

**WV DDC  
Grant Funding Q & A**

<b>QUESTIONS</b>	<b>ANSWERS</b>
<b>1.</b> What is the average dollar amount of Council grants?	<b>1.</b> Council grants average \$40,000 per year.
<b>2.</b> Does Council funding last for one year?	<b>2.</b> Funding is dependent on the success of the project and availability of funding. We rarely exceed funding of three years for demonstration grants.
<b>3.</b> Clarify the issue that Council will not fund a project when another agency or entity is responsible for the project activities/outcomes.	<b>3.</b> 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. You must “prove your case” if your idea is new or superior to an already legally mandated or funded activity, method or practice.
<b>4.</b> Explain “in-kind”.	<b>4.</b> In-kind refers to additional resources an agency brings to a project. We expect grants to provide match funding and/or personnel time as “in-kind” resources. If you count personnel time as “in-kind” you must record with time sheets & documentation sufficient to pass an audit.
<b>5.</b> What is the expected match amount?	<b>5.</b> As an organization, the Council must show a minimum of 10% of Fed. funds are matched across all programs. Currently, our grants are providing 15-20% match. Most projects match amounts are higher. <b>Note:</b> Federal funds cannot be used as match.

## Grant Funding FAQ

### Page 2 of 3

<b>6.</b> Can indirect costs be used as match?	<b>6.</b> Yes, your 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.
<b>7.</b> Can agencies sub-contract for certain activities?	<b>7.</b> Yes, the sub-contracted activities and costs should be incorporated into the proposal. All sub-contracts must be prior approved by the Council.
<b>8.</b> I am an individual. Is it better to run the grant through an established agency?	<b>8.</b> Yes, awards are made to agencies (per state guidelines). You may be the designated project coordinator.
<b>9.</b> What is required in an audit? Who pays?	<b>9.</b> The DHHR provides a boiler plate contract 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.
<b>10.</b> Along with allotting money for staff positions, will you allot \$\$ for products, i.e. resource guides?	<b>10.</b> We may or not pay for staff positions, depending on the project. Yes, a grant proposal can be written to include funding for developing a product.
<b>11.</b> What are the circumstances that the Council will pay for equipment such as computers?	<b>11.</b> The Council does not pay for equipment for grantees.
<b>12.</b> What are the reporting requirements of grantees?	<b>12.</b> Quarterly Program Progress Reports are required along with a year-end report. Staff conduct reviews during the year. There will be milestones, goals and timeframes to meet. Grantees also provide monthly Fiscal Reports. TA is available on reporting.
<b>13.</b> Is reimbursement the only way to receive grant monies, or can we receive money in advance of expenditures?	<b>13.</b> The current preferred method to pay grantees is the quarterly allotment and reconciliation method. Funding is thereby provided shortly after each quarter begins.
<b>14.</b> Is it allowable for an agency to partner with an out-of-state university or other organization to complete a project?	<b>14.</b> Yes, it could be. The applicant would need to make it clear who would be the responsible party (for audit purposes) on the grant.

## Grant Funding FAQ

### Page 3 of 3

<b>15.</b> If I work for an agency whose Board of Directors is out-of-state, do you want information on that Board, or the local advisory board?	<b>15.</b> Both. The local advisory board cannot be the Board for accountability/legal purposes; but if an advisory board would be playing a role in the proposed project, the Council would need information about it also.
<b>16.</b> What quality assurance relative to grants does the Council have? E.g., If an organization applied for a grant to develop and distribute information related to work incentives, does the Council have a way to ensure the information is correct/accurate?	<b>16.</b> Yes. First, the Council would only contract with an entity that was qualified to do the work. Also, the Council requires grantees to share information and receive Council approval prior to distribution.
<b>17.</b> What is the Council's response time to a Letter of Intent (LOI)?	<b>17.</b> The intent is to reply to each LOI within one week of receipt.
<b>18.</b> Is there a format for proposals other than what is listed in the Call for Investments (CFI)?	<b>18.</b> No. The format listed in the CFI is the format you should use.
<b>19.</b> Can equipment use be counted as an in-kind contribution?	<b>19.</b> Potentially 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.
<b>20.</b> Can proposals for less than one full year be submitted?	<b>20.</b> Yes, proposals for periods of time shorter than 12 months can be submitted if less time is needed to carry out the work.
<b>21.</b> Can work begin prior to the start of the grant award period?	<b>21.</b> No. Any activities completed prior to the official start of the grant award period are not reimbursable. Matching funds cannot be used to pay for such work either.