's need but still doing the PIP program you may be able to identify SC 1.3.2 (# of promising practices supported through Council activities).

Individual and Family Advocacy measure IFA 2.1 - % of people with DD who report increasing their advocacy because of Council work (the 6-month and one-year follow-up surveys could demonstrate people's increase of advocacy).

Individual and Family Advocacy measure IFA 2.2 is % of family members who report increasing their advocacy (the 6-month and one-year follow-up surveys could demonstrate people's increase of advocacy).

Sub-outcome measures IFA 2.3, 2.4, and 2.5 would all be outcomes for people with I/DD and family members of I/DD because of them increasing their leadership skills.

**What information is expected for the 4-year overview item in the PPR?**

The overview should include information about what the Council learned from the current State plan activities. Include information about what activities are likely to be carried forward into a new 5-year plan. Include information about systems change efforts that will be ongoing. If the Council is not planning to use the knowledge gained or build upon outcomes from current state plan work into the next, provide information about why work would not be built upon. (This could be the result of other entities taking up the work, or successful sustainability of an effort or a system change effort being adopted and implemented).

The “Guidance for Completing the Program Performance Report” document has been revised and is available and the PPR content overview webinar is scheduled for November 17, 2020 at 1:00 p.m. Eastern Time (it will be recorded and available on-demand after the 17th).

State plan development 2022-2026

**Where can we find examples of other Council’s Goals and objectives?**

On the itacchelp.org website under Federal Reporting and Resources – Five Year State plan or click this link - <https://itacchelp.org/wp-content/uploads/2018/08/EDITED-2017-2021-State-plan-goals-and-objectives-ALL.pdf>

**Do we have to name a group for the Targeted Disparity state plan item?**

Yes, the Council must identify a subpopulation within the larger group of people with intellectual/developmental disabilities vulnerable to disparities. The Council must identify a disparity the Council is trying to decrease and identify the strategy/strategies the Council will use to reduce the disparity.

This item can be a goal or an objective, but the corresponding activities should include evidence based, best and/or promising practices to the extent possible.

A [Targeted Disparity Information Brief](https://itacchelp.org/wp-content/uploads/2020/02/FINAL_TD_Info_Brief_PDF_2_26_2020.pdf) is available.

**Can we support or strengthen more than one state self-advocacy group in our State/Territory?**

Yes, the DD Act indicates for each year of the State plan the Council must establish or strengthen a program for the direct funding of a State self-advocacy organization led by individuals with developmental disabilities. The minimum would be one, but Councils can exceed the minimum. Just make sure the organization is in the State/Territory you are located and led by individuals with developmental disabilities.

**Do we have to give a state self-advocacy group funding?**

No, the DD Act does not require a Council provide Council funds for the organization. However, the Council can establish or strengthen a self-advocacy organization, so they are better positioned to receive direct funding to sustain themselves.

**DD Network Collaboration – can others be involved in this item?**

No. This required objective is specific to the Council, Protection and Advocacy Program, and University Center Program (or programs) to collaborate on an issue. OIDD guidance requires a description of the planning of collaborative efforts with the DD Network partners and how each partner will use their resources in the collaboration effort(s).

The DD Network collaboration goal or objective should identify the DD Network partners, identify the issue for collaboration, identify the strategy/strategies to address the collaborative effort, and there should be a logical link between the collaboration item and the information in the Comprehensive Review and Analysis.

Other activities that include DD Network partners and others can be included in other areas of the state plan.

**Is there a required Logic model format(s) we must use?**

No. There is a logic model resource on the following page <https://itacchelp.org/federal-reporting-resources/five-year-state-plan/>

**Waiting list charts in the State Plan template – where do you get the information?**

The waiting for residential services chart numbers will come from the RISP report. The most recent report is from 2017 (<https://ici-s.umn.edu/files/aCHyYaFjMi/risp_2017>)

Section II of this report provides data on waitlist information. (Table 2.1, page 59) - *Though this RISP report is for 2017, it is the most recent data.*

For data on the number of people who use LTSS by state. (Table 1.2, page 32)

State Population per 100,000 will come from the US Census. This link was an approved resource in the State Plan Development Resource guide.

If you need information on how to calculate a rate per 100,000 – see Appendix F in the State Plan Development Resource.

Staffing

**Can the Designated State Agency assign the Executive Director to other work?**

No. Section 125 (c) (10) STAFF ASSIGNMENTS - The staff of the Council, while working for the Council, shall be responsible solely for assisting the Council in carrying out the duties of the Council under this subtitle and shall not be assigned duties by the designated State agency or any other agency or entity of the State. (DD Act, PL 106-402). If you need ACL/OIDD support, contact your assigned program specialist.

Council membership

**What is best practice for Council Chairperson term limits?**

Within a “board” setting, the most common Chair structure is two consecutive one-year terms (Leading with Intent, 2017). However, the Council can determine what is best depending on how often the Council meets as well as ensuring that terms are staggered so an Executive Committee does not refresh all at once. The general rule of thumb for best practices for boards suggests that Council members should turn over no more than one-third of the Council seats annually. For Councils with Chairperson’s appointed by the Governor, the term limit for general Council membership applies. Board Source\* found the most common board member structure is two consecutive three-year terms.

While we respect a Councils decision on Chairperson terms, we recommend a Chair serve more than a one-year term for Councils that meet quarterly. This allows a Chairperson to provide leadership for more than four meetings. If the Council is concerned about an ineffective Chair remaining in the position for their full term, the Council by-laws could include the removal of an ineffective Chair.

**If a federally required Council member represents two or more required programs, how many votes does the representative get?**

Votes are assigned to the member. If a member represents more than one program (for example, vocational rehabilitation and education) the member has one vote. However, we recommend the Council advocate for representation from the programs that are required to ensure the Council has members who are knowledgeable about the programs and how they operate and “(i) have sufficient authority to engage in policy planning and implementation on behalf of the department, agency, or program such representatives represent…” (DD Act, Section 125 (C)(4)(B)(i)

Council operations

**What are some questions the Council can ask a potential grantee to be able to assess risk?**

Background: Assessing risk for potential grantees is performed so that Council staff can determine the appropriate level of monitoring and oversight that should be assigned to a grantee (once funded).

Common assessment questions are:

* Does the organization have experience in managing state or federal funds?
* Can the organization operate on a cost-reimbursement basis?
* What amount of change in personnel or accounting systems have occurred over the past 12 months?
* Does the organization conduct an annual audit?
* Are they involved in a lawsuit or been made aware of a potential lawsuit?
* Is the organization under a corrective action plan because of audit findings?
* Does the organization have a history of submitting timely deliverables?
* Does the organization have a history of submitting timely and accurate fiscal reports?
* Does the accounting system track receipts and expenses by grant/contract?
* Does Can the organization record and track staff time incurred by the project?
* Does the organization have written policies and procedures for procurement, personnel, property, and subcontracts (if applicable)?
* Is the amount of proposed funding less than 50% of the organization’s average revenues for the last 24 months?

Council staff should be sure to follow the state guidelines as well. Common examples are a “vendor check form” that includes information about their DUNS registration, registration as a business with the State/Territory, disbarment verification, etc.