GRANTEE GUIDELINES
Ohio Developmental Disabilities Council
August 1, 2016

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MISSION:

It is the mission of the Ohio Developmental Disabilities Council to create change that improves independence, productivity and inclusion for people with developmental disabilities and their families in community life, especially for those considered by law to be un/underserved.

PHILOSOPHY:

People with developmental disabilities have the right to be productive, interdependent, members of their communities and of society at large. The Ohio Developmental Disabilities Council recognizes:

- The fundamental role of families in making choices and decisions for their minor children
- Needs for training and support so families can meet their children's needs effectively and can be effective advocates for their children
- The right of adult individuals with developmental disabilities to make choices about where and with whom they will live and how they will spend their time

WE BELIEVE THAT:

- All people in our society have a basic responsibility to accept and understand people with developmental disabilities
- People with developmental disabilities have the same hopes, aspirations, feelings, desires, experiences, successes, and failures as other people
- It is essential that people with developmental disabilities have the right to be treated with personal respect and dignity-the same way other members of society are treated
- Individuals with disabilities have the right to make choices and decisions about their lives and to participate fully in community life
- Assistance must be available when it is needed and to the degree necessary, as determined by the individual with the disability or the individual's family
- Family and friends are essential to personal development, happiness, and survival
- No characteristics or features of people with developmental disabilities requires our basic hopes and aspirations for them to be less than those we

have for other people or requires them to be served in settings or ways that set them apart from other citizens
- Aggressive strategies should be taken to reach people with developmental disabilities that are un/underserved.

WHAT'S IN EACH SECTION?

Program Requirements - This section includes information about what is required of each grant application, including important information about person first language, including people with disabilities, reaching un/underserved communities, and performance measures.

Fiscal Requirements - This section explains how Council funds may be used to support a grant project and includes important information about what information is needed in a budget included as part of a grant application.

General Requirements - This section includes important information about the rules and requirements for every grantee of the Ohio DD Council. Important policies and procedures adopted by the Ohio DD Council are also included in this section.

DD Suite Instructions - This section contains step-by-step instructions on how to create an account, join or create an organization, and apply for one or more of the projects listed in the State Plan Language section.

Grant Forms - This section includes all of the pertinent forms that are included in the grant application or grant management process.

PROGRAM REQUIREMENTS

In addition to completing the main objectives of a particular project, all grants of Council have minimum program requirements. These include requirements for all project activities to be accessible to people with disabilities, to actively seek participation in project activities from unserved or underserved communities, to include language that is respectful to people with disabilities (Person-First Language), and other requirements, such as periodic program and expense reporting and submission of continuation grant application materials.

PERIODIC PROGRAM & EXPENSE REPORTS

All grant projects of the Council are required to submit a periodic program and expense report. The number of reports and due date for reports depends on the amount of the grant award received from the Council. Generally, reports are due on the last business day of the month that follows the end of a completed project period. The following chart shows the funding amounts and appropriate project periods.

Funding Amount (Federal)	Period Length	Due Date
$15,999 or Less	12 Months	Last Business Day of 13th Month
$16,000 to $50,000	6 Months	Last Business Day of 7th Month and 13th Month
$50,001 and greater	3 Months	Last Business Day of 4th Month, 7th Month, 10th Month, and 13th Month

Program and expense reports are completed and submitted through the DD Suite. Users can access the reports through the Reports Module contained on the Dashboard (Note: Only users who have been assigned or added to a grant project will be able to gain access to the reports needed for that project).

Program reports are based on the Outcomes, Activities and Performance Measures that applicants provided as part of their Work Plan during the grant application process. Each program report should include a general summary of the period's major accomplishments or achievements or whether the project has experienced major barriers. Periodic reports that do not include a summary of the period's performance will be returned to grantees for modifications.

Updates provided in a periodic report should be specific to that period and should be written so that someone who is not familiar with the project can understand the activities and performance of the grant. Grantees will need to maintain written documentation of all activities and performance measures that are reported in the program report. For example, if a grant cannot show documentation for how many individuals participated in a grant activity, those individuals should not be included in any counts provided through a performance measure.

DUPLICATION:

Duplication occurs when some-one or some-thing has been counted twice under the same performance measure (output) within a year. This is true even in cases where a project work plan has been structured to include the same performance measure under multiple objectives. For example, if a grant includes the same performance measure under Objectives 1 and 2 of a project, a person or thing that has been included under one objective cannot be counted again under the separate objective. This also applies to objectives in all project periods within a project year.

Example: Project A plans to hold four trainings in a year. At the first training, the sign in sheet for Project A shows the following people attended the training:

Name	Address	Are you paid with federal funds to participate in this project?
Joe S.	123 High St., Akron	N
Karen Carpenter	1340 S. Main St., Canton	N
Holly Patterson		Y
Jeff Johnson	450 E. 10th St., Cleveland	N

At a different training the following period, Project A collects the following names on their sign-in sheet:

Name	Address	Are you paid with federal funds to participate in this project?
Kevin Wallace	239 Lincoln St., Westerville	N
Joseph Smith	123 High St., Akron	N
Molly Johnson	450 E. 10th St., Cleveland	N
Cindy Smith	123 High St., Akron	N

Based on the two sign in sheets, the project would count four (4) participants in their training in the first period. However, the project would only count three (3) participants in their training in the second period because it is evident that Joe S. and Joseph Smith are the same person.

Individuals who are paid with federal funds to participate in the project are allowed to be counted towards the output or performance measure. However, if the project is generating in-kind match through program participation, individuals who are paid with federal funds will need to be subtracted from the match calculation.

It is up to each grantee to ensure they have not duplicated their performance measures. This is achieved through proper documentation.

OUTREACH

Federal law requires that Councils make an aggressive effort to demonstrate that projects are reaching the unserved or the underserved. The Ohio DD Council places great emphasis on this requirement and applicants and grantees who do not take proactive steps to ensure that project activities contain active efforts to include unserved or underserved populations will not succeed.

The terms unserved and underserved include 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 who require assistive technology in order to participate in and contribute to community life.

It is not enough to classify people with disabilities as disadvantaged individuals. Grantees must be more targeted in their efforts, based on the above criteria. In this 5-Year Plan, the Ohio DD Council is interested in how projects can provide, to the extent it is available, information on the status of individuals with developmental disabilities from culturally and linguistically diverse backgrounds, including any information on disparities.

To ensure that all projects include active efforts to reach the identified unserved or underserved community for their grant, applicants will be required to include a specific Objective and Activities related to their strategy to incorporate and include unserved or underserved communities. This requirement is in addition to the Outline question dedicated specifically to the project's strategy to reach unserved or underserved communities, as follows:

- Who are the unserved/underserved population(s) in your project area?
- Identify the unserved/underserved population(s) you plan to serve.
- Describe their needs and any barriers to service.
- Describe the affirmative or proactive outreach activities you will perform. What are the expected outcomes?
- List key community people/organizations you will work with to serve the unserved/underserved population(s).
- What are your plans to sustain outreach activities?
- How will you measure progress towards your outreach goals?
- What process will you use to address unforeseen barriers?
- To the extent possible, describe how this project will identify and report disparities among the populations you plan to serve, including, but not limited to, culturally and linguistically diverse backgrounds.

The purpose of the questions is to provoke applicants to do critical thinking on which population is considered unserved or underserved in the project area and how best to collaborate with and include those individuals in project activities and outcomes.

ACCESSBILITY

All program activities of the Ohio DD Council are required to be accessible to people with disabilities. Accessibility is not limited to physical barriers, but can also be applied to communication, technology and cognition. For example, individuals who are deaf or hard of hearing may require different types of interpreters to assist them to participate in project activities (communication). It is helpful to ask individuals with disabilities what, if any, accommodations they need or prefer before assuming an accommodation will be satisfactory.

According to the Americans with Disabilities Act (ADA) National Network, Title III of the ADA recommends four priorities for barrier removal:

Priority 1 – Accessible approach and entrance
Priority 2 – Access to goods and services
Priority 3 – Access to public bathrooms
Priority 4 – Access to other items, such as water fountains

Grantees are responsible for selecting sites or facilities that are in compliance with the ADA. Additionally, program activities need to be accessible, which could include alternative formats for materials to accommodate individuals who may be blind or vision impaired or to accommodate individuals who have a lower reading level.

PERSON FIRST LANGUAGE:

The Ohio DD Council follows the principles of Person First Language. Person First Language is a concept that encourages the focus of language to be based on the individual rather than on the disability. For example, many news reports will identify people with disabilities as a “disabled person” or “handicapped person”. Instead of placing the disability before the person, Person First Language encourages terms such as “person with a disability” or “individual with special needs”. In this way, the individual is the focus instead of their disability.

Additionally, Person First Language emphasizes an individual's abilities. For example, it would be more appropriate to say, "uses a wheelchair," than it would be to say, "is confined to a wheelchair." This is a positive approach to the language used to describe or discuss people with disabilities.

The language we use shapes attitudes. Person First Language attempts to improve societal attitude of individuals with disabilities by emphasizing the individual and their abilities rather than focusing on their disabilities. Some other examples of Person First Language include:

Use…	Instead of…
Congenital disability	Birth defect
Uses a wheelchair	Wheelchair bound
Has a disability	Handicapped or disabled
Deaf, hard of hearing	Hearing impaired
Down Syndrome	Mongol or Mongoloid
Person of small/short stature	Dwarf or midget
Mental illness, or the specific diagnosis	Crazy, maniac or lunatic
Person with epilepsy	epileptic

CONTINUATION APPLICATIONS:

Generally, grant projects are for multiple years. However, grant awards are only for a 12 month period of time. All grants that occur over multiple years will be required to submit a continuation application. Subject to the performance of the grant, the project may be discontinued, continued with conditions, or continued without conditions.

The continuation application will consist of an updated Project Work Plan, Project Budget, and Budget Justification. In cases where a project's scope and design may need to be altered, Council may require grantees to answer the Outline questions of the application again.

The Executive Committee of Council will consider continuation applications. In addition to the continuation application itself, the committee will receive a report from the program and fiscal staff of the Council. The report provided by the staff of the Council examines the previous year's progress towards goals and objectives, based on the information provided by grantees in their periodic reports and based on staff's knowledge of the project. The report will also include an assessment of the current year's proposal.

Continuation applications may be subject to an external evaluation. The Ohio DD Council may opt to establish an external review team to evaluate the activities of the project and to make recommendations to the Council on whether the project is progressing as proposed and envisioned by the grantee and Council. Grantees will be notified if their continuation application will be submitted for external review and are strongly encouraged to work with Council and the external reviewer to ensure timely review of project activities.

PERFORMANCE MEASURES:

Included as part of the State Plan Language for each project is a list of performance measures the Council has identified for the proposed project. These measures are goals that each project should plan to meet or exceed as a result of the program activities that are conducted.

These are new performance measures for 2017-2021. The measures have been created by the Administration on Intellectual and Developmental Disabilities (AIDD). The Administration has federal oversight responsibilities for DD Act programs such as the Ohio Developmental Disabilities Council.

Although each project includes goals that have been identified by the Council, applicants and grantees are encouraged to report actual measures. For example, if a project experiences growth in a particular measure that is not required for the grant project, the applicant should add the performance measure to their periodic report.

To assist applicants and grantees, a complete list of performance measures, including their description and limited definitions are provided here. These measures have been prepared by AIDD.

INDIVIDUAL and FAMILY ADVOCACY ANNUAL PERFORMANCE MEASURES

IFA 1: Output Measures

IFA 1.1	The number of people with developmental disabilities who participated in Council supported activities designed to increase their knowledge of how to take part in decisions that affect their lives, the lives of others, and/or systems
IFA 1.2	The number of family members who participated in Council supported in activities designed to increase their knowledge of how to take part in decisions that affect the family, the lives of others, and/or systems

IFA 2: Outcome Measures

IFA 2.1	After participation in Council supported activities, the percent of people with developmental disabilities who report increasing their advocacy as a result of Council work.
IFA 2.2	After participation in Council supported activities, the percent of family members who report increasing their advocacy as a result of Council work.

IFA 2: Sub-outcome measures:

IFA 2	Individual and Family Advocacy Sub-outcome Measures
IFA 2.2.1	The percent of people who are better able to say what they want or say what services and supports they want or say what is important to them
IFA 2.2.2	The percent of people who are participating now in advocacy activities
IFA 2.2.3	The percent of people who are on cross disability coalitions, policy boards, advisory boards, governing bodies and/or serving in leadership positions.

IFA 3	The percent of people satisfied with a project activity
IFA 3.1	The percent of people with developmental disabilities satisfied with a project activity
IFA 3.2	The percent of family members satisfied with a project activity.

SYSTEMS CHANGE ANNUAL PERFORMANCE MEASURES

SC 1: Output Measure
The number of Council efforts to transform fragmented approaches into a coordinated and effective system that assures individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life.
Notes: • *Output measures are numbers that reflect Council efforts. Data could include staff member efforts (activities) as well as sub-grantee efforts.* • *Systems change efforts are intended to be viewed as a continuum and could reflect community systems, statewide systems or one agency; systems from small to most broad.*

SC Sub-output measures

SC 1.1	**Policy and/or procedure changes**
SC 1.1.1	The number of policy and/or procedures created or changed.
Definitions:	
***Policy*:** A statement of how an organization or entity intends to conduct its services, actions, or business. Policies provide a set of guiding principles to help with decision making. *Procedure*: A description of how each policy will be put into action. Procedures often outline who will do what; what steps will be taken, and which forms to use.	
Policy and/or procedure change: A policy and/or procedure change reflects a course of action that has the potential to create or improve policies and/or procedures regarding services and supports that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life.	
Change: The act of making or becoming different	
Created: To cause to come into being.	

SC 1.2	**Statute or regulation changes**
SC 1.2.1	The number of statute and/or regulations created or changed

Definitions:
***Statute*:** A law or other enactment made by a legislature and expressed in a formal document.
***Regulation*:** A rule or administrative code issued by governmental agencies at all levels, municipal, county, state, and federal. Regulations are not laws, but have the force of law since they are adopted under authority granted by statutes.
Statute and/or regulation change: A law and/or rule or administrative code that has the potential to improve laws, rules, or administrative codes regarding services, supports, and other assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life.
Change: The act of making or becoming different
Created: To cause to come into being.

SC 1.3	Promising and/or best practices
SC 1.3.1	The number of promising practices created
SC 1.3.2	The number of promising practices supported through Council activities
SC 1.3.3	The number of best practices created
SC 1.3.4	The number of best practices supported through Council activities
Definitions:	
***Promising Practice*:** a practice with an innovative approach that improves upon existing practice and positively impacts the area of practice. The practice should demonstrate a high degree of success and the possibility of replication in other agencies or settings, but has not been tested.	
Best Practice: A technique or methodology that, through experience and research, has proven to reliably lead to a desired result.	
Created: To cause to come into being.	
Supported: Activities funded by the Council as based on the State Plan; Activities planned and funded by the Council as based on the State Plan.	

SC 1.4	Training/Education

SC 1.4.1	The number of people trained or educated through Council systemic change initiatives
Definition:	
Trained, or educated: **Training is an organized activity designed to give information and/or instructions to improve performance or help attain knowledge or skill; educated means to give information about something. This number would not include general public education (web-site hits, newspaper, social media, etc.)**	
Note: This number would reflect "others trained/educated"; it would not include people with DD or family member of people with DD – these numbers would be reported under IFA 1.1 and 1.2	

SC 1.5	**Collaboration**
SC 1.5.1	The number of Council supported systems change activities with organizations actively involved.

SC 2: Outcome Measures

SC 2.1	The number of Council efforts that led to the improvement of best or promising practices, policies, procedures, statute or regulation changes. *(sub-measures 2.1.1; 2.1.3)*
Note: 2.1 outcomes would be considered short-term or immediate.	
SC 2.2	The number of Council efforts that were implemented to transform fragmented approaches into a coordinated and effective system that assures individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life. *(sub-measures 2.1.2; 2.1.4)*
Note: 2.2 outcomes would be considered intermediate or long-term; a demonstration of what the Council has been working on that has been transformed (result of experience).	

Sub-outcome measures

SC 2	**Sub-outcome Measures**

SC 2.1.1	The number of policy, procedure, statute, or regulation changes ***improved*** as a result of systems change.
Note: **Data could include statewide changes and local or organizational level changes. Improvement could be a result of the creation of, or a change to, a policy, procedure, statute, or regulation.**	
SC 2.1.2	The number of policy, procedure, statute, or regulation changes ***implemented***
SC 2.1.3	The number of promising and/or best practices ***improved*** as a result of systems change activities
SC 2.1.4	The number of promising and/or best practices that were ***implemented***
Definitions	
Change: **The act of making or becoming different**	
Created: **To cause to come into being.**	
Implemented: **To put into effect, put into action, put into practice, carry out, enact.**	
Improved: **To make or become better, to raise to a more desirable condition, or quality.**	

FISCAL REQUIREMENTS

MATCH

Match is the contribution of the grantee towards the total project costs. This can include cash and in-kind contributions that could otherwise be charged to the grant. As a general rule, only those items eligible to be paid by the grant funds may be used to meet the match requirement.

The amount of match required for a particular project can vary depending upon where the project activities will be performed. In most cases, grantee will be required to provide 25% of the total project costs as match. However, if project activities will be performed **solely** in a federally designated poverty county or counties, the match requirement will be reduced to 10% of the total project costs. Poverty counties are updated on an annual basis so you may want to contact Council fiscal staff for a current list.

TYPES OF MATCH

There are generally two types of match: cash and in-kind.

1) Cash match includes cash spent on project-related costs.

2) In-kind match includes, but is not limited to, the valuation of donated goods and services. "In-kind" is the value of something received or provided by an “outside” source that does not have a direct cost associated with it. For example, the value of a non-paid volunteer working on project-related activities could be used to comply with a match requirement.

Federal funds cannot be used to match ODDC grant funds. Funds used to match an ODDC grant cannot be used as match for another federal grant.

The source and amount of costs and/or the value of third-party in-kind contributions proposed by an applicant to meet a matching requirement must be identified in the application budget.

BUDGET JUSTIFICATION

The budget justification should clearly and specifically describe each cost element and how each item would support the achievement of proposed objectives. Include any equations/formulas used for applying pro-rated costs to the grant and an explanation of the details of the equation. Identify costs for which federal funds are
requested and those that will be provided by match. Federal funds are the ODDC grant funds for which the applicant is applying. Match funds are all other non-ODDC and non-federal resources to be utilized for the grant. This includes all cash and non-cash (In-kind) contributions.

Personnel with Fringe Benefits

Provide the following information for each position identified on the budget:

1) Name,
2) Title,
3) Time commitment, and
4) A brief description of the duties and responsibilities as it relates to program goals and objectives

- Fringe Benefits should be listed as a separate line item within this category. Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc. for each position.

Personnel without Fringe Benefits

Provide the following information for each position identified on the budget:

1) Name,
2) Title,
3) Time commitment, and
4) A brief description of the duties and responsibilities as it relates to program goals and objectives.

Contracted/Subcontracted Services

Professional services may be obtained from individuals who are not employees of the grantee. Provide the following information for each contract/subcontract:

1) Name of contractor,
2) Name of organization (if applicable),
3) Nature of services to be rendered,
4) Number of days of expected service, and
5) Expected rate of compensation.

Space/Rental

The cost of office space may include a proportionate share of the rental or lease of office space (including utilities, if included in the rent or lease). Additionally, costs associated with meeting rooms or conference space can be entered in this category. The justification must include any equation/formula used for determining amounts charged for office space.

Travel

List any travel costs including the mileage rate, number of miles, the reason for the travel, and the staff member completing the travel. Grantees may not pay travel-related expenses in excess of current State of Ohio, Office of Budget and Management (OBM) travel rates. For more information on the OBM travel rules, please go to http://obm.ohio.gov/TravelRule/doc/Revised_TravelRule_2014-07-01.pdf. Do not include contractor travel expenses in this category. Costs associated with contractor travel should be included in the contractual agreement.

Supplies/Publications

Costs of all expendable, tangible personal property with a per-unit cost of less than $1,000. This includes paper, pens, folders, binders, staples, etc. Specify general categories of supplies and their costs. Include any equation/formula used for determining amounts charged to supplies as well as any additional information that supports the amount requested.

Other Direct Costs

This is a category for all other allowable direct costs not elsewhere identified in the budget. Provide a description of items and any equation/formula used for determining amounts charged to this category.

Any necessary equipment should be listed in this category. Equipment is defined as an article of nonexpendable, tangible personal property having a useful life of more than one year and a per-unit cost greater than $1,000. For each type of equipment requested, applicants must provide a description of the equipment, the cost per unit, the number of units, the total cost, and the plan for use of the equipment in the project.

Volunteer Services/Indirect Costs

The value of any donation of "time," provided by non-federal volunteers, to the grant, may be included in this category. Unpaid services provided by individuals must be valued at rates consistent with those paid for similar work in the applicant's organization. If the applicant does not have similar work, the rates must be consistent with those ordinarily paid by other employers for similar work. Grantees must retain records documenting how the value of volunteer services was determined. Include any information that supports the rates used to determine volunteer contributions.

Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, but are necessary for the general operation of the organization and the conduct of activities it performs. An applicant must choose one of the following methods to claim indirect costs:

1) Entities with a federally Negotiated Indirect Cost Rate (NICR) may elect to charge indirect costs in the Project Budget. A copy of the approved indirect cost rate agreement should be included with the application.

2) Entities that have never received a NICR may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) in the Project Budget. MTDC means all direct salaries and wages, applicable fringe benefits,

materials and supplies, services, travel, and sub-awards and sub-contracts up to the first $25,000 of each sub-award or sub-contract (regardless of the period of performance of the sub-awards and sub-contracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub-award and sub-contract in excess of $25,000. Expenditures included as indirect costs may not be duplicated elsewhere in the budget.

For either method provide the calculation and any further explanation in the budget justification.

THE COST PRINCIPLES

Cost principles establish general standards for the allowability of costs, provide detailed guidance on the cost accounting treatment of costs as direct or indirect costs, and set forth allowability principles for selected items of cost. Applicable cost principles can be found in 2 CFR 200, Subpart E, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards.

Grantees can use their own accounting systems, policies, and procedures to implement the cost principle requirements as long as the standards prescribed in 2 CFR 200.302 for financial management systems are met.

The cost principles address four tests in determining the allowability of costs. The tests are as follows:

1) Reasonableness. A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The cost principles elaborate on this concept and address considerations such as whether the cost is of a type generally necessary for the organization's operations or the grant's performance, whether the recipient complied with its established organizational policies in incurring the cost or charge, and whether the individuals responsible for the expenditure acted with due prudence in carrying out their responsibilities to the Federal government and the public at large as well as to the organization.

2) Allocability. A cost is allocable to a specific grant, function, department, or other component, known as a cost objective, if the goods or services involved are chargeable or assignable to that cost objective in accordance with the relative benefits received or other equitable relationship. A cost is allocable to a grant if it is incurred solely in order to advance work under the grant; it benefits both the grant and other work of the organization, including other grant-supported projects or programs; or it is necessary to the overall operation of the organization and is deemed to be assignable, at least in part, to the grant.

3) Consistency. Recipients must be consistent in assigning costs to cost objectives. They must be treated consistently for all work of the organization under similar circumstances, regardless of the source of funding, so as to avoid duplicate charges.

4) Conformance. This test of allowability—conformance with limitations and exclusions contained in the terms and conditions of award, including those in the cost principles—may vary by the type of activity, the type of recipient, and other characteristics of individual awards. "Allowable Costs and Activities" below provides information common to most HHS grants and, where appropriate, specifies some of the distinctions if there is a different treatment based on the type of grant or recipient.

These four tests apply regardless of whether the particular category of costs is one specified in the cost principles or one governed by other terms and conditions of an award. These tests also apply regardless of treatment as a direct cost or an indirect cost.

The fact that a proposed cost is awarded as requested by an applicant does not indicate a determination of allowability.

DIRECT COSTS

Direct costs are costs that can be identified specifically with a particular award, project or program, service, or other organizational activity or that can be directly assigned to such an activity with a high degree of accuracy. Direct costs include, but are not limited to, salaries, travel, equipment, and supplies directly benefiting the grant-supported project or program.

INDIRECT COSTS

Indirect costs (also known as "facilities and administrative costs") are costs incurred for common or joint objectives that cannot be identified specifically with a particular project, grant, or organizational activity. Facilities operation and maintenance costs and administrative expenses are examples of costs that usually are treated as indirect costs. The organization is responsible for presenting costs

consistently and must not include costs associated with its indirect rate as direct costs.

Some entities have a federally Negotiated Indirect Cost Rate (NICR). This is a rate that has been determined by a federal agency to be a fair representation of the proportion of an entity's indirect costs each program should bear. Entities with a NICR may elect to charge indirect costs in the Project Budget. A copy of the approved indirect cost rate agreement should be included with the application.

Entities that have never received a NICR may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) in the Project Budget. MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and sub-awards and sub-contracts up to the first $25,000 of each sub-award or sub-contract (regardless of the period of performance of the sub-awards and sub-contracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub-award and sub-contract in excess of $25,000. Expenditures included as indirect costs may not be duplicated elsewhere in the budget.

ALLOWABLE COSTS

Advertising - Allowable only for recruitment of staff or trainees, procurement of goods and services, and other specific purpose necessary to meet the requirements of the grant-supported activity.

Audits - A reasonably proportionate share of the costs of audits required by, and performed in accordance with, the "single" and "program-specific" audit requirements detailed in 2 CFR 200.501, are allowable.

Books and Periodicals

Communications - Such costs include telephone, delivery, postage, and electronic or computer transmittal services.

Compensation - Project funds may be used to compensate employees for the time and effort devoted specifically to the execution of a grant program. Compensation of employees includes all remuneration, paid currently or accrued,

for services rendered during the period of performance under the grant agreement. Remuneration includes, but is not limited to, wages, salaries, fringe benefits, and supplementary payments as long as the compensation is reasonable for the services being rendered. Federal guidelines require grantees to maintain **Time and Activity** or **Time and Effort** reporting to verify time worked for all employees who are paid with ODDC grant funds regardless of the percentage of time the employees work on the grant.

Compensation will be considered reasonable as long as it is consistent with compensation paid for similar work in other activities of the grantee agency. Charges to awards for personnel will be based on documented payrolls approved by designated official(s) of the organization. Detailed time and activity reports reflecting the distribution of activity of each employee must be maintained for all staff members whose compensation is charged directly to a project in order to support the allocation of costs. Reports maintained by any grantees must meet the following standards:

1.) The reports must reflect how much time the employee worked on each program.

2.) Each report must account for the total activity for which the employee is compensated.

3.) The reports must be signed by the individual employee, or by a responsible supervisory official having first-hand knowledge of the activities performed by the employee, to verify that the distribution of activity noted on the report represents a reasonable estimate of the actual work performed by the employee during the periods covered by the reports.

4.) The reports must be prepared at least monthly and must coincide with one or more pay periods.

Consultant Services - A consultant is an individual retained to provide professional advice or services for a fee but usually not as an employee of the grantee organization. The term “consultant” also includes a firm that provides paid professional advice or services. Compensation for individual consultant services

must be reasonable and consistent with that paid for similar services in the marketplace.

Equipment - Nonexpendable, tangible personal property having a useful life of more than one year and a per-unit cost greater than $1000. Ownership of property purchased in whole or in part with project funds rests with ODDC and the title rests with the grantee agency. All grantees shall provide, at a minimum, insurance coverage for real property and equipment acquired with federal funds equivalent to coverage provided to property owned by the grantee.

The Ohio DD Council shall have the right to transfer or require the transfer of project property to an eligible grantee agency, to the federal government, or to itself. The Council will generally only require the return of equipment when project activities are discontinued by the grantee or the project is discontinued or granted to another agency. Otherwise, upon notification, ODDC will instruct the grantee to dispose of obsolete or unusable equipment per the grantee's policies and procedures.

The percentage of equipment cost charged to the project budget shall not exceed the percentage of equipment usage for program activities. For example, if an item is used by the project twenty-five percent (25%) of the time and by non-project activities seventy-five percent (75%) of the time, then the program shall not be charged more than twenty-five percent (25%) of the cost of the equipment. Usage records are required for equipment that is not used exclusively by the project as supportive documentation for the amount charged to the program. Council grantees must maintain adequate detailed accounting records.

All equipment must be tagged or otherwise marked as the property of ODDC. Grantee acquires, maintains, inventories, and disposes of equipment with ODDC approval. An equipment inventory listing, which must be provided annually, must give a cumulative record of equipment purchased in whole, or in part, with program funds for all of the grant periods of the program. Grantees must report any equipment stolen, damaged, or otherwise inoperative to ODDC within five (5) days of the event. The agency must notify ODDC in writing when equipment is no longer needed for the purpose for which it was purchased, either during the period of grant support or after. The sale, transfer, or disposal of such equipment is not permissible without prior written approval from ODDC. All notifications

regarding the transfer of equipment must be in writing and submitted at least thirty (30) calendar days prior to the requested date of the transfer, sale, or disposal. The notification must include the intended purpose of the equipment and whether its retention is desired. Unless notified otherwise by ODDC, the grantee may continue to use equipment for the purpose for which it was purchased after support is terminated. However, maintenance and operating costs of such equipment will be the responsibility of the grantee.

The grantee must maintain procedures for managing equipment, including replacing equipment, until the transfer, replacement, or disposition of the equipment occurs, even if the grant has terminated. The equipment management system must meet the following minimum requirements:

1.) An accurate property record-keeping system shall be maintained for equipment costing $1,000 or more. These records are subject to the conditions regarding retention, maintenance, and accessory. For each item of equipment, the records shall include:

    a.) A description of the equipment, including manufacturer's model number, if any;
    b.) An identification number, such as the manufacturer's serial number;
    c.) Asset tag number;
    d.) Identification of the grant under which the equipment was acquired;
    e.) The information needed to calculate the program share of the equipment;
    f.) Acquisition date and unit acquisition cost;
    g.) Location, use and condition of the equipment and the dates of physical inventor; and
    h.) All pertinent information on the ultimate transfer, replacement or disposition of the equipment.

2.) Equipment must be tagged with an asset tag number and marked as property of the appropriate funding project.

3.) A physical inventory shall be taken and the results reconciled with the property records at least once every two years to verify the existence, current value, utilization and continued need for the equipment.

4.) A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft of equipment. Any loss, damage, or theft of equipment shall be investigated, fully documented, and reported to ODDC in writing. It is the grantee's obligation to replace any lost, damaged, or stolen equipment.

5.) The grantee shall implement adequate maintenance procedures to keep the equipment in good condition. Any program equipment determined to be inoperative shall be reported to ODDC in writing.

Printing/Copying

Publications

Rental costs - The cost of space in privately or publicly owned buildings used for the benefit of the project is allowable.

Registration fees - Charges for attendance at conferences, symposiums, or seminars if necessary to accomplish project or program objectives.

Supplies - Expendable, tangible personal property with a per-unit cost of less than $1,000.

Taxes - Such costs include taxes that an organization is required to pay as they relate to employment, services, travel, rental, or purchasing for a project.

Travel – Travel expenses are allowable costs for employees who are on travel status on official business related to the project. Travel expenses may not exceed current State of Ohio, Office of Budget and Management (OBM) travel rates. For more information on the OBM travel rules, please go to http://obm.ohio.gov/TravelRule/doc/Revised_TravelRule_2014-07-01.pdf.

UNALLOWABLE COSTS

The following is a list of costs not chargeable under ODDC grants. This list is not all inclusive.

Alcoholic beverages

Audits – unless required under the “single” and “program-specific” audit requirements detailed in 2 CFR 200.501

Bad debts

Capital expenditures for land or buildings

Construction costs

Contingency funds

Entertainment – Such costs include the cost of amusements, social activities, and related incidental costs

Federal employee compensation or travel expenses

Fines and penalties

Interest costs – Finance costs incurred for borrowed capital, or the use of the grantee’s own funds; this includes credit card fees

Lobbying

Membership fees to organizations whose primary activity is lobbying

Organizational fund raising – Includes financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions for an organization

*Costs associated with project events scheduled on a date that conflicts with a Council meeting.

GRANT PAYMENTS

Grantees may request and receive grant funds only if the following conditions are satisfied:

1.) The applicant has been notified and an award has been “accepted” in DD Suite;

2.) All award documents have been completed, signed and returned;

3.) All required periodic reports have been submitted and approved; and

4.) The project is otherwise in compliance with the grant award agreement.

To request funds, grantees must submit the Estimate of Cash Required (ECR) form. The form requires grantees to enter information detailing the amount of grant funds received to date, the amount of grant funds received but not yet used, and the amount of grant funds needed for anticipated expenses. This information is required to ensure that grantees are only requesting enough funding to meet their immediate needs. In order to remain compliant with federal regulations, grantees may not request more than 30 days’ worth of anticipated expenditures.

The ECR form will be included on DD Suite with the award documents for successful applicants or can be made available upon request.

BUDGET REVISIONS

During the course of a project, a grantee may discover the need for more resources in some areas of the budget and less in others. For example, a project director may recognize that a project has greater travel needs than anticipated, but lesser needs in terms of personnel. In this case, the grantee may need to submit a request to move "excess" budgeted funds from personnel to the travel budget category. This is done by submitting a Budget Revision Form.

A Budget Revision Form must be submitted in the following situations:

1) Any time a line item not included in the approved budget is being proposed.

2) If actual expenditures in a category are expected to exceed approved budgeted amounts by more than 10%.

The Budget Revision Form has two sections that must be completed for each requested revision. The first is the line item detail supporting the new budget amounts. The second section is reserved for a written justification for the proposed changes. The grantee must provide sufficient detail regarding why the changes are necessary. A justification stating that, "budget needs changed," will not be accepted.

Once submitted, the request will be reviewed by Council program and fiscal staff and in some cases, the executive director. Should questions arise or if further clarification is needed, the grantee will be contacted. The review will be conducted in a timely manner and the grantee will be informed of the outcome. Once approved, Council staff will enter the changes in the DD Suite grant budget.

The Budget Revision Form will be included on DD Suite with the award documents for successful applicants or can be made available upon request.

PROGRAM INCOME

Program income is gross income earned by the grantee that is directly generated by a supported activity or earned as a result of the award. Examples of program income include:

- Fees charged to register participants for a workshop or conference,
- The sale of commodities, data and information records, services or items fabricated or produced under a sponsored program such as books and publications, software, child care, tutoring, etc., inclusive of license fees, royalties, copyrights and patents,
- Rental or usage fees charged for use of supplies or equipment purchased with grant program funds, and/or
- Membership fees charged to individuals and organizations for grant related activities.

Federal regulations stipulate that program income may only be used in one of the following ways:

Option 1	Added to funds committed to the project by the awarding agency and used to further project directives (Note: This option changes the total project cost and would require a corresponding change in the match required.).
Option 2	Used to finance the non-federal share of the project or program.
Option 3	Deducted from the total project allowable cost in determining the net allowable costs on which the federal share of costs is based.

Applicants should make note of any expected program income and how it will be utilized in the budget justification.

GENERAL REQUIREMENTS

ELIGIBILITY

Eligible applicants include public or private non-profit entities including state, local, Indian tribal governments and organizations, faith-based organizations, hospitals, institutions of higher education, for-profit organizations and individuals.

SUPPLANTING

By submitting an application, the applicant is certifying to ODDC that federal funds will not be used to supplant state or local funds. Federal funds must be used to supplement existing funds for project activities and not replace those funds otherwise available for the same purpose.

CONFLICTS OF INTEREST

All grantee agencies, officials, and personnel must adhere to the following requirements:

No grantee official (including board members) or employee shall participate personally in any activities of the grant in which that individual holds any personal financial interest. Individuals with or who acquire a personal financial interest in any activity of the grant must immediately disclose the interest to the Ohio DD Council in writing.

Grantee agencies, officials, and employees shall avoid any action that might result in or create the appearance of:

- Using an individual position for private gain
- Giving preferential treatment to any person
- Losing complete independence or impartiality

All agencies, officials, and employees must follow all requirements in State Ethics Law, the Ohio Administrative Code, and the Ohio Revised Code. No employee or

board member of the grantee agency is eligible to participate as a contractor for ODDC grants.

More information about the Ohio Ethics Law may be found at http://www.ethics.ohio.gov/OhioEthicsLaw.html or by contacting the Ohio Ethics Commission at (614) 466-7090.

FEDERAL/STATE DEBT DELINQUENCY

Any organization or individual that is indebted to the United States Government and/or has a judgment lien filed against it, as documented on www.sam.gov, shall not be listed as a participant in any application.

Any applicant that is found to have an "unresolved" finding for recovery under Section 9.24 of the Ohio Revised Code may not receive a grant award from ODDC. The Ohio Auditor of State's, Findings for Recovery Database is located at https://ohioauditor.gov/findings.html.

FEDERAL SUSPENSION/DEBARMENT

Organizations or individuals that are suspended or debarred may not be awarded or paid from ODDC grants during the period of the suspension or debarment. Any entity awarded a grant cannot contract and/or hire a debarred agency in any capacity. Any expenditure charged to an ODDC grant for such an agency or individual will be disallowed.

Applicants are required to disclose in writing to ODDC all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Failure to do so may result in suspension or debarment.

DUNS AND SAM REGISTRATION

All applicants must have a Data Universal Number System (DUNS) Number and an active registration on the System for Award Management (SAM).*

DUNS Number

A DUNS number is a unique nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. Obtaining a DUNS Number is easy and **FREE**.

Requesting a DUNS Number

1) To verify an existing DUNS Number or to request a new DUNS Number, go to the Dun & Bradstreet website at http://fedgov.dnb.com/webform/displayHomePage.do. You can also call 1-866-705-5711 to request a DUNS number over the phone.

2) You will need the following information to obtain a DUNS Number:

   a. Legal name of organization;
   b. Doing business as (DBA) or other name by which your organization is commonly known or recognized;
   c. Headquarters name and organization address;
   d. Name of Chief Executive Officer (CEO)/organization owner;
   e. Business structure of the organization (corporation, partnership, proprietorship);
   f. Year the organization started;
   g. Primary type of business; and,
   h. Total number of employees (full and part time).

Please be advised that ODDC does not have the technical expertise to assist applicants in applying for a DUNS Number. All questions regarding the DUNS Number should be directed to Dun & Bradstreet.

SAM

The System for Award Management (SAM) is a federal procurement and financial assistance website that consolidates the functionality that was previously in such systems as the Central Contractor Registry (CCR), Federal Agency Registration (Fedreg), the Online Representations and Certifications Application (ORCA), and the Excluded Parties List System (EPLS).

Applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award. Applicants should finalize a new, or renew an existing registration at least two weeks before the application deadline. This will provide time to resolve any issues that may arise. It is **FREE** to register with SAM.

SAM Registration

1) To update a SAM registration or to register an entity, go to the SAM website at www.sam.gov.

2) Create an Individual User Account.

3) Log in to your account.

4) Click "Register New Entity" under "Manage Entity" on your "My SAM" page.

5) Select your type of Entity.

6) Complete "Core Data":

   a) Validate your DUNS Number information;
   b) Enter Business Information (TIN, etc.);
   c) Enter CAGE code if you have one. If not, one will be assigned to you after your registration is completed;
   d) Enter General Information (business types, organization structure, etc.)
   e) Enter Executive Compensation; and
   f) Enter Proceedings Details.

7) Complete "Points of Contact".

8) Your entity registration will become active after 3-5 days.

It is imperative that entity names in Sam.gov and Dun and Bradstreet match exactly, otherwise the submission will be rejected.

*Does not apply to any *individual* applying for or receiving federal funds under a grant award separate from a business or non-profit organization he/she may operate. The Office of Management and Budget (OMB) exempts these individuals from the DUNS and SAM registration requirements.

LOBBYING

Applicants and recipients of federal grants, cooperative agreements, contracts, and loans are prohibited by 31 U.S.C. 1352, "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," from using appropriated federal funds to pay any person for influencing or attempting to influence any officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress with respect to the award, extension, continuation, renewal, amendment, or modification of any of these instruments.

RECORDS RETENTION & ACCESS

Grantees must retain all financial and programmatic records, supporting documents, and any other records that are required by the terms and conditions of a grant or may be considered reasonably pertinent to a grant for a period of not less than six (6) years from the date of submission of the final expense report, or until any pending issues related to the records of an audit or review has been resolved, whichever is later.

1) Project Records – The retention requirement extends to books of original entry, source documents supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, canceled checks and related documents and records. Source documents include copies of all grants, applications and required grantee financial and narrative reports. Personnel and payroll records shall include the time and attendance

reports for all individuals reimbursed under the grant, whether they are employed full-time or part-time. Time and expense reports are also required for consultants.

2) Maintenance of Records – Grantees are expected to ensure that records of different fiscal periods are separately identified and maintained so that information may be readily located. When records are stored away from the grantee's administration office, a written index of the location of records stored should be on-hand and ready access to the records should be assured.

OHIO DD COUNCIL ACKNOWLEDGEMENT

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

This project was supported, in part by the Ohio Developmental Disabilities Council, under grant number [specific FAIN (federal award number on award letter) in this format: XX01OHSCDD] from the U.S. Administration for Community Living, Department of Health and Human Services, Washington, D.C. 20201. Grantees undertaking projects with government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official ACL policy.

This acknowledgement is also necessary on products published with other funds if those funds will be claimed as match for an ODDC project.

In addition to the required statement, if the grantee's organization, business or other logo appears on the product, the ODDC logo shall appear in the same size and be given the same prominence.

If this statement/logo is not included on the product, costs **SHALL** be disallowed.

GRANT REVIEW PANEL RECOMMENDATION

The grant review panel may recommend for approval as many or as few applicants as budget and successful applications allow. The Ohio DD Council is under no obligation to issue awards as a result of this or any solicitation if, in the opinion of the Council and the grant review panel, applications are not responsive to the objectives and needs of the Council, or if only an insufficient number of applicants are deemed responsive. The Ohio DD Council reserves the right to make no awards should ODDC decide not to proceed.

FINANCIAL MANAGEMENT STANDARDS

Grantees are required to meet the standards and requirements for financial management systems set forth or referenced in 2 CFR 200.302, as applicable. The adequacy of the financial management system is integral to the ability of the recipient to account for the expenditure of grant funds. These standards are intended to ensure that federal funds are handled in a responsible manner that includes adequate internal controls and cash management consistent with federal requirements.

Grantees must use financial systems that enable the recipient to do all of the following:

- Provide accurate, current, and complete financial information about Federal awards

- Maintain records that adequately identify the sources of funds for federally assisted activities and the purposes for which the award was used, including authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and any program income. Council does not require the physical segregation of grant funds, however the accounting systems of grantees must ensure that funds are not commingled and can be accounted for separately. Accounting records must be supported by source documentation such as invoices, receipts, and canceled checks, paid bills, payrolls, and time and attendance records. Credit card statements are not sufficient as source documentation.

- Maintain effective control over and accountability for all cash, real and personal property, and other assets under the award; adequately safeguard those assets; and ensure that they are used only for authorized purposes.

- Compare actual expenditures with the approved budget for the award.

- Determine the allowability of costs in accordance with the applicable Federal cost principles, program regulations, and other requirements cited in the Notice of Grant Award.

- Minimize the time elapsing between any advance payment under this award and the disbursement of the funds for direct program costs, and ensure that the timing and amount of any payments to subgrantees conform to this standard. This prevents recipients from using federal funds to accumulate excess cash reserves, which is prohibited by federal regulation. It also prevents the recipient from earning a profit from its grant agreement.

AUDITS

An audit is a systematic review to determine whether internal accounting and other control systems provide reasonable assurance of the following:

1.) Financial operations are properly conducted.

2.) Financial reports are timely, fair, and accurate.

3.) The entity has complied with applicable laws, regulations, and terms and conditions of award.

4.) Resources are managed and used economically and efficiently.

5.) Desired results and objectives are being achieved effectively.

Grantees are subject to the audit requirements of 2 CFR 200.501. In general, regulations require grantees that spend $750,000 or more within the grantee's fiscal year, in federal grants, cooperative agreements, and/or procurement

contracts, to have a “single” or “program-specific” audit conducted annually. The audit must meet the standards specified in generally accepted government auditing standards (GAGAS) and one (1) copy of the audit report must be submitted to ODDC. If necessary, Council will issue a management decision regarding any audit findings related to ODDC funded awards within six (6) months of receiving the audit report.

Grantees that spend less than $750,000 during the grantee’s fiscal year in federal awards are exempt from federal audit requirements for that year, but records must be available for review or audit by appropriate officials.

GRANT SUSPENSION AND TERMINATION

Suspension

If a grantee does not submit periodic reports when they are due, ODDC will not disburse requested funds until the reports have been received and approved.

If ODDC suspends a grant, it means the grantee will not receive further grant funds until they fix what is wrong. Grants may be suspended for the following reasons:

1.) Improper reporting of project activities.

2.) Improper spending of project funds.

3.) Not submitting periodic reports.

Grantees will receive written notification from Council staff that says they are not in compliance. The notification will state the following:

1.) The issue of noncompliance.

2.) How to restore compliance.

3.) The deadline by which compliance must be restored.

Termination

Grants will be terminated if the issue of noncompliance is not restored by the deadline.

Appeals Process for Suspension and Termination

If the Ohio DD Council decides to slow down or stop a grant, the grantee can disagree (appeal).

1.) Grantees have thirty (30) days to decide if they want to disagree. If they do, they must send a letter to the ODDC Grants Administrator saying they want to disagree.

2.) In the same thirty (30) days, the grantee must write a letter explaining why they disagree.

3.) After ODDC gets the appeal letter, they have a new thirty (30) days to put together a committee to discuss the problem. Grantees will get a letter within fifteen (15) days of ODDC's decision. Council's decision is final.

If a grant is terminated and there are misspent funds, the grantee will have to pay ODDC back.

Glossary

BUDGET	The applicant's financial plan for carrying out the project or program.
BUDGET PERIOD	The interval of time – usually 12 months – into which a project period is divided for budgetary and funding purposes.
BUDGET REVISION	A change to a grant budget, approved by ODDC, to carry out the purposes of the project.
CASH CONTRIBUTIONS	Actual cash spent by the grantee to meet matching requirements.
CFR	Code of Federal Regulations
CONTRACT	A legal document or 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 begins October 1 and ends September 30.
FEDERAL SHARE	The grant awarded portion of project costs.
GRANTEE	A recipient of DD Basic State Grant Funds as approved by the ODDC.

INDIRECT COSTS	Those expenditures which cannot be readily identified within 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 grantee, by other non-federal public agencies and institutions, or by private organizations and individuals. In-kind contributions may consist of charges for real property and equipment and the value of goods and services including volunteer services directly benefiting the project and specifically identifiable to it.
MATCHING SHARE	The grantee share of project costs.
MODIFIED TOTAL DIRECT COSTS (MTDC)	All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first $25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of $25,000
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.)

PERIODIC REPORTS — Compliance reports each project is required to submit at specific intervals.

OBJECTIVE AND IMPACT OF PROJECT — 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.

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

PROJECT COSTS — All grant costs which are allowable in accomplishing the objectives during the project period; this is the total of the federal share and matching share including allowable In-kind contributions made by third parties.

PROJECT DIRECTOR — A qualified individual designated by the grantee to be responsible for the over-all direction of the project.

PROJECT FINANCIAL

OFFICER	A qualified individual designated by the grantee 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 grantee for its employees, and documentation of the basis for determining the charges for personal services, materials, equipment, 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
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

DD SUITE INSTRUCTIONS

The Ohio Developmental Disabilities Council uses a website called DD Suite to manage grant applications and grant awards. Anyone interested in applying for a grant will need to create an account in DD Suite. The following instructions will provide users with basic information about how to create an account in DD Suite, how to create or join an organization in DD Suite, how to create and submit an application, and how to accept and manage a grant in the system.

The Ohio Developmental Disabilities Council permits individuals to apply for grants, however, the DD Suite grant management website will not allow an individual to apply for a grant unless the individual is associated with an organization. If you are an individual seeking to apply for a grant and are not associated with an organization, please contact Paul Jarvis at (614) 644-5545 for instructions on how to apply for a grant as an individual.

HOW TO CREATE A USER ACCOUNT

Before an applicant can apply for a grant, he or she must have an account in the DD Suite system. If a user has not already created an account, they can do so easily by completing the following tasks:

1. Open an Internet browser and type in the address bar: www.ddsuite.org.
2. Click the link in the upper right hand corner that says “Sign Up”.
3. Fill in the form. Make sure the e-mail address provided is correct. The e-mail address used to create the account will be used as the log-in identifier. Passwords will require at least one upper case letter, one lower case letter, one symbol, and one number.
4. Once the information is saved, the user will need to open the e-mail account used to create the DD Suite account and click the hyperlink contained in the e-mail to verify the account. (NOTE: Because the verification e-mail contains a hyperlink, many spam filters place this verification e-mail in a spam or junk folder.)
5. Once the account is verified, the user will see a confirmation on their screen.
6. Users are now able to log into DD Suite.

7. If the user is part of an organization that will be applying for a grant, he or she will need to determine if the organization is already in DD Suite or if the organization needs to be entered as a new organization.

HOW TO JOIN AN EXISTING ORGANIZATION

Upon a user's first log-on to DD Suite, they will be prompted to join an organization. There is a link for users to try and locate their organization.

1. Click the link titled, "Join an Organization".
2. Users will be given an alphabetical list of all organizations that already have created an account in DD Suite for the state they have listed as their home. If the user would like to search for their organization in another state, they can select the state using the drop-down menu. The DD Suite will not list the states until the user clicks on the "Go" button to the right.
3. Once the appropriate state is selected, the user can see if their organization is listed. If it is listed, the user can request to join the organization by clicking the link titled "Join" to the right.
4. A pop-up will appear asking the user if they are sure they want to join the selected organization.
5. The user will be returned to the Accounts page on DD Suite and will need to receive approval from the organization before they can access grants on behalf of the organization.

HOW TO CREATE A NEW ORGANIZATION

If the organization does not appear in the list, the user can click the "Create" link located at the top of the page. The create link also appears on the Accounts page. Either link will take the user to a form that asks for information about the organization.

Organizations cannot be merged in DD Suite, so it is important to make sure the user's organization has not already been created. Sometimes, an organization's name will appear as an abbreviation or with a different spelling than is expected.

Users who will be applying for a grant as an individual will need to apply as an organization. The Ohio DD Council does permit individuals to apply for grants, however, the DD Suite requires grant applications to come from an organization. Individuals who are interested in applying for a grant may create their own organization or may seek an agreement with an existing organization to serve as sponsors. Individuals interested in applying for a grant should contact Council staff for more information on each of these options.

Once a user clicks on the link to create a new organization, they will need to complete the following steps:

1) Provide the name, address, zip code, phone number, e-mail address and website for the organization.
2) The form also requires the organization type to be identified. The options are available in a drop-down menu and include: Non-Profit, For-Profit, School District, County Government, Government Corporation, Tribal Government, City Government, State Government, Special Authority, State Protection and Advocacy, University Center for Excellence in Disabilities, DD Council as a Grantee Organization, or Not Specified.
3) A new feature also allows organizations to enter their DUNS number. For more information about how to obtain a DUNS number, please see page 2 of the Fiscal Section. All applicants must provide a DUNS number in order to be eligible to receive a grant from the Ohio DD Council.
4) Click the "Save" button at the bottom of the screen.

NOTE: Users who are part of an organization that already has an account in the DD Suite can add the organization's DUNS number to the organization account by completing the following steps:

1) Log into DD Suite.
2) Click on the Organization Administration Module (If this module does not appear on the user's dashboard, the user does not have grantee administrator authority. See User Levels below).
3) In the Details box on the left side of the page, click the "edit" link.
4) A field will be provided for the new DUNS number.
5) Enter the DUNS number and click the Save button.

USER LEVELS

A user who creates a new organization will automatically be given full administrative authority over the organization's DD Suite account. This level of authority is known as "grantee administrator". A grantee administrator is the only individual in an organization that can approve or deny join requests from other users.

A grantee administrator may also give other users within an organization the title of grantee administrator. It is generally a good idea to have more than one user within an organization with this permission level. In cases where a grantee administrator leaves an organization without transferring this permission level, please contact Paul Jarvis at the Ohio DD Council office at (614) 644-5545.

Users within an organization will only have access to grant applications, grant projects and other materials for which they have been assigned. Assignments are generally handled as part of the application process. If a user needs to be added after a grant has been approved, contact Paul Jarvis at the Ohio DD Council office at (614) 644-5545.

HOW TO APPLY FOR A GRANT USING DD SUITE

Once a user has authorized their account and successfully joined or created an organization, they are able to see the DD Suite Dashboard. The Dashboard includes a Tasks Box on the left hand side of the webpage and a Modules Box on the right hand side of the webpage.

A user can locate all available grant projects by clicking the Notices of Funds Available (NOFAs) Module. The NOFA Module will include all projects that are available, including projects located in other states.

Once the user locates a project they wish to apply for, click the "Details" link to the right of the project. The DD Suite will provide a more detailed description of the project, including the application due date, the project dates, the federal funding amount and required matching amount, the Council staff responsible for the project, a description of the project, a description of the minimum requirements, and important attachments.

Clicking on the Apply for This Grant button will begin the grant application process. Users will be taken to the Application Information Page. Users will need to:

1) Give the project a new name or title or use the title provided;
2) Provide a clear description of the project's goal;
3) Identify the area of emphasis for the project;
4) Indicate if the project is in a non-poverty area of the state or a poverty area of the state;
5) Specify the primary type of project activity from the following options:
    a. Outreach
    b. Training
    c. Supporting and Educating Communities
    d. Interagency Collaboration and Coordination
    e. Coordination with Related Councils
    f. Barrier Elimination, System Design and Redesign
    g. Coalition Development and Citizen Participation
    h. Informing Policymakers
    i. Demonstration of New Approaches
    j. Other
    k. Not Specified
6) Indicate if the project will work in collaboration with the state's protection and advocacy agency and/or university centers of excellence; and
7) List any other collaborators that would be pertinent to the project's success.

Once a user completes this section of the application, and clicks "Save", the application will now be saved to the organization's Applications Module. The user will then be taken to the Overview Page for the application.

The application is made up of eight (8) different parts, as identified in tabs listed under the name of the proposal: Application Information, People, Outline, Budget, Objectives, Activities, Performance Measures, and Support Documents. The last link, "Guidelines" is information about the DD Suite application itself.

Users can work on any part of the application in any order they choose. However, it is important the user save any information entered BEFORE moving between tabs or sections of the application, or before returning to the Overview Page. To

return to the overview page, the user can click on the name of the proposal contained in the breadcrumb link list contained at the top of the page. This appears as such: dashboard >> applications >> [Name of Proposal].

Each section of the grant application must be completed. If there is a tab that is grayed out or the link is unusable, this means the DD Council will not be reviewing this section and a response is not necessary.

PEOPLE

The Ohio DD Council asks that each application include no less than three (3) key individuals related to the project. This includes the Project Director, the Project Financial Officer, and the Organization Director. The applicant may add as many individuals to the proposal as they choose.

Clicking on the People tab located in the application will take users to a blank page. Applicants can add organization staff to the proposal by clicking the link contained on the page.

Users will have the option of selecting the role of the individual being added to the proposal, the name of the individual being added, and the e-mail preferences for DD Suite notifications. Generally, these e-mail notifications include confirmation of when an application is submitted, when a grant is awarded or declined, and when reports are due, submitted, accepted, or requested for changes.

The People page of the application includes a drop-down menu for the person being included on the project. It is important to note that only individuals who have created an account in DD Suite and have requested to join and been authorized a user in the organization will be listed in the drop down menu. If a user's name does not appear, check with the grantee administrator to see if there is a pending request for the individual to join the organization.

OUTLINE

The Outline section of the application consists of the following topics:

Executive Summary – 2,500 Character Limit

Qualifications – 5,000 Character Limit
Narrative – 25,000 Character Limit
Outreach – 5,000 Character Limit
Inclusion – 5,000 Character Limit
Budget Justification – 7,500 Character Limit

This portion of the grant application is considered the narrative section of the application. The answers provided to the Outline questions will need to be for the full project cycle. For example, if a project will run for three (3) years, the responses provided to the Outline questions will need to be based on three (3) years. Most Council projects will run the full five-year cycle. The project length can be determined by reading the State Plan Language that has been attached to the NOFA.

Clicking on the Outline tab will take users to a screen where they will see a series of questions. Each question will have an "Edit" link to the right of it. Clicking the link will take users to a screen specific to the question being asked with a blank field for the user to enter a response. Note that each field includes a character limit.

When a user types into the response field provided for each questions, the character limit will count down. A user may also write responses in other programs such as Word or Pages for Mac and cut and paste the answer into the response field. The DD Suite program will still provide a character count. In cases where the character count exceeds the limit, the character count will appear in red.

Once a user has completed a response to a question and hits save, they will be returned to the Outline page. The new information will appear as a response on the page and also appear on the Overview page.

Each question contained in the Outline tab will be independently scored by the Grant Review Panel, using score sheets with specified scoring ranges. These questions and ranges can be found on pages 1-3 of the Grant Review Section.

BUDGET

Users who click the Budget tab will be taken to the budget section of the application. The budget section of the application includes eight (8) budget categories that an applicant may use:

- Personnel with Fringe Benefits
- Personnel without Fringe Benefits
- Contracted/Subcontracted Services
- Supplies & Publications
- Travel
- Space/Rental
- Other Direct Costs
- Volunteer Services / Indirect Costs

Users can add one or multiple line items to each budget category, depending on the needs of the proposal. Clicking the "Add" link to the right of a budget category will take users to a new page where they can enter the nature of the expense, the amount of federal funds (Council Funds) that will be used to pay the expense, the amount of matching funds that will be used to pay the expense, the match source and the match type (Cash or In-Kind).

The Budget form also includes a field for justification. Applicants do not need to provide the budget justification on this part of the form. Instead, Ohio's application asks applicants to provide a justification for all budget items in one area in the Outline section of the application.

Applicants can structure the budget for their proposal in any manner deemed necessary, so long as it meets the cost principles and other fiscal requirements described on pages 4-6 of the Fiscal Requirement Section. Entering and saving information in any category will automatically appear on the Budget overview page, including totals for Council Funds, Match Funds, and Project Funds. Project Funds are the sum of Council (federal) Funds and Match Funds.

The Budget tab in DD Suite will allow a user to enter line items and DD Suite will automatically total all line items for that proposal. It is important to note that DD Suite does not restrict budget requests. For example, if the state plan language for a project indicates the maximum amount of federal funds is $50,000, DD Suite will not restrict a user from entering a proposal with a budget of $75,000 in federal funds. It is up to each user to determine whether their budget is over the

proposed amount. In the same way, the program will not alert a user if the proposal being submitted is less than the proposed amount.

PROJECT WORK PLAN – OBJECTIVES, ACTIVITIES, PERFORMANCE MEASURES

The DD Suite does not have a tab for the Project Work Plan, however, the three main features of a Project Work Plan appear as separate tabs. For this section of the application, users will need to follow a specific order.

Objectives will need to be created before activities and performance measures can be selected. Once an objective has been created, users can create one or several activities for that objective. Similarly, once activities have been assigned to objectives, users can select and assign performance measures. The DD Suite will not let users create an activity or performance measures without first creating an objective.

Project Work Plans should be developed for a single project year. Unlike the project outline questions that seek a description of the project and activities over a series of years, the Project Work Plan sections should be specific to one project year. The Objectives, Activities and Performance Measures that are created here will be used to evaluate the progress towards the proposals goals on an annual basis.

OBJECTIVES

Clicking on the Objectives tab will take users to a screen with a link to “Add Objective”. Clicking that link will take users to a screen with blank fields for: Objective ID, Objective Description, Start Date and End Date. All fields are required to be completed.

It is helpful for users and for Council staff to have Objective IDs that are easy to follow. Successful projects in the past have used an alphanumeric identification system, similar to the following:

- Objective A
  - Activity 1
  - Activity 2
  - Activity 3

Objective B
    Activity 1
    Activity 2
Objective C
    Activity 1
    Activity 2
    Activity 3

Objectives should be clear, measurable, and specific. They should also include a specific timeline within the project. Applications that include a timeline of one year to complete objectives are too vague and do not allow for appropriate review of progress.

Once an objective has been created and saved, the user will see new options to link to next to the objective. These hyperlinks are labeled as follows:

Edit =	Click this link to edit the objective, including objective id, objective description or objective timelines.
Remove =	Click this link to remove the objective
Acts =	Click this link to go directly to the Activities page for this objective.
Meas =	Click this link to add performance measures for this objective.
Up =	Click this link to move the objective up in the list (Note – moving objectives may result in the need to renumber or change the objective id).
Down =	Click this link to move the objective down in the list

ACTIVITIES

Clicking on the Activities tab will take users to the Activities page. The page will feature a drop down menu to allow users to select a specific objective to add activities to. If the user has not created and saved an objective, the drop down menu will be blank.

Similar to the Objectives tab, users will be able to assign an activity id and provide an activity description and timeline. Activities also require the user to enter a staff person responsible for the named activity.

Activities should also be clear, specific and measurable. Activities assigned to an objective should relate specifically to the achievement of the objective and should fall within the objective's timeline.

Activities added to one objective will only appear on the activities page when that objective is selected in the drop down menu. For example, an activity that has been added to objective one (1) will disappear if the user selects objective two (2) from the drop down menu.

Once an activity has been created, the option to edit or remove the activity will appear as a link to the right of the activity. If more than one activity is created for an objective, the option to move activities up or down will appear as a link to the right of the activity.

PERFORMANCE MEASURES (OUTPUTS)

The state plan language for each project includes expected outputs and includes targets for each year of the project. In the DD Suite, outputs are identified as performance measures and can be assigned to an objective by clicking the Performance Measures tab at the top of the page, or by clicking the "Meas" link to the right of an objective on the Objectives page. Clicking either will take users to the Performance Measures page.

Performance measures can be selected from the drop down menu. Once a measure has been selected, the user can identify the numeric value for each category the performance measure allows. Some performance measures are a measurement of individuals with developmental disabilities only. When this happens, the fields used to enter numeric values for family members or others will be grayed out.

Beginning in 2017, all DD Councils across the country will use a new series of performance measures created by the Administration on Intellectual and Developmental Disabilities. These new performance measures will be featured in the drop down menu and more information can be found on pages 7-11 of the Program Requirements Section.

SUPPORTING DOCUMENTATION

The Supporting Docs tab allows users to provide additional notes and to attach documents to their application. Applications for competitive grants require:

Signed Assurances
Three (3) Letters of Recommendation
Resume(s) of Project Director(s)
Names and Address of Board Members (if applicable)
Proof of non-profit status (if applicable)

Users can attach each of these documents separately.

Clicking on the "add supporting documents" link will take users to a new page, where they can provide a name for the document they will be uploading and select the document from their files to upload it. Once a description has been provided, users can click the "Choose File" button to locate the file on their computer they wish to upload or attach to the application. Double clicking on the file the user wishes to attach will bring the user back to the DD Suite page. Once the user clicks the "save" button, the file will be uploaded and attached to the application.

Files can be removed or edited if the application has not been submitted. Files CANNOT be added or attached to an application after it has been submitted.

SUBMITTING AN APPLICATION

Once a user has completed all of the pertinent sections, they can go back to the Overview Page by clicking the name of the project listed as a breadcrumb. A breadcrumb trail is a list, usually on the same line, of places a user has been. At the top of the page, users will see a breadcrumb that typically looks as follows:

Dashboard >> Applications >> {Project Name}

Clicking on the Project Name will take users to the Overview Page. This page will show all of the information a user has entered for an application in one place. Users can print this page if they would like a hard copy of the application for their paper file.

Once a user has entered all of the information necessary to submit an application, they can click the link titled “Validate and Submit” in the upper right hand corner of the Overview Page. NOTE: The Validate and Submit link will not appear on any of the individual pages (i.e. People tab, Outline tab, etc.).

Clicking the Validate and Submit button will take users to the Validate page that lists any missing parts of an application. For example, if an outline question was left blank, the DD Suite will list that question as incomplete on the Validate page. The DD Suite will not allow a project to be submitted if the application does not include, at a minimum, the following:

Name of Project Director, Financial Officer, and Organization Director (PEOPLE TAB)
Answers to all Outline Question (OUTLINE TAB)
At least one objective and one activity (OBJECTIVE/ACTIVITY/PERFORMANCE MEASURE TABS)

Any item that is incomplete will be listed as an error and appear in red. Items that are flagged for further review are listed as a warning and will appear in pink. The DD Suite will not show a Submit button if there are any red items listed on the validate page. The validate page includes a link for each section so that a user can jump directly to a section that may be incomplete or have a warning.

The DD Suite will not validate the budget. It is up to each applicant to ensure their budget has been entered completely and remains within the proposed project amount.

Once all sections have been completed and the validate page does not have errors, the submit button will appear. Users who click the submit button will receive an e-mail notification from the DD Suite confirming the application has been successfully submitted.

IMPORTANT: Once an application has been submitted, it will not be returned. Applications with incorrect information, missing attachments, wrong budgets or any other erroneous information will not be returned. Incomplete applications will not be considered by a grant review panel. Please make sure that all information is entered as desired and that all sections are completed to the applicant’s satisfaction before submitting an application.

MODIFICATIONS

Once a grant review panel has considered applications and selected a proposal, it is possible for the panel to place conditions on a proposal or ask the applicant to answer specific questions in the application. In addition to being notified by DD Council staff that an application was either accepted or declined, the applicant will get a notification from the DD Suite either that modifications are requested, the application has been accepted as submitted, or the application was not awarded.

In cases where modifications have been requested, users will need to log into DD Suite. On the main dashboard, the user should see a pending task in the Tasks Box on the left-hand side of the page. Users will see the description “Application Mods Requested” with a link to take them to the application.

Sections that have been checked for modification will appear in a highlighted yellow box on the Overview page. Users CANNOT edit these sections from the Overview page. They will need to click the appropriate Tab, then click the edit link to the right of the section marked for modification. Only sections that can be edited will include active hyperlinks. Hyperlinks with a red asterisk next to it indicates that a modification has been requested for that item.

It is important to note that users will only be able to change information in the sections that have been checked for modification. Often times, all budget items will be unlocked if budget modifications are requested to allow for changes in one line item to offset changes in another line item.

Once all requested sections have been updated, users will be able to Validate and Re-Submit the application from the Overview page. Remember, to navigate to the Overview page, click the project name in the breadcrumb trail at the top of the page.

ACCEPT / DECLINE AWARD

Once an application has been approved, the applicant will receive a Notice of Grant Award via e-mail from DD Suite. Users will need to log into the DD Suite and

check their Tasks Box for the Notice of Grant Award. Clicking on the link will take the user to the Overview Page where the applicant can click on Accept Award or Decline Award button located on the upper right-hand side of the page.

It is important for users to accept the award when they receive notification. Project updates, including periodic program and expense reports and notifications of due dates for reports will not be available until a user accepts an award.

GRANT REVIEW

TIMELINES

Unless otherwise described in the State Plan Language for a specific project, all DD Council grants will run from January to December. For the 2017-2021 State Plan, the following timelines will be used:

August 1, 2016:	The official Notice of Funds Available will be posted to the DD Council website.
August 4, 2016:	Bidder's Conference – Columbus
August 11, 2016:	Bidder's Conference – Byesville
October 7, 2016:	Deadline for Competitive Applications
November 3 & 4, 2016:	Grant Reviews
January, 2017:	New Grantee Orientation

GRANT REVIEWER QUESTIONS

Applications for this project will be evaluated by a grant review panel that consists of five (5) individuals: three external reviewers with knowledge of the subject matter and two Ohio Developmental Disabilities Council members. Panel members are selected prior to the issuance of this Notice of Funds Available. Panel members must confirm, by signature, they do not have a fiduciary or pecuniary conflict of interest in the project.

Each panel member will independently review and score each application using the DD Council's competitive review evaluation score sheet. During the competitive grant review, the scores for each project will be collected and tabulated. Low scoring proposals may be eliminated without further consideration or discussion. Following a discussion of any remaining proposals, the review panel may select an application for award. Decisions of the grant review panel require a majority vote of the panel.

Applications may be awarded up to 100 points by a reviewer using the competitive review evaluation score sheet. Each score sheet consists of seven sections and includes a scoring range for each section. The sections of the score sheet have a corresponding section to the application, as follows:

a) Executive Summary (0-5 Points): Applicants are asked to provide a one paragraph abstract that clearly identifies the goals and major activities of the project. Reviewers are asked if the applicant's response clearly states the goal and major activities of the project.
b) Qualifications (0-5 Points): Applicants are asked to describe their organization's qualifications to implement the proposed project. Applicants are also asked to include a description of their organization's mission and philosophy. Reviewers are asked to score the project based on the organization's mission and philosophy, experience providing culturally competent services or support to individuals with developmental disabilities and their family members, experience as an advocate on behalf of individuals with developmental disabilities and their families, the knowledge and expertise that qualifies the applicant to successfully conduct the project, the knowledge and expertise of the project personnel, and how many current grants are held by the applicant. Reviewers may also consider the required letters of recommendation and the resume of the project director.
c) Project Narrative (0-45 Points): Applicants are asked to describe the project and how it will accomplish the outcome statement and how it will achieve the performance targets provided in the project description. Applicants are also asked to describe what strategies will be used to verify data generated by the project. Applicants are also asked to describe what impact the project will have on individuals with developmental disabilities. Reviewers are asked to score this section based on how well the applicant describes methods to reach the outcome statement and performance targets, how effective the strategy the verify data will be, and to what degree the project activities will have an impact on individuals with developmental disabilities.
d) Outreach to Un/Underserved Communities (0-15 Points): Applicants are asked to identify the un/underserved communities in their project area, to identify which un/underserved population the project will target for inclusion in activities, to identify the needs and barriers to service of the identified population, to identify the affirmative or proactive activities the applicant will conduct to reach the identified population, to list key community partners or organizations to assist with the identified population, to describe plans to sustain this activity, to identify how progress towards reaching the identified population will be measured, to

identify how barriers towards progress will be addressed, and, if possible, to describe how the project can identify and report on disparities among the identified population. Reviewers are asked to rate the responses provided to each of the sub-questions.

e) Inclusion of Individuals with Developmental Disabilities (0-15 Points): Applicants are asked to describe how the project will include individuals with disabilities and family members in the project's activities and to identify if there are paid or unpaid roles for individuals with disabilities. Reviewers are asked to score the section based on whether they believe the project includes appropriate efforts to include individuals with disabilities and their family members in project activities.

f) Budget & Budget Explanation (0-5 Points): Applicants are asked to provide a proposed budget based on eight (8) categories which include Personnel with Fringe Benefits, Personnel without Fringe Benefits, Contracted or Subcontracted Services, Travel, Supplies and Publications, Space or Rental Costs, Other Direct Costs, Volunteer Services or Indirect Costs. Applicants are also asked to include an explanation or justification for how budget items were estimated or calculated. Reviewers will examine this section for appropriateness.

g) Project Outcomes and Activities (0-10 Points): Applicants are asked to identify outcomes that will be achieved throughout a grant year, to describe activities that will be performed to achieve each outcome, to identify project staff who will be responsible for each activity, and to provide a clear timeline of expected achievement of activities and outcomes. Applicants are also asked to identify performance measures they intend to achieve through project activities and outcomes. Reviewers are asked to score this section based on whether the project includes the appropriate performance targets and target numbers, whether each activity and performance target is relevant to the outcome, and whether the application adequately describes responsibilities for activities and outcomes and provides a clear timeline.

The authority to award or decline an application for this project lies with the grant review panel.

The following pages include the instructions that Grant Review Panel members will receive.

OHIO DEVELOPMENTAL DISABILITIES COUNCIL

Grant Reviewer Fact Sheet
For
Competitive Applications

1. The proposals will be screened for compliance by ODDC staff for completeness and accuracy.

2. The proposal evaluations must be scored and signed to be valid.

   A. The screening score gives direction towards the better proposals to be discussed during the grant review.

   B. Guidelines for assigning points:

Point Ranges Possible:	Weak	Adequate	Outstanding
0-45	0-20	21-40	41-45
0-15	0-5	6-10	11-15
0-10	0-3	4-7	8-10
0-5	0-1	2-3	4-5

3. The proposal evaluations will be distributed to any applicant upon request with the individual reviewer's name removed.

4. If an applicant believes there has been fraud, conflict of interest or substantive violation of procedure, the applicant has the right to appeal.

5. If a reviewer is unable to attend a grant review panel meeting, Council fiscal staff should be notified at (614) 644-5541 as soon as possible.

NO PROPOSAL WILL BE APPROVED UNTIL <u>ALL</u> ETHICS STATEMENTS AND GRANT PROPOSAL EVALUATIONS ARE RECEIVED IN THE COUNCIL OFFICE.

6. REVIEWER RESPONSIBILITIES:

A review panelist has two primary responsibilities:

A. to read the proposal and determine if the proposal submitted is consistent with the goals, objectives, required activities, and expected outcomes as stated in the Ohio State Plan for Developmental Disabilities; and

B. to make recommendations to the applicant and/or to require modifications of the original proposal as conditions for approval.

Reviewers are advised that modifications and recommendations should be limited in scope. Any recommendation or modification the panel wishes to make should not be so extensive that the State Plan is fundamentally changed. (Council's motion of December 4, 1992, viz: "Grant Review Panels are not to make changes in State Plan language.")

In the event the panel should conclude that the proposal does not satisfy the requirements of the Ohio State Plan for Developmental Disabilities and should not be funded, the reasons for this conclusion will be compiled by Council staff and formally presented to the Council.

In the event a prospective panel member, upon reviewing the Ohio State Plan section authorizing the proposal, finds that he or she disagrees with the required activities, expected outcomes, goals, and objectives as specified in the Plan, the panel member should notify the Grants Administrator. Under these circumstances the prospective panelist would be relieved of any obligation to serve as a reviewer.

Ohio Developmental Disabilities Council

Review Format
for
Competitive Applications

Grant #_____ Date_____

1. The chairperson calls the panel to order.

2. Introduction of panel members.

3. The chairperson must determine the following:

   A. The composition of the panel complies with Council policy; and
   B. A signed Ethics Statement has been submitted to the chairperson by each panelist.

   If the panel is not properly constituted, the review chairperson can take the place of one voting panel member. If two members of the original panel are not in attendance, the convening of the panel may be delayed a "reasonable" time to allow a scheduled panelist to arrive. If the panel is not properly constituted after such time has elapsed, the panel must be adjourned and the review rescheduled.

4. Chairperson summarizes the Project Description for the grant.

5. Chairperson reiterates Council's motion of December 4, 1992, viz: "Grant Review Panels are not to make changes in State Plan Language."

6. Total screening points are calculated and announced.

7. Starting with the lowest total score, the chairperson will ask that the lowest scoring proposal be removed from further consideration.

   If there is no objection, the proposal will be dismissed from further review.

If there is an objection, the proposal will be subject to further review and discussion.

This process is repeated with the lowest scoring proposal, then the third, etc., until all proposals have been examined.

8. Starting with the lowest scoring proposal still under consideration, the chairperson will ask that panelists being substantive discussion of the proposal.

   This process continues until all proposals under consideration have been discussed.

9. The chairperson will ask for a motion to approve a particular proposal.

   Once majority approval has been obtained, the chairperson will then entertain recommendations, suggestions, clarification, etc. by the review panelists as to further conditions for final approval if necessary.

   All such recommendations, suggestions, etc., must be explicitly stated by the chair and receive majority approval by the panel in order to be included in the conditions letter to the awardee.

10. If no proposal receives majority approval, the remainder of the reviews will be devoted to developing a report stating the reasons why no proposal was funded. This report will be distributed to all members of the originating Council Committee. The Committee will then determine what further action is required from the following alternatives:

    A. Reissuance of the Request for Proposals;
    B. Request for each applicant to resubmit proposals; or
    C. Cancellation of grant for the federal fiscal year.

11. **NO PROPOSAL WILL BE APPROVED UNTIL <u>ALL</u> ETHICS STATEMENTS AND GRANT PROPOSAL EVALUATIONS ARE RECEIVED IN THE COUNCIL OFFICE.**

12. The chair will ask each panelist to sign and date one of the following:

I hereby affirm that the grant review of Ohio Developmental Disability Basic State Grant# _____ has been conducted in accordance with the approved format.

Name	Date	Time
_____	_____	_____
Originating Committee Member		
_____	_____	_____
Originating Committee Member		
_____	_____	_____
Originating Committee Member		
_____	_____	_____
Outside Expert or Special Advisor		
_____	_____	_____
Outside Expert		
_____	_____	_____
Review Chairperson		

I do not believe the review was conducted according to the approved format.

Name	Date	Time
_____	_____	_____
Originating Committee Member		
_____	_____	_____
Originating Committee Member		
_____	_____	_____
Originating Committee Member		

_____	_____	_____
Outside Expert or Special Advisor		
_____	_____	_____
Outside Expert		
_____	_____	_____
Review Chairperson		

FORMS

Ohio Developmental Disabilities Council

Assurances - 2017

As the duly authorized representative of the applicant, I certify that the applicant:

(A) Has the legal authority to apply for federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

(B) Will give the U.S. Department of Health and Human Services, the Comptroller General of the United States, the state of Ohio, and the Ohio Developmental Disabilities Council (ODDC), through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

(C) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. Further, applicant will notify ODDC, in writing, of any potential conflict of interest that may affect the award.

(D) Will initiate and complete the work within the applicable time frame, or an adjusted time frame approved by ODDC, after receipt of approval by ODDC.

(E) Will comply with all applicable federal and state laws, regulations, guidelines and requirements including, but not limited to the following:

(1) The Developmental Disabilities Assistance and Bill of Rights Act of 2000 (P.L. 106-402), as amended,

(2) All federal statutes relating to nondiscrimination. These include but are not limited to:

(a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;

(b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;

(c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps;

(d) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;

(e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;

(f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;

(g) Sections 523 and 527 of the Public Health Service Act of 1912 {42 U.S.C. §§290 (dd)-(3) and 290 (ee)(3)}, as amended, relating to confidentiality of alcohol and drug abuse patient records;
(h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
(i) Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and,
(j) The requirements of any other nondiscrimination statute(s) which may apply to the application,

(3) 31 U.S.C. 1352 (P.L. 101-121) prohibiting the use of federal funds to influence federal funding matters, each instance will be reported via completion and submittal of Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions,

(4) Minimum wage, maximum hours and other provisions of the Federal Fair Labor Standards Act as applicable,

(5) Section 507 of the Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act of 1995, Purchase of American-Made Equipment and Products (P.L. 103-333), which states, “It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act should be American-made.”,

(6) Part C of the Pro-Children Act of 1994 (P.L. 103-227), which provides that smoking may not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by federal programs whether directly or through state or local governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, and contracts. The law does not apply to children’s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment,

(7) Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104),

(8) Consolidated and Further Continuing Appropriations Act, 2015 (Public Law 113-235), Salary Limitation (Section 203), Gun Control (Section 217), Restriction on Distribution of Sterile Needles (Section 522), Anti-Lobbying (Section 503),

(9) Ohio Ethics law as provided in Chapter 102 of the Ohio Revised Code and Executive Order 2011-03K,

(10) Ohio Elections law, Divisions (I) and (J) of Section 3517.13 of the Ohio Revised Code.

(F) Will comply with all applicable requirements of all other federal laws, regulations, and policies, governing this program.

(G) Will disclose in writing to ODDC, within a timely manner, all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the award.

(H) Will cause to be performed the required financial and compliance audits in accordance with 2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," if applicable, and to submit one (1) copy for each funding period to ODDC; if necessary, a complete description of corrective actions undertaken in response to the audit report must be submitted no later than thirty (30) days following the completion of the report by the auditor to ODDC.

(I) Will provide a full accounting for all services performed and for all funds received and expended in connection with the grant project; a separate account shall be maintained solely for this grant; all disbursements made from this account shall be only for obligations incurred in the performance of this grant and shall be supported by contracts, invoices, vouchers, and other data, as appropriate, to support such disbursements; all supporting documentation shall be maintained in sufficient detail to show the exact nature of all activities/expenditures; records associated with the project will be made accessible for audits, reviews, and/or site visits as required for project administration. Records shall be maintained for a period of NOT LESS THAN six (6) years, or until any pending issues related to the records of an audit or review has been resolved, whichever is later; the aforementioned records requirements, if applicable, shall be included in all approved subcontracts.

(J) Upon termination or completion of the project, will return any unexpended funds attributable to the grant to the Ohio Department of Developmental Disabilities (DODD), designated fiscal agency for ODDC; in the event applicant discovers overpayment has been made, repayment shall be made within forty (40) days from the date of discovery, without prior notification from ODDC.

(K) Will utilize federal funds awarded to supplement and will in no case, supplant funds from non-federal sources that, in the absence of such federal funds, would be made available for the purposes of the program(s).

(L) Or its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any state or federal department or agency; applicants may not have any “unresolved” findings for recovery under Section 9.24 of the Ohio Revised Code.

(M) If applicable, will ensure services provided under this project are administered and/or supervised by qualified personnel; such qualifications are determined by reference to current certification and occupational standards, state and local licensing laws. Any direct services provided will be provided in an individualized manner; the human rights of all individuals with developmental disabilities will be protected. Applicant will comply with all applicable state licensing standards, all applicable accrediting standards, and any other standards or criteria established by state or federal law to assure quality of service(s).

(N) Understands the conduct of the project will be aimed toward making a contribution to the statewide quality and extent of community life for persons with developmental disabilities; consideration will be given to the involvement of consumers and residents of service areas in the planning, management, and operation of such services; special consideration will be given to the needs of those residing in urban and rural poverty areas; applicant shall maximize the use of community resources, including volunteers

whenever appropriate; participation in the project will be generally representative of the population of the state, with particular attention to the participation of minority groups.

(O) Will use appropriate administrative, technical and physical safeguards to prevent the unauthorized use or disclosure of client information and to maintain the confidentiality, privacy and security of any such information; use of such information and records shall be limited to purposes directly connected with the administration of the project, and may not be disclosed directly or indirectly, other than in the administration thereof, or for the purposes of audit and/or review by authorized entities, unless the consent of the individual to whom the information applies, or his representative, has been obtained. ODDC may duplicate, use and disclose all data delivered under the terms of this grant within the boundaries of regulations pertaining to confidentiality of consumer information; ODDC has a royalty-free, non-exclusive and irrevocable license to publish, translate, reproduce, deliver, perform, dispose of all data, and to authorize others to do so, now or hereafter covered by copyright; provided that with respect to data not originated in the performance of this grant, such license shall be only to the extent that the applicant has the right to grant such license without becoming liable to pay compensation to others because of such grant.

(P) Will at all times during the term of the grant, indemnify and hold harmless, to the extent allowable by law, ODDC and the state of Ohio against liability, loss, damage, costs or expenses to pay by reason of any consumer's suffering, personal injury, death, or property loss or damage while participating in or receiving from the applicant services to be furnished by the applicant under the terms of the award agreement or while on premises owned, leased or operated by the applicant, or while being transported to or from the premises in any vehicle owned, operated, leased, chartered or otherwise contracted for by the applicant; or any employee who is furnishing services called for under the terms of the grant, provided, however, that the provisions of the paragraph shall not apply to liabilities caused by or resulting from the acts of ODDC or any of its officers, members, employees, agents or representatives.

(Q) Will provide such bonding and liability insurance as would provide adequate coverage for projects under this grant.

(R) Agrees to be evaluated at least twice a year by ODDC relative to how the project is meeting the objectives and making progress toward achieving expected outcomes.

(S) Will submit periodic program and financial reports in the manner described by ODDC, a final program report, if applicable, and such other reports as may be required by ODDC in order to administer the program.

(T) Will comply with applicable administrative requirements and cost principles in accordance with 2 CFR Part 200, “Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards.” All costs shall be reasonable, allowable, and allocable; applicant shall assume sole and entire responsibility for the payment of its taxes.

(U) Will support claims for the reimbursement of indirect costs by providing an approved negotiated indirect cost rate by the director, Division of Cost Allocation at the applicable Regional Office or, for an entity that has never received a negotiated rate, a de minimis rate of 10% of modified total direct costs may be used indefinitely.

(V) Will be accountable for program income that may be generated as a result of the grant; program income may be added to awarded funds, deducted from total project costs or used for costs that count toward satisfying a cost-sharing or matching requirement.

(W) Will generate and document matching expenditures as required by federal regulations and ODDC; that such matching expenditures are not included as contributions for any other federally-assisted project/program and are not paid by the federal government under another award.

(X) Will not contract or transfer any of the principal activities of the proposal to another organization without specific prior approval by ODDC; any approved subcontracts shall be subject to all conditions of these assurances.

(Y) Will not change the scope of the services specified in the approved grant application without the prior written approval from ODDC.

(Z) Understands the United States Department of Health and Human Services, ODDC, and DODD retain a royalty free, nonexclusive, and irrevocable right to reproduce, publish, use, or authorize others to use copy-written materials developed with grant funds for federal and state Government purposes; the publication of manuals and/or brochures will be reviewed by and receive prior approval from ODDC before the printing and distribution of such material; two copies of all project products will be forwarded to ODDC. Publications, printed materials, or electronic media developed under the grant will give credit to ODDC, and any materials and media developed and/or purchased with grant funds are the property of ODDC. All publications and media materials prepared under this project must state the following: FUNDED BY THE OHIO DEVELOPMENTAL DISABILITIES COUNCIL UNDER THE DEVELOPMENTAL DISABILITIES ASSISTANCE AND BILL OF RIGHTS ACT.

(AA) Understands projects may be temporarily suspended or permanently terminated for any of the following:

(1) Wrongful expenditure of funds;

(2) Failure to meet performance targets;

(3) Failure to comply with program and financial reporting requirements;

(4) Failure of submitted products and reports to satisfy professional standards of accuracy and composition;

(5) The submission of false and/or fraudulent information in required reports.

(BB) Understands this project, in whole or in part, may be canceled at any time by ODDC in the event funding to ODDC from federal sources is not available and/or is not continued at an aggregate level sufficient to allow for the purchase of the indicated quantity of service(s); termination may also be caused by mutual consent of both parties, or by either party with or without cause, upon thirty (30) days notice, in writing. In the event of termination in-part, both parties shall continue the performance of this agreement to the extent not terminated. If this project is terminated, ODDC may require the applicant to deliver and transfer title or assignment of interest in any property secured through use of grant funds to ODDC; dispose of any property specifically produced or acquired through use of grant funds for the

performance of such part of this agreement as has been terminated in accordance with instructions from ODDC; and protect and preserve property in the possession of the applicant in which ODDC has an interest. After receipt of a notice of termination and except as otherwise directed by ODDC, the applicant shall cease work under the agreement on the date, and to the extent specified, in the notice of termination. ODDC shall pay the applicant the agreed upon amount for the delivery of services under the terms of the grant up to the effective date of termination; and that payment shall not be made for property or excessive supplies purchased after the notice of termination is received, except as approved by ODDC. If the grant is terminated as described above, the applicant will pay back any grant funds received, less the amount expended or encumbered for services provided up to the time of termination.

(CC) Will or will continue to comply with all applicable state and federal laws regarding a drug-free workplace. Applicant shall make a good faith effort to ensure that all of their employees not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

(DD) Acknowledges that to the best of my knowledge and belief, that:

> (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
>
> (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,'' in accordance with its instructions.
>
> (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

_____

Signature-Title

_____

Date

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number
☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here | **Signature of U.S. person ▶** | **Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Cat. No. 10231X Form **W-9** (Rev. 12-2014)

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5[2]
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.ssa.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: *A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.*

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Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor[2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
5. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity[4]
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: *spam@uce.gov* or contact them at *www.ftc.gov/idtheft* or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

SUPPLIER INFORMATION FORM

Required sections must be completed or the form will not be processed. Incomplete forms will be returned. All information must be legible. Ensure this is the latest version of the form at www.ohiosharedservices.ohio.gov.

SECTION 1 – PLEASE SPECIFY TYPE OF ACTION (REQUIRED)

☐ NEW (W-9 OR W-8ECI FORM ATTACHED) ☐ CHANGE OF CONTACT PERSON/INFORMATON

☐ ADDITIONAL ADDRESS

☐ CHANGE OF ADDRESS – (PLEASE PROVIDE OLD ADDRESS BELOW OR ATTACH LETTER)

ADDRESS TO BE REPLACED:

☐ CHANGE OF TIN (W-9 & A CHANGE OF TIN FORM ☐ CHANGE OF NAME (W-9 & A CHANGE OF NAME FORM)

☐ CHANGE OF PAY TERMS ☐ CHANGE OF PO DISPATCH METHOD ☐ OTHER

SECTION 2 – PLEASE PROVIDE SUPPLIER INFORMATION (REQUIRED)

LEGAL BUSINESS OR INDIVIDUAL NAME: (MUST MATCH W-9 OR W-8ECI FORM)

BUSINESS NAME, TRADE NAME, DOING BUSINESS AS: (IF DIFFERENT THAN ABOVE)

FEDERAL EMPLOYER ID (EIN) OR SOCIAL SECURITY NUMBER (SSN)[1] :

SECTION 3 – REMIT TO ADDRESS (REQUIRED)

ADDRESS:		COUNTY:
ADDRESS (CONT.):		
CITY:	STATE:	ZIP CODE:
CONTACT NAME:		
PHONE:	FAX:	E-MAIL:

SECTION 4 – ADDITIONAL ADDRESS (IF MORE THAN 2 ADDRESSES, INCLUDE A SEPARATE SHEET)

ADDRESS:		COUNTY:
ADDRESS (CONT.):		
CITY:	STATE:	ZIP CODE:

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SECTION 5 – CONTACT PERSON TO RECEIVE E-MAIL NOTICE OF BID EVENTS - A USER ID & PASSWORD WILL BE SENT TO THE E-MAIL ADDRESS BELOW – (BUSINESSES ONLY)	
NAME:	
E-MAIL:	
TO ADD AN ADDITITIONAL OR TO REPLACE THE CURRENT STRATEGIC SOURCING (SS) CONTACT ☐ ADDITIONAL STRATEGIC SOURCING CONTACT ☐ REPLACE SS CONTACT (WILL BE MARKED INACTIVE)	
NAME:	
E-MAIL:	
SECTION 6 – PAYMENT TERMS (PLEASE CHECK ONE – IF NONE IS SELECTED THEN NET 30 WILL APPLY Invoices will be paid in 30 days from invoice date unless an alternate pay-term is selected below	
☐ 2/10 NET 30 ☐ NET 30	
SECTION 7 – PURCHASE ORDER DISTRIBUTION–OTHER THAN USPS MAIL (ONLY APPLICABLE TO THOSE RECEIVING POs)	
E-MAIL OR FAX:	
SECTION 8 – PLEASE SIGN & DATE (REQUIRED)	
PRINT NAME:	
SIGNATURE: (HANDWRITTEN SIGNATURE REQUIRED)	DATE:
SECTION 9 – STATE OF OHIO AGENCY CONTACT PERSON (AGENCY RECEIVING PAYMENTS FROM)	
AGENCY CONTACT NAME/E-MAIL/PHONE:	

COMMENTS:

Note: This document contains sensitive information. Sending via non-secure channels, including e-mail and fax can be a potential security risk.
[1] Pursuant to 26 USC 6109, the state is required to collect TIN/EIN/Social Security numbers and to use the numbers in its annual report to the IRS the amount the state has paid each supplier.

SELECT ONE OF THE FOLLOWING METHODS FOR DOCUMENT SUBMISSION:	QUESTIONS? PLEASE CONTACT:
Email: supplier@ohio.gov **Fax:** 1 (614) 485-1052 **Mail:** Ohio Shared Services Attn: Supplier Operations P.O. Box 182880 Cols., OH 43218-2880	**Phone:** 1 (877) OHIO - SS1 (1-877-644-6771) 1 (614) 338-4781 **Website:** www.ohiosharedservices.ohio.gov/ **Email:** supplier@ohio.gov

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Federal Funding Accountability and Transparency Act

The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The intent of FFATA is to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA requires information on federal awards be made available to the public via a single, searchable website. Federal awards include grants, subgrants, loans, awards, cooperative agreements and other forms of financial assistance as well as contracts, subcontracts, purchase orders and delivery orders. The Ohio Developmental Disabilities Council (ODDC) is required to report information on subgrantees receiving federal funds on the Federal Subaward Reporting System (FSRS) at http://fsrs.gov . In our efforts to comply with the reporting requirements under FFATA, ODDC is asking that you provide certification regarding the applicability of certain criteria to your organization using Attachment B.

FFATA and subsequent rules published by the White House OMB require that subgrantees have a Data Universal Numbering System (DUNS) Number to receive federal funds of any type. If you have not already done so, you must register your organization for a DUNS Number and provide this number to ODDC. Instructions for requesting a DUNS Number are included as Attachment A (How to Request or Verify a DUNS Number). All ODDC subgrantees must submit this information. Information about the DUNS is available at http://fedgov.dnb.com/webform . Information on Federal Spending Transparency is available at http://www.usaspending.gov or at the Office of Management and Budget's website for Federal Spending Transparency at http://www.whitehouse.gov/omb/open .

Summary of Information Requested:

1) **Complete and return the FFATA Certification Form (Attachment B);**
2) **Register your organization for a DUNS Number (Attachment A)**

Attachment A

How to Request or Verify a DUNS Number

Most entities receiving federal funds already have a DUNS number and may even have several DUNS Numbers. ODDC must use the primary DUNS Number assigned to the entity when reporting FFATA obligations and expenditures. If your organization has multiple DUNS Numbers, the primary DUNS Number will usually be the first number listed. Go to http://www.dnb.com/us/ to request a DUNS Number or to verify the primary DUNS Number for your organization. Obtaining a DUNS Number is free of charge.

Requesting a DUNS Number

3) To verify an existing DUNS Number or to request a new DUNS Number, go to the Dun & Bradstreet website at http://fedgov.dnb.com/webform/displayHomePage.do. You can also call 1-866-705-5711 to request a DUNS number over the phone.

4) You will need the following information to obtain a DUNS number:
   i. Legal name of organization;
   j. Doing business as (DBA) or other name by which your organization is commonly known or recognized;
   k. Headquarters name and organization address;
   l. Name of Chief Executive Officer (CEO)/organization owner;
   m. Business structure of the organization (corporation, partnership, proprietorship);
   n. Year the organization started;
   o. Primary type of business; and,
   p. Total number of employees (full and part time).

Please be advised that ODDC does not have the technical expertise to assist subgrantees in applying for a DUNS Number. All questions regarding the DUNS Number should be directed to Dun & Bradstreet.

Attachment B
Federal Funding Accountability and Transparency Act (FFATA) Certification

The certifications enumerated below represent material facts upon which ODDC relies when reporting information to the federal government required under federal law. If the ODDC later determines that the Subgrantee knowingly rendered an erroneous certification, ODDC may pursue all available remedies in accordance with Ohio and U.S. laws. Signor further agrees that it will provide immediate written notice to ODDC if at any time Signor learns that any of the certifications provided for below were erroneous when submitted or have since become erroneous by reason of changed circumstances. ***If the Signor cannot certify all of the statements contained in this section, Signor must provide written notice to ODDC detailing which of the below statements it cannot certify and why*.**

1. In the previous tax year, did your organization have gross income, from all sources, **under $300,000**?

   ☐ Yes – skip questions 2 and 3 and answer question 4

   ☐ No – proceed to question 2

2. In the preceding fiscal year, did your organization receive **80% or more** of its annual gross revenues from federal contracts, loans, awards, grants and cooperative agreements, **and $25,000,000 or more** in annual gross revenues from federal contracts, loans, awards, grants and cooperative agreements?

   ☐ Yes – proceed to question 3

   ☐ No – skip question 3 and answer question 4

3. Does the public have access to information about the highly compensated officers/senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

   ☐ Yes – proceed to question 4

   ☐ No – provide the names and total compensation for your organization's top five highly compensated officers/senior executives below; proceed to question 4

Name	Compensation

4. **As the duly authorized representative (Signor) of the Subgrantee, I hereby certify that the statements made by me in this certification form are true, complete, and correct to the best of my knowledge.**

Signature of Authorized Representative	
Printed Name of Authorized Representative	
Title of Authorized Representative	
Legal Name of Subgrantee	
Date	
DUNS Number	**Applicable ODDC Award Number(s)** **[List all award numbers in the cell above]**

OHIO DEVELOPMENTAL DISABILITIES COUNCIL

DMR 1232
12/14/2011
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BUDGET REVISION FORM

This form is designed to facilitate timely revisions of budgets and grant durations. If faxed to us at 614-466-0298, we will verify calculations and review your justification for the revision. If approved, we will fax this form to you with signed approvals. If clarifications are needed, discussions will be conducted by telephone.

Grant# _____ Recipient: _____

Type(s) of Revision Requested: Budget Revision: _____ Duration Revision: _____

INSTRUCTIONS: Fill in all currently approved line items for Federal Funds only. They total should match your grant approval letter federal amount. Add the amounts requested to change. The Revised Budget Amount will automatically populate.

Line Item Name	Currently Approved Budget Amount		Requested Change		Revised Budget Amount
	$ -		$ -		$ -
Total					

(NOTE: Total of Requested Change should equal zero)

GRANT DURATION REVISION: Please complete the items below:

Currently Approved Grant Duration:

From: _____ to: _____

Revised Grant Duration Requested:

From: _____ to: _____

OHIO DEVELOPMENTAL DISABILITIES COUNCIL

SUBGRANT REVISION FORM

BUDGET EXPLANATION: Please explain the reasons for the requested budget revision:

GRANT DURATION REVISION: Please explain below the reasons for the duration revision:

Revision submitted by: _____ Date: _____

FOR DD COUNCIL USE ONLY

		Approved	Denied
FISCAL STAFF:	_____	❑	❑
DATE:	_____		
PROGRAM STAFF:	_____	❑	❑
DATE:	_____		

FOR 90 DAY EXTENSIONS ONLY:

EXECUTIVE DIRECTOR:	_____	❑	❑
DATE:	_____		

BASIC STATE GRANT PROGRAM

MONTHLY ESTIMATE OF CASH REQUIRED

REVISED 9/30/10

AGENCY: _____ **PROJECT #:** _____ **FISCAL YEAR:** _____

ACCOUNTING FOR FEDERAL FUNDS: **AMOUNT**

A. Project Approved in the Amount of .....2.A. $_____

B. Cash Expended to Date .....2.B. $_____

C. Cash on Hand .....2.C. $_____

D. Cash Received By Project .....2.D. $_____

E. Approved Balance Available (2.A. Minus 2.D.) .....2.E. $_____

ESTIMATE OF CASH NEEDED:

A. Estimated Cash Needed for the Month of
_____ 201___ .....3.A. $_____

B. Cash on Hand as of this report (Repeat 2.C.) .....3.B. $_____

C. Total Cash Needed for the Month (3.A. Minus 3.B.) .....3.C. $_____

D. New Balance of Federal Funds Available (2.E. Minus 3.C.) .....3.D. $_____

Request Prepared By: _____

Title: _____

Tax I.D. #: _____

Telephone: _____

Signature: _____

Remarks: