



State Developmental Disabilities Councils

Expanding your Understanding of the Notice of Award



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Table of Content

- Period of Performance
- Liquidation Period
- Recipient Share and Match

Period of Performance

45 CFR 75.2:

Period of performance - the time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency or pass-through entity must include start and end dates of the period of performance in the Federal award (see §§75.201(a)(5) and 75.352(a)(1)(v).

Obligations - When used in connection with a non-Federal entity's utilization of funds under a Federal award, *obligations* means orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

Period of Performance

- DD Councils have two year obligation periods, and a one year liquidation period.
- The obligation period is the period of performance in which grant activities may be performed. The period of performance is synonymous with the budget period on the NOA.
- The liquidation period is 12 months following the end of the budget period.
- No obligations may be made during the liquidation period.
- Grantees may request a waiver in order to liquidate funds after the liquidation period expires.
- This waiver request must be submitted via email to Sara Newell Perez, Project Officer.

Obligation and Liquidation

45 CFR Chapter XIII, subchapter I:

1386.2(a) Funds which the Federal Government allots under this part during a Federal fiscal year are available for obligation by States for a **two-year period beginning** with the first day of the Federal fiscal year in which the grant is awarded.

1386.3(a) All obligations incurred pursuant to a grant made under the Act for a specific Federal fiscal year, **must be liquidated within two years** of the close of the Federal fiscal year in which the grant was awarded.

Obligation and Liquidation

45 CFR Chapter XIII, subchapter I:

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Notice of Award (NoA)



DEPARTMENT OF HEALTH & HUMAN SERVICES

Administration for Community Living
Washington, D.C. 20002

Notice of Award

Developmental Disabilities Act Subtitle B – Federal Assistance to State Developmental Disabilities Councils

Grantee:
XXXXX
XXXXX
XXXXX
XXXXX
XXXXX

Date:
October 19, 2017

Grant No.: 1801xxBSDD Seq. No.: 2018 / 1
Award Instrument: Grant (Formula)
Project Period: 10/01/2017 - 09/30/2019

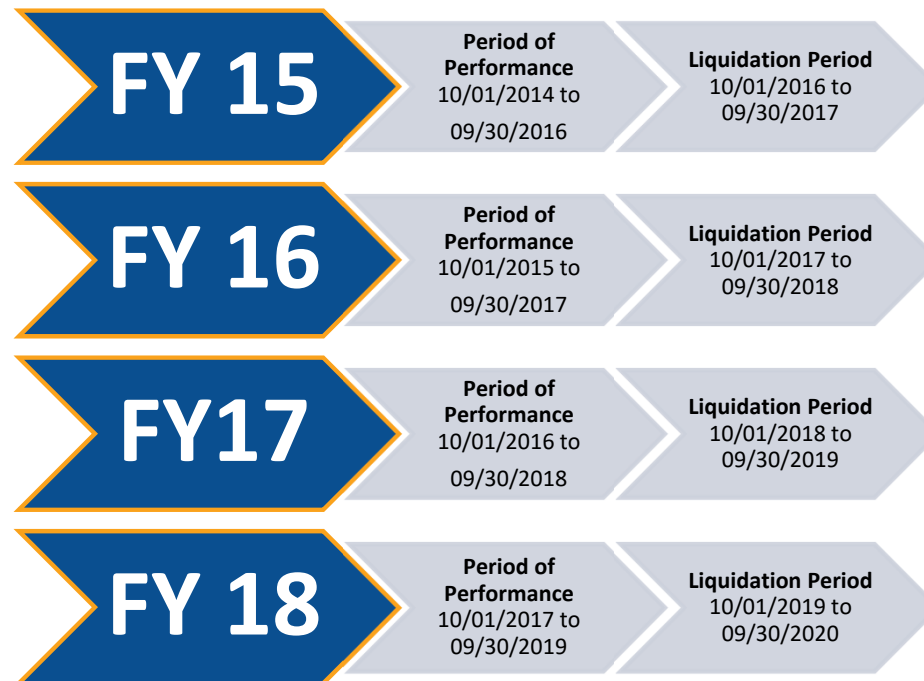
Award Authority: P.L. 106-402 (DD Act)

EIN: 1-XXXXXXXXXX-A1
DUNS: xxxxxxxx

CFDA Program Title	Award This Action	Cumulative Grant Award to Date	Appropriation	Object Class Code
93.630 State DD Councils	\$x	\$xx	75-8-0142	41.15
Total	\$x	\$xx		

- The DDC Federal Financial Report (SF-425) is due annually. The report is due within 90 days for each 12-month period ending September 30, due by December 30 for Federal Fiscal Years (FY) 2018 and 2019. Each report must be completed on a cumulative basis building on prior year obligations and cash management. A final report is due within 90 days for the period ending September 30, 2020, which is due by December 30, 2020. This period is known as the 90 day closeout period and only activities associated with closeout should be conducted during this time. The final report accounts for all obligations and liquidations made under this grant number. (Note: Grantee has two years to obligate the funds and one year to liquidate those obligations.) The ADD-02B report has been discontinued at this time and certain financial elements will be incorporated into the DDC program performance report (PPR). Download the forms from <https://www.acl.gov/sites/default/files/grants/SF425%20Federal%20Financial%20Report.pdf>. Complete all lines, as appropriate, including lines 10, g through c. The SF-425 reports can be submitted as an attachment to email submitted to the AIDD.Grants@acl.hhs.gov mailbox, with the following in the subject line: "[your state][your grant number], [FY2018 or 2019 or Final] SF-425 report".
- The DDC program performance report (PPR) will be submitted through the ACL Reporting System located at <https://reporting-pilot.acl.gov>. Further details regarding report submission due dates and instructions will be provided via e-mail from the Programmatic Contact listed below or subsequent Notice of Award.
- The Federal share of the cost of all projects in a State supported by an allotment to the State under Subtitle B may not be more than 75 percent of the aggregate necessary cost of such projects, as determined by the Secretary. The remaining 25% of the aggregate necessary cost of such projects represents the non-Federal share. In the case of projects whose activities or products target individuals with developmental disabilities who live in urban or rural poverty areas, as determined by the Secretary, the Federal share of the cost of all such projects may not be more than 90 percent of the aggregate necessary cost of such projects, as determined by the Secretary. In the case of projects undertaken by the Council or Council staff to implement State plan activities, the Federal share of the cost of all such projects may be not more than 100 percent of the aggregate necessary cost of such activities.

Period of Performance and Liquidation



Recipient Share and Match

- What does it mean to “match” funds?
 - “Match” is the non-federal share of costs that the grantee or the grantee’s partners are required to contribute to accomplish the purposes of the grant.
- Matching funds include:
 - Non-federal public or private funds
 - Funds that are not used as match for any other federal program
 - Unrecovered indirect costs
 - Either cash or in-kind, fairly evaluated

Recipient Share and Match

Developmental Disabilities Assistance and Bill of Rights Act of 2000, Title I, Subtitle B, Sec. 126

(a)(1) The Federal share of the cost of all projects in a State supported by an allotment to the State under this subtitle may not be more than 75 percent of the aggregate necessary cost of such projects, as determined by the Secretary

(a)(2) In the case of projects whose activities or products target individuals with developmental disabilities who live in urban or rural poverty areas, as determined by the Secretary, the Federal share of the cost of all such projects may not be more than 90 percent of the aggregate necessary cost of such projects, as determined by the Secretary.

Recipient Share and Match (cont'd)

- Internal documentation is needed to ensure match requirements are met and should be submitted with the SF-425.
- Must be reported in Boxes 10i through 10k of the SF-425.
- SF-425 should be submitted annually to the AIDD.Grants@acl.hhs.gov

Match (cont'd)

- ❖ **Box 10i Total Recipient Share**- The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required by the Federal agency.
- ❖ **Box 10j Recipient Share of Expenditures**- Enter the recipient share of actual cash disbursements or outlays.
- ❖ **Box 10k Remaining Recipient Share to be Provided**-Enter the amount of Line 10i minus Line 10j.

Recipient Share:	
i. Total recipient share required	0.00
j. Recipient share of expenditures	0.00
k. Remaining recipient share to be provided (line i minus j)	0.00

Office of Grants Management Contact

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