

WV DDC Grant Funding Q & A

QUESTIONS	ANSWERS
1. What is the average dollar amount of Council grants?	1. There is considerable variation in the annual costs of Council demonstration grants. They typically range from less than \$20,000 to \$40,000.
2. How does the Council choose grant project ideas/targets?	2. Council priorities are described in its 5 Year State Plan. The Council approves new grant targets each year based on progress in achieving Plan goals. The DDC does not fund projects that are the responsibility of other agencies.
3. Does Council funding last for more than one year?	3. Renewal funding is dependent on the success of the project and availability of funding. Demo grants rarely exceed three years in length.
4. Clarify the issue that the Council will not fund a project when another agency or entity is responsible for the project activities/outcomes.	4. An example would be the issue of transition from school to adult life. We know that the school system, community agencies, and others have legal obligations to participate in transition planning. One has to “prove the case” that the proposed project is new or superior to an already legally mandated or funded activity, method or practice.
5. Are non-specified grant ideas OK?	5. Yes, if the idea/proposal addresses a goal in the Council’s State Plan. Unsolicited proposals will be considered after proposals that address the specified areas are considered.
6. Explain “in-kind”.	6. In-kind refers to additional resources an agency brings to a project. It is expected that grantees will provide match funding and/or personnel time as “in-kind” resources. If personnel time is

	counted as “in-kind” that time must be recorded with time sheets & documentation sufficient to pass an audit.
7. What is the expected match amount?	7. To assist the Council to meet its match requirements, grantees typically provide 20% or more in match. Note: Federal funds cannot be used as match.
8. Can indirect costs be used as match?	8. Yes, an agency may use such costs as match when the indirect cost rate has been approved by a federal or state governmental agency or is otherwise approved by an independent CPA firm using the standards of the DHHR.
9. Can agencies sub-contract for certain activities? How is that reimbursed?	9. Yes. Sub-contracted activities and costs should be incorporated into the proposal. The Council office would have to approve any sub-contracts.
10. I am an individual. Is it better to run the grant through an established agency?	10. Yes. Awards are made to agencies not to individuals (per state guidelines).
11. What is required in an audit? Who pays?	11. The DHHR provides a boiler plate grant document with standard audit requirements specific to the project. Grantees have not experienced problems in providing the required information to DHHR. The audit must be independent and is the financial responsibility of the grantee.
12. Under what circumstances would the Council pay for equipment?	12. The Council does not pay for equipment or computers for grantees.

13. What are the reporting requirements of grantees?	13. Quarterly program reports are required along with a year-end report. Staff conduct reviews during the year. There will be milestones, goals, and timeframes to meet. TA is available. Monthly financial reports are also made on Council's forms.
14. Is it possible for grantees to receive money in advance of expenditures?	14. Yes. The Council now typically funds grants on a "schedule of payments with reconciliations."
15. What is the Council's response time to a Letter of Intent (LOI)?	15. It is the Council's intent to reply to each LOI within one week of receipt.
16. Can equipment use be counted as an in-kind contribution?	16. Yes if the use can be documented in a way that stands up to an audit, AND, just like overhead expenses, time, etc., it is not purchased with federal funds.
17. Can proposals for less than one full year be submitted?	17. Yes.
18. Can work begin prior to the start date of the grant?	18. No expenses related to any activities or purchases made prior to the official start date of the completed grant agreement would be reimbursed. Matching funds cannot be used to pay for expenses associated with the grant project prior to the start date either.