

## Management of Awarded Funds Policy

### Purpose

This policy is established to set parameters on how funds awarded to the Council by the Administration on Intellectual and Developmental Disabilities (AIDD) will be allocated for funding purposes.

### Administrative Funds

A maximum of 30 percent of all funds awarded annually are allowed for administrative expenses under federal law. Examples of approved administrative expenditures include:

- Rent or lease costs
- Furniture
- Laptop computers, monitors, keyboards, etc.
- Printer/copier lease
- Wireless devices (cellphones, tablets, etc.)
- Specified personnel costs

### Program/Project Expenses

Listed below are allowable Program/Project expenses:

- All projects established by the Council and awarded to grantees by one of the following methods: (1) Competitive Bid (2) Interagency Service Agreement (ISA), or (3) Intergovernmental Agreement (IGA).
- Certain personnel expenses directly linked to carrying out the activities of Council projects, research, outreach or other activities that directly impact the programmatic work of the Council.

### Allocation of Program/Project Funds

Program/Project funds will be allocated annually to support the goals and objectives of the Council current State Plan. Annual allocations will be made based on the following criteria:

- Existing contracts with grantees that will most likely result in renewal funding for multiple year projects;
- New concepts that have been developed by State Plan Goal Standing Committees that will be represented in a Request for Grant Applications or potential ISA/IGA;
- During transition periods, such as when a new State Plan is implemented, allocations made based on previously funded projects that will be funded in a changed or revised format.

Utilization of the above criteria may result in Standing Committees not receiving even funding in comparison to other Standing Committees.

#### Standing Committee Retention of Unused Funds

Standing Committees due to a number of circumstances (all funds not awarded on an RFGA, unused funds not used by grantees and returned to the Council, etc.) may accumulate unused funds. When funds are not awarded and unused (in excess of \$5,000) those amounts will be transferred to the Council Reserve Fund. The Reserve Fund will be used to:

- Ensure that excess money is obligated (committed) to projects within the federal time lines.
- Liquidate (spend) all obligated monies within the federal time lines
- Assure that money kept in the reserve fund is allocated to standing committees as needed to avoid reverting (returning) money back to the federal agency unnecessarily.

#### Accessing Reserve Monies within the Reserve Fund

Aside from ensuring that obligation and liquidation of unused monies is overseen in a more efficient manner, the Reserve Fund will be managed as a repository to reassign funds to Standing Committees that develop a legitimate need for additional money. For example, based on the existence of reserve funds, a Standing Committee may decide to utilize their existing funds paired with additional money in the Reserve Fund to bolster activities on a project. Or, a new and innovative opportunity may present itself to a Standing Committee that elects to creatively develop a project that will address the core elements of its goal and objectives.

Accessing Reserve Funds will be based on two steps:

1. A Standing Committee identifies a potential project that matches the requirements of its goal and objectives and prepares a formal Scope of Work detailing the components of the proposal including activities and outcomes. The Standing Committee will also determine the type of project (RFGA, ISA or IGA), the number of years the project will be potentially funded and an operating budget for the first two years of the project. The Standing Committee will formally meet and vote to approve a recommendation for the project to move forward specifically referencing the amount of funding that will be required from the Reserve Fund.
2. The Executive Standing Committee formally meet to review the recommending Standing Committee's proposal and vote up or down to approve the project.