NEBRASKA COUNCIL ON DEVELOPMENTAL DISABILITIES

Opportunity Subaward User Manual

Thank you for your interest in applying for an Opportunity Subaward with the Nebraska Council on Developmental Disabilities. If you applied for a subaward with us prior to 2017, you will see that we have expanded the application packet to include the subaward manual that had previously been sent only to those applicants who were being funded. We believe that additional information upfront will give you a better idea of the expectations and reporting requirements that subrecipients must meet.

All forms to apply for funding must be submitted by the deadline. A list of documents to be returned is detailed in the Request for Applications.

There are a few changes that went into effect with the 2017 subaward process: a new Consumer Satisfaction Survey and reporting forms; the collection of demographic data from project participants; and no advancement of funds except in certain specific circumstances. All these and other changes are explained in the manual.

If you have questions on the application packet or selection process, please contact us by phone at 402-471-2330 or by email at dhhs.ddcouncil@nebraska.gov.

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STRUCTURE AND USE OF THIS MANUAL

Outlined in this manual are the reporting requirements and administrative guidelines for projects that have been awarded opportunity subaward funds by the Nebraska Council on Developmental Disabilities (Council), a division of the Nebraska Department of Health and Human Services. These requirements and guidelines are based on Federal and State legislation, regulations, and policies. In addition, the General Terms and Assurances and Program Specific Requirements signed as part of the subaward application process will govern the administration of Council-funded projects.

THINGS TO REMEMBER AS YOU READ THIS MANUAL

- All correspondence to the Council office should include your agency or organization name, subaward number, and project title.
- The Nebraska Department of Health and Human Services requires federal documentation be used to administer subaward projects (see Financial Management).
- If you have questions, contact:

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INTRODUCTION

Administration of the Nebraska Council on Developmental Disabilities (Council) subaward projects is the responsibility of the Nebraska Department of Health and Human Services (Department) as the designated State Administering Agency. Within the Department, subaward management activities for the Council are the responsibility of the Council staff. Financial Services, which handles fiscal accounting and financial transactions, and Support Services, which handles the subaward agreements, also provide support for the subaward projects.

All applicable state policies, as well as other policies developed by the Council, are in compliance with current Health and Human Services regulations. Council staff have developed this Opportunity Subaward Manual for use by subaward recipients (subrecipients). The manual identifies specific procedures to be followed by the subrecipient Project Director. Policies and procedures are developed to assure proper and efficient administration of funds awarded to subrecipients.

REPORTING REQUIREMENTS

Subrecipients are required to submit reports and documentation as indicated in the table below. It is important that all reports be submitted by their due dates. If you know that your report will be unavoidably late, contact Council staff to negotiate a date for submittal.

Report	Due Date
First Quarter • Project Goals and Progress Report (Appendix A) • Expenditure Report (Appendix B) • Quarterly Performance Measures & Satisfaction Report (Appendix C)	15th of the month following the first quarter of the project
Second Quarter • Project Goals and Progress Report (Appendix A) • Expenditure Report (Appendix B) • Quarterly Performance Measures & Satisfaction Report (Appendix C)	15th of the month following the second quarter of the project
Third Quarter • Project Goals and Progress Report (Appendix A) • Expenditure Report (Appendix B) • Quarterly Performance Measures & Satisfaction Report (Appendix C)	15th of the month following the third quarter of the project
Fourth Quarter • Project Goals and Progress Report (Appendix A) • Quarterly Performance Measures & Satisfaction Report (Appendix C)	15th of the month following the fourth quarter of the project
Closing Reports • Final Expenditure Report (Appendix B) • Final Report with Summary of Subaward Year Accomplishments (Appendix D) • Final Performance Measures & Satisfaction Reporting (Appendix C)	30 days after the end of the subaward

No more than 75% of funds will be disbursed through the third quarter. Final payment will be calculated according to actual subaward expenditures and may not be the entire remaining subaward funds if the expenditures do not equal the remaining subaward funds. All reports must be submitted before subaward funds will be reimbursed.

ADVANCE OF FUNDS

Due to the strict regulations on the use of federal funds, the advancement of funds for subaward projects is limited to no more than 30 days' funding. An advance of funds is an exception and will be considered on a case-by-case basis. All advanced funds must be based on documented actual cash needs as provided by the subrecipient. If you require an advance, please contact Council staff.

REIMBURSEMENT AND REPORTING PROCESS

REIMBURSEMENT PROCESS

You will be reimbursed for actual subaward expenditures related and essential to the project which are incurred during the reporting cycle. To receive reimbursement for these expenditures, you are required to submit Expenditure Reports. Four reports, one for each quarter, should be submitted with the program reports following the schedule in the Reporting Requirements table. The fourth quarter expenditure report is also the final expenditure report; an additional expenditure report is not required. Council staff will submit reimbursement documents to the Department's Financial Services division upon submission and approval by Council staff of these documents. The due date may be extended 30 days up to 60 days if additional time is needed at the end of the subaward to allow for all bills associated with project activities to pass through your agency's accounting system. **Final expenditure reports received after 60 days will not be processed.** Subaward Monitoring documents will be requested by Council staff and will be due as noted on the Request for Source Documents.

Important points to follow:

- The form must be signed (wet ink or electronically) by the Project Director or Fiscal Officer.
- All line items from the approved budget must appear on the Expenditure Report. This means line items for both subaward funds and matching funds.
- Complete all sections of the report including Project Revenue, if applicable, on the bottom of the form.
- Include your subaward number on the form. For state agencies, include the subaward number on the Intrastate Billing Transaction document and identify the project as a Nebraska Council on Developmental Disabilities project when requesting reimbursement.
- Completed, signed forms may be scanned at a high quality and submitted electronically to the Council office.

Expenditure Report

The Expenditure Report is provided in Appendix B. This appendix is provided on the Council webpage at dhhs.ne.gov/ddcouncil.

Completing the Expenditure Report

First Quarter Report:

- Fill in all items on the top of the form for the first quarter: Subaward Number, Agency or Organization, Project Title, Federal Identification Number, and Reporting Period. These fields will automatically populate in the tabs for the other quarters except for the Reporting Period, which will need to be completed for each quarter. The form will complete the mathematical calculations for you. Use the tab key to move throughout the form.

- Under the column labeled Line Items, make sure all line items from your project's final, approved budget are listed. For some subrecipients, this will be the budget submitted with the application. For others, this will be the approved budget submitted in response to identified contingencies. If you are unsure what to enter, contact Council staff.
- Under the column labeled Approved Budget, enter the amounts from the final approved budget by line item showing whether the items are to be charged to the subaward or paid with matching sources. Enter match funds in the appropriate In-Kind or Cash columns.
- In the First Quarter Expenditures column, list all program expenses incurred by the project during the reporting period. These expenses correspond to the line items given in the first column. If no costs were incurred for a particular line item during a given quarter, record "0" for that item.
- The Cumulative Expenditure column will automatically populate. For the first quarter, the amounts listed under First Quarter Expenditures and Cumulative Expenditures will be the same. Each successive quarter will add the previous quarter's expenditures to the current quarter.
- Once the report is complete, the Project Director or Fiscal Officer for your agency or organization must sign it and submit it to the Council office with the Project Goals and Progress Report and the Performance Measures and Satisfaction Report. Reports may be scanned at a high quality and submitted electronically to the Council office.

Second, Third and Fourth (Final) Quarter Expenditure Reports:

- Locate the appropriate tab at the bottom of the worksheet for the corresponding quarter.
- Complete the Reporting Period section.
- In the appropriate Quarter Expenditures column, list all program expenses incurred by the project during the reporting period. These expenses correspond to the line items given in the first column. If no costs were incurred for a particular line item during a given quarter, record "0" for that item.
- As you tab through this column recording the amounts, the expenditures for that quarter will automatically be added into the Cumulative Expenditures as well as totaled at the bottom. This column reflects the amount of project expenditures to date.
- The Project Revenue section at the bottom of the form is to be completed if revenue was generated through project activities. See **Questions Related to Reimbursement** below for examples of generated revenue. Most subrecipients will not have revenue. If your project did not generate revenue, insert "0." If revenue was generated by your project, enter the total dollar amount received for the reporting quarter to the right of Project Revenue. Explain how you intend to use the revenue to further support the project in the space below. Subaward funds are NOT project revenue.
- Once the report is complete, the Project Director or Fiscal Officer for your agency or organization must sign it and submit it to the Council office with the Project Goals and Progress Report and the Performance Measures and Satisfaction Report.

Questions Related to Reimbursement

Can I make changes in my line item budget? If so, how is this done?

It is possible for you to make revisions in the line item budget that was approved with the subaward notice from DHHS. Such changes can be made without prior approval if:

- The cumulative change of all line items is less than 10 percent of the total subaward budget (your total subaward budget includes both Council subaward funds and matching funds); AND
- A change would neither add nor eliminate a line item; AND
- A change in the budget does not change the goals and objectives of the project; AND
- The budget change does not include equipment purchases.

If any of these four requirements are not met, then a written request must be made to Council staff. To ensure reimbursement, such requests must be made before making changes in the budget.

What is Project Revenue and how can it be used?
Project Revenue is gross income received by a subrecipient that is directly generated by a project-supported activity, or earned only as a result of the subaward during the time between the effective date of the subaward and the ending date as stated in the subaward notice. Examples of typical project revenue include participant fees for training events and income from the sale of commodities or items fabricated under the subaward. Project revenue is not Council funds awarded for the project.

The Council allows agencies to use the project revenue to finance part of or the entire cash match share of the project budget or to support additional project activities. Subrecipients may choose to use a combination of these options.

What kinds of documentation must be kept to track expenditures charged to the subaward project?
You are required to submit reports of program expenditures and activities to the Council office. In addition, Council staff is responsible to request source documents from each subrecipient at random during their subaward cycle to review source documents.

During the review, you will be asked to provide records that identify expenditures to the line items. Examples of items that may be requested for review include time sheets and paystubs for all project staff, fees charged to the subaward, travel documentation, receipts, sales invoices, deposit slips, or any other original record that contains details to substantiate a financial transaction. A review of source documents can be conducted electronically by providing scanned documents via email, or by an on-site visit from Council staff. Adequate time will be given for you to provide documentation for the period selected.

What kinds of records must be kept to track match resources for subaward projects?
You are required to maintain written records that fully document both cash and in-kind match. In the case of third-party in-kind contributions, records must show how the value of the contributions was derived. Whether or not costs reported as match will be allowed is determined in the same manner as are costs charged to the Council subaward funds. The budgeted line items must be necessary to accomplish program activities and allowable if you were required to pay for them. Federal funds, with the exception of Medicaid dollars received for services provided, are not allowable as match. In addition, resources that are used to match other federal or state subawards cannot be used as match for your project.

Are there any special procedures for purchasing equipment with subaward funds?
Council subaward funds may not be used to purchase equipment; however, equipment may be leased. Unless leased equipment was listed on the approved budget of the subaward application, prior written approval from the Council office is required. Written approval must be obtained before the costs associated with leasing equipment can be charged to subaward funds.

When requests for reimbursement are made to the Council office, how long does it take before my agency/organization receives the funds?
On average, it takes four weeks for reimbursement to be sent to the agency/organization. The process for reimbursement within DHHS is as follows:

- All required reports/documentation are received in the Council office where they are reviewed by Council staff. The Expenditure Report is checked for errors and over-expenditures in line items or unallowable costs. The expenditures are evaluated in relation to program activities to determine whether the expenses seem reasonable and are related and essential to the project. If there are any questions or clarification is needed, a call is made to the Project Director or Financial Officer.

- An electronic payment request is completed by Council staff and approved by Council staff. A record is kept of all disbursements made to the subrecipient.
- The request is checked against the authorized amount of funds available by the Department's Financial Services division and approved for payment.
- The request is then sent to the Department of Administrative Services for the State of Nebraska. It is here that the payment is authorized and sent to the subrecipient by electronic transfer.

What can I do to ensure timely reimbursement of program expenditures?
Sign all appropriate forms and submit all forms and reports on time to the Council office. The Council office must have the reports required per payment period before the reimbursement process begins. The reports are reviewed as a unit and reimbursement is not made if parts are missing or incorrect.

It is near the end of the subaward period and I want to buy a lot of office supplies, educational materials, etc., in order to use all the subaward funds allocated to the project. Are these expenses allowable?
The Nebraska DHHS policy is that services must be provided and goods received prior to claiming reimbursement. While the goods would be received during the subaward period, a substantial portion of the goods could not be consumed in the budget period. Therefore, this is essentially a short-term, non-interest bearing loan from the Federal Government. Purchase of consumable supplies far in advance of using them is subject to disallowance.

PROGRESS REPORTS

Progress Report

The Project Goals and Progress Report (Progress Report) is completed each quarter with the Expenditure Report and the Performance Measures and Satisfaction Report. It is the primary source of information concerning progress made in completing activities related to the goals of the Council-funded project. This report is reviewed by Council staff and is used to evaluate progress made in reaching project milestones as identified in the subaward application. The Project Goals and Progress Report is found in Appendix A.

Completing the Project Goals and Progress Report

- Fill in all the identifying information at the top of the form.
- Complete the Project Goals and Progress Report by describing each of the project goals as submitted in the subaward application (Question #4 in the application). In the Projected Number column, record the projected number the project goal is expected to impact as submitted in the subaward application. Record the actual number impacted in the Actual Number column for the appropriate quarter.
- Describe the project goals accomplished during the reporting period only. If an activity is not scheduled to begin until later in the subaward period, indicate this in the report. However, if no activity occurred during the reporting period as originally scheduled, report why this occurred and plans for getting the activity on track.
- In the Progress Report, Questions 1 through 3 describe progress on the project goals that were described in the subaward application, as well as progress on any contingencies placed on the project (if applicable). This is an opportunity to discuss accomplishments, problems related to carrying out the project goals, and any corrective action taken to improve the project.

- Be thorough in your explanations. Remember, the person reading the report does not know as much about your project as you do and is interested in learning more.
- Include personal stories from subaward participants.
- Submit the report with the Project Director's signature to the Council office along with the Expenditure Report. Electronic signatures and submission are acceptable.
- Council staff may use the Progress Report and any consultations with the Project Director to update Council members.

Questions Related to Project Goals

Can I make changes in the Project Goals?

Project goals cannot be added to or deleted without prior approval from the Council office. To make a change, a letter requesting the change must be submitted to Council staff. You will receive a written response regarding approval of the change. Proposed changes that significantly alter the direction of the project may not be approved. In addition, some changes may require a budget revision or new completion date. Once the change is approved, all future Progress Reports must include the revised project goals.

What do I do if the subaward cycle will be over before I accomplish the project goals?

In certain circumstances a **No-Cost Extension** may be granted. A No-Cost Extension is additional time (no more than three months past the end of the subaward cycle) to complete project activities utilizing remaining subaward funds. No additional funds are awarded. The No-Cost Extension is granted only when extenuating circumstances have prevented substantial progress in achieving project activities. You must submit a written request that describes the reason for the extension and how it will affect the project activities. This request must be received in the Council office a minimum of six weeks prior to the end of the subaward cycle. If the no-cost extension is for more than 30 days, you will receive a letter from the Council office outlining the additional reporting requirements.

Performance Measures and Satisfaction Reporting

Performance Measures Data Collection and Reporting

The Administration on Intellectual and Developmental Disabilities (AIDD), our federal agency, requires all state Developmental Disabilities Councils to report data on participant satisfaction and how we have addressed leadership, advocacy, and systems change. To do this, Councils must have specific data (performance measures) from each subrecipient. Performance measures are goals that each project should plan to meet or exceed as a result of the program activities that are conducted. These performance measures have been created by AIDD. Project Directors should become familiar with these performance measures and provide guidance throughout the subaward project to ensure that performance measures are met. A complete list of performance measures can be found in Appendix C.

Project Directors will complete and submit a Project Goals and Progress Report and the Performance Measures and Satisfaction Report to Council staff each quarter. Subrecipients will collect and incorporate data from the Consumer Satisfaction Survey into the Performance Measures and Satisfaction Report. Subrecipients should keep completed individual survey forms as part of their onsite documentation. The Performance Measures and Satisfaction Report can be found in Appendix C.

Performance Measures and Satisfaction Report

The Performance Measures and Satisfaction Report documents the performance measures of and satisfaction with the subaward project. It is used by the subrecipient in conjunction with the Progress Report to evaluate progress on goals and objectives, and used by Council staff to complete the annual report required by AIDD. The Performance Measures and Satisfaction Report requires the Project Director to track the numbers of persons/programs/policies, etc., impacted by the project on an on-going basis. It is highly recommended that the Project Director initiate data collection methods before the project begins rather than collecting the data after the fact.

As the project progresses, please report new participants to project activities during the appropriate quarter. For example, if someone participates in the activities in more than one quarter or throughout the year, only count them in one quarter. Record only participants taking part in organized project activities. Participants must be identified and reported as individuals with developmental disabilities or family members of individuals with developmental disabilities. People reached as part of publicity, social media campaigns, and other marketing efforts should be reported in the narrative portion of the Progress Report.

Completing the Performance Measures and Satisfaction Reporting Form

In order to assist you with completing the Reporting Form, please refer to the Performance Measures and Satisfaction Worksheet and Definitions. This worksheet, found in Appendix C, provides a description of the performance measures and definitions of terms. This worksheet is used each quarter to collect the data required to complete the Reporting form. Mark the # of Responses column with NA if the question does not apply to your project.

Note: An example of the worksheet is provided in this manual. Please use the Excel worksheet found in Appendix C in order for the responses to calculate correctly.

Use the tab key to move throughout the Reporting Form, filling in the top of the form with your Agency or Organization, Project Name, and Subaward Number, and mark the area under the corresponding reporting period.

Performance Measures: Individual and Family Advocates

- Use the information collected from the Consumer Satisfaction Surveys to complete the Performance Measures: Individual and Family Advocates section. Tab to the Responses cell and enter the number of completed surveys received for each quarter.
- Tab to IFA 1.1 and enter the number of responses to the corresponding box on the Consumer Satisfaction Survey. Continue entering the number of responses for the IFA (Individual and Family Advocacy) section. **Note:** IFA 1.1, IFA 2.1, and IFA 3.1 = responses from self-advocates; IFA 1.2, IFA 2.2, and IFA 3.2 = responses from family members or guardians.
- Note that the Totals column will automatically calculate for you as you enter the numbers for each of the quarters.
- **If surveys have not yet been collected**, the Program Director will track the number of participants for IFA 1.1 and IFA 1.2. The Performance Measures and Satisfaction Worksheet can be used to track these numbers. Be sure to not duplicate or count the same person more than once during the project period. See the question on the next page regarding duplication.

Performance Measures: Systems Change

- Enter the appropriate number for each Performance Measure relevant to your project for each quarter. These numbers will correspond to the performance measures written in the Project Goals section in your subaward application. The Total # column represents the total for the subaward project over all four quarters.

Questions Related to the Performance Measures and Satisfaction Report

I cannot answer all of the questions on the Performance Measures and Satisfaction Report because the questions do not relate to the goals and objectives of my project.
Because of the variety of projects and activities supported with Council funds, some of the questions on the Performance Measures and Satisfaction Report may not be applicable to your project. In this case, enter 0 responses. If you are unsure about which questions to complete, contact Council staff for clarification. The important things to remember in completing the report are to be as thorough as possible and accurately describe the performance measures.

It is the first quarter and I don't have very many numbers to report. Will I be penalized?
It is understandable that during the first quarter of the subaward, some projects may have very few numbers to report. The important consideration is to be accurate in what you do report. There will be no penalty for lower numbers due to the expected time needed to get the subaward projects up and running. If, after a few quarters, progress continues to be slow, Council staff may choose to contact you regarding the lack of expected progress.

How can I avoid counting someone more than once if they participate in more than one activity of the project?
Duplication occurs when someone or something has been counted twice under the same performance measure within the subaward year. This is true even in cases where a project goal has been structured to include the same performance measure under multiple objectives. For example, if a subaward 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 another objective. This also applies to objectives in all project periods within a project year.

Example: Project A plans to hold four trainings in the subaward 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., Omaha	N
Karen Carpenter	1340 S. Main St., Kearney	N
Holly Patterson		Y
Jeff Johnson	450 E. 10th St., Scottsbluff	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., Norfolk	N
Joseph Smith	123 High St., Omaha	N
Molly Johnson	450 E. 10th St., Valentine	N
Cindy Smith	123 High St., North Platte	N

Based on the two sign in sheets, the project would count four participants in their training in the first period. However, the project would only count three 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 subrecipient to ensure they have not duplicated their performance measures. This is achieved through proper documentation.

Consumer Satisfaction Surveys

The Developmental Disabilities Act of 2000 requires a process for surveying and reporting on the satisfaction of individuals with developmental disabilities with the advocacy, capacity building, and systems change activities provided by the Council directly or through funded projects. This includes the extent to which these activities result in improvements in the lives of individuals with developmental disabilities. The Council is required to submit a year-end report to AIDD on progress made in achieving the goals in the state plan. This federal report must include information from individuals with developmental disabilities or family members/guardians regarding their satisfaction with Council-supported or conducted activities. The Consumer Satisfaction Survey is found in Appendix E.

Completing the Consumer Satisfaction Surveys

- Subrecipients must attempt to survey all individuals with disabilities and family members who participate in project activities for satisfaction.
- If your project has leadership and advocacy training components, you must survey individuals with disabilities and family members who participate AFTER they complete the training to report whether advocacy efforts have improved.
- Fill in your agency or organization name and the Project Name at the top of the survey so that people completing it understand what they are being asked to evaluate.
- The top portion of the survey collects important demographic data from self-advocates and family members/guardians.
- The middle portion of the survey asks self-advocates and family members/guardians questions that correspond to specific performance measures.
- Professionals/others complete the questions under this middle portion.
- You must use the survey questions exactly as they are written. Subrecipients may add questions or use additional surveys based on the needs of individual participants and organizations.
- You may administer the survey in a variety of ways: it can be handed out to groups of individuals, mailed to participants, or it can be completed through face-to-face or telephone interviews. It is permissible to make accommodations such as reading the questions to participants.
- All answers are confidential and no one should write their names on the form.
- Funding decisions are not based on survey responses.
- Survey results will be reported to Council staff using the Performance Measures and Satisfaction Report.

Questions Related to the Consumer Satisfaction Survey

I have individuals with developmental disabilities, family members, and stakeholders in my audience. Should the Consumer Satisfaction Survey be given to everyone?
Yes, the Consumer Satisfaction Survey should be given to everyone. The survey asks participants to mark whether they are self-advocates, family members/guardians, or professional/other. Self-advocates and family members/guardians should answer all the questions; professional/other participants should answer only the questions at the bottom of the survey.

Can I change the wording of the questions?
No. AIDD requires participants to answer the demographic and satisfaction questions as noted in the survey. However, subrecipients may add questions or develop an additional survey to gather data specific to their subaward project.

Do I have to get surveys from everyone who participates in my project?
Yes, to the best of your ability, gather satisfaction surveys from all individuals with developmental disabilities, family members/guardians, and others who are involved in your project.

When should I submit the Performance Measures and Satisfaction Report?
The Performance Measures and Satisfaction Report is submitted with each quarterly report. It is fine if this report doesn't capture the satisfaction report information until the fourth quarter. However, the performance measures must be evaluated on a quarterly basis.

FINAL REPORT

The Final Report (Appendix D) is due 30 days after the end of the subaward year. Information from the Final Report is used as the basis for the Nebraska Department of Health and Human Services' final reports to the Federal government. The purpose of this report is not simply to repeat information that has already been provided through other reporting requirements, but to draw conclusions about the success of the Council-funded project. This report will summarize:

- Project accomplishments and results
- Impact of project activities on the target population
- Barriers or problems encountered and actions to overcome
- Project sustainability

The final report should be no longer than four double-spaced pages. Copies of any materials such as training manuals that were developed during the subaward period also must be included with the Final Report if they have not previously been sent to the Council office. The final report will be shared with Council members and other interested parties.

The following describes the major sections of the report.

1. Project Accomplishments and Results
   Direct accomplishments attributed to the project will include a summary of the results of the project evaluation that was proposed in the original project application.

2. Impact of Project Activities on Target Population
   Outcomes for the target population will include a description of before and after status of the target population and should be based on collected data or qualitative results of the project.
3. Barriers or Problems Encountered and Actions to Overcome
   Problem solving efforts as a result of barriers or problems will be described. It is expected that most projects, if not all, will encounter barriers or problems in implementing the project. Describing difficulties and successful actions to overcome difficulties will provide insight for future Council funded projects.
4. Project Sustainability
   You are expected to implement plans to sustain project activities or outcomes once subaward funds end. In the final report, you must provide details on what is being sustained and who is responsible
5. Personal Success Stories
   Include one or two stories of personal success by participants in the subaward project. These can be brief stories that show how the project positively impacted the participant(s).

SUBAWARD MONITORING

On December 26, 2014, the Office of Management and Budget (OMB) published new requirements for federal award programs entitled Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (also known as the Supercircular). The State of Nebraska audit office is requiring a process to gather source documentation from all subrecipients who receive federal funding. OMB developed the Supercircular in response to directives to strengthen accountability by intensifying efforts to eliminate payment error, waste, fraud, and abuse.

The Supercircular applies to federal agencies that make federal awards to non-federal entities, as well as to non-federal entities that receive federal subaward funds. Since the Nebraska Council on Developmental Disabilities receives federal funding mandated through the Developmental Disabilities and Assistance and Bill of Rights Act of 2000, all Council subrecipients must adhere to this requirement.

As a subrecipient of federal funding through the Nebraska Department of Health and Human Services (DHHS) Nebraska Council on Developmental Disabilities, you will be responsible for providing source documentation using the following procedures and forms, found in Appendix F:

- Subaward Monitoring Memo
- Procedures for Reviews of Subaward Funding
- Request for Source Documents
- Subaward Monitoring Review Report

Council staff is responsible to select one subaward period at random from each subrecipient to review source documents. This requirement to review source documents provides for consistent and transparent stewardship and accountability of federal funds.

During the review, you will be asked to provide records that identify the line items. Examples of items that might be requested for review include time sheets for all staff, paystubs, fees charged to the subaward, travel documentation, receipts, sales invoices, deposit slips, or any other original record that contains details to substantiate a financial transaction. Review of source documents can take place by providing scanned documents via email, or by an on-site visit from Council staff. Adequate time will be given for you to provide documentation for the subaward period selected.

Questions Related to Subaward Monitoring

What is the purpose of the on-site visit?
The purpose of on-site visits is to review program activities and progress made in reaching the project goals. Site visits also are conducted to assist you by providing technical assistance in a particular area such as program reporting or documentation of in-kind match. In addition, site visits foster better working relationships between Council staff and project staff.

How often should I expect an official site visit?
You may request a site visit any time during the project period. In addition, Council staff may conduct an impromptu visit. As Council staff travel across the state to visit other subrecipients or attend meetings, we may take advantage of the opportunity to drop by your agency/organization and visit about your project or answer any questions you may have. In return, if your agency/organization is conducting a workshop or a meeting that is part of your project, it would be appropriate for you to invite Council staff to attend. Opportunities to observe projects in action improve understanding of how the projects function.

Site visits make me nervous. What if I receive a report with many recommendations? Will funding for my project be in jeopardy?
Site visits should not be viewed as a win or lose situation. Council staff work in partnership with you to make your project successful. Subaward funds are a limited resource in demand by many agencies. Recommendations made by staff for improvements or changes in your project help to ensure that Council funds are being put to the best use possible.

Only in the most serious of circumstances would staff recommend that project funding be terminated. (The final decision is made by the Director of the Department of Health and Human Services.) Potential reasons for termination are outlined in the General Terms and Assurances. Improper administration of the project or lack of performance to carry out the activities set forth in the project goals could result in termination of the subaward.

ADMINISTRATIVE PROCEDURES

Publications and Subaward Supported Conferences or Trainings
Written products developed with subaward funds should be reviewed and approved by Council staff prior to their use or dissemination. The materials must acknowledge support of the Department and the federal granting agency by including the following statement: "This project is supported in part by the Nebraska Council on Developmental Disabilities and the federal Administration on Intellectual and Developmental Disabilities funds awarded to (subrecipient) by the Nebraska Department of Health and Human Services." Publicity concerning activities supported by subaward funds should also include this acknowledgment and be reviewed by Council staff prior to distribution.

You are required to submit an electronic copy (if available) or a hard copy of all work products developed with subaward funds. You may copyright any work developed under a Council subaward that is subject to copyright. The federal awarding agency and the Department reserve a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal and State purposes and authorize others to do so.

Subaward Closeout
Closeout activities are the final review of a Council-funded project by the Department. Council staff check to ensure that all required documentation and reports have been submitted to the Council office. In order for the

Department to close out subaward accounts, determine year-end balances, and submit federal reports, final expenditure reports must be received within 60 days from the end of the funding period. Requests for reimbursement received more than 60 days after the end of the funding period will not be paid.

Termination and Suspension

Termination and suspension of a Council-funded project occur pursuant to the terms and conditions referenced in the General Terms and Assurances.

Personnel Policies

Each Council-funded project must have personnel policies and procedures in place for staff working on activities supported by subaward funds. Staff paid with subaward funds and persons donating time as match to the project must document the time they spend on project-related activities. Time and activity records must be kept on file. Current job descriptions of project staff also must be on file.

Financial Management

According to the General Terms and Assurance (Cost Principles and Audit Requirements), the subrecipient shall follow all federal audit requirements, including but not limited to those in 2 CFR § 200 Subpart F federal audit requirements which are dependent on the total amount of federal funds expended by the subrecipient. Circulars pertaining to cost principles that must be followed by subrecipients are referenced on the internet:

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf

Fiscal control and accounting procedures of subaward funds must be sufficient to allow preparation of required reports and permit the tracing of funds to source documentation. The system must provide for:

- Accurate, current, and complete disclosure of expenditures;
- Accounting records that adequately identify source of funds (federal, cash match, in-kind match) and purpose for expenditures;
- Effective internal controls to safeguard all cash, real and personal property and other assets, and to ensure that all such property is used for authorized purposes; and
- Budget controls that compare budgeted amounts with actual revenues and expenditures. OMB cost principles will be used to determine whether costs are allowable. Accounting records must be supported by source documentation such as canceled checks, paid bills, paystubs, time and attendance records, and similar documents that would verify the nature of revenues and costs associated with the Council project.

Audits

Audit requirements differ based on the total amount of federal funds that your agency/organization receives from all sources. Please refer to the Audit Requirement Certification form, Attachment 1, found in the General Terms and Assurances to determine what audit requirements apply to your agency/organization. All required audit information must be submitted directly to:

Nebraska Department of Health and Human Services
Financial Services
PO Box 95026
Lincoln, NE 68509-5026

Nebraska Council on Developmental Disabilities

Project Goals and Progress Report

Agency or Organization: _____

Subaward Title: _____

Subaward #: _____ Date: _____

Check One: Quarter 1 ☐ Quarter 2 ☐ Quarter 3 ☐ Quarter 4 ☐

Person Completing the Report: _____

Describe each of the project goals as submitted in the subaward application (Question #4) in the Project Goals column. In the Total Projected Number column, record the projected number each project goal is expected to impact as submitted in the subaward application. Record the actual number impacted in the columns for each quarter that the project goals were expected to be completed. Add the numbers from each quarter in Total Number column.

Project Goals	Expected Completion Timeframe	Total Projected Number	# Met 1st Qtr	# Met 2nd Qtr	# Met 3rd Qtr	# Met 4th Qtr	Total Number
1.							
2.							
3.							
4.							
5.							
6.							

7.							
8.							
9.							
10.							

Nebraska Council on Developmental Disabilities

Progress Report

1. Describe progress on the goals identified for this project.
2. Describe the goals that have exceeded expectations.
3. Describe any goals that have fallen short of expectations and your efforts to improve.
4. Describe the impact of the project activities on the target population.
5. Describe activities to support sustainability of the project once subaward funds end.
6. Please include personal stories from subaward participants.

EXPENDITURE REPORT

FORM BELOW IS FOR REFERENCE ONLY - USE FORM IN APPENDIX B FOR ACTUAL REPORTING

Appendix B - Expenditure Report

Nebraska Planning Council on Developmental Disabilities

EXPENDITURE REPORT

Sub Award Number: ______________________

Agency: ______________________

Project Title:

Federal ID Number: ______________________

Reporting Period: __________ to __________

By signing and submitting this Expenditure Report, I am requesting payment for sub award expenses for the specified reporting period.

____

Project Coordinator or Fiscal Officer Signature   Date

LINE ITEMS	APPROVED BUDGET			1st QUARTER EXPENDITURES			CUMULATIVE EXPENDITURES		
	DD Sub Award Allocation	Match		DD Sub Award Allocation	Match		DD Sub Award Allocation	Match	
		In-Kind	Cash		In-Kind	Cash		In-Kind	Cash
PERSONNEL							$ -	$ -	$ -
BENEFITS							$ -	$ -	$ -
TRAVEL							$ -	$ -	$ -
OFFICE EXPENSES							$ -	$ -	$ -
COMMUNICATIONS							$ -	$ -	$ -
MISCELLANEOUS							$ -	$ -	$ -
INDIRECT COSTS							$ -	$ -	$ -
							$ -	$ -	$ -
LINE ITEM TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Revenue (registration fees, sale of grant-developed material, etc.):

Explain Intended Use of Project Revenue:

Council Approval

Nebraska Planning Council on Developmental Disabilities PO Box 95026 Lincoln, NE 68509-5026
402-471-2330 www.dhhs.ne.gov/ddplanning

Nebraska Council on Developmental Disabilities

Performance Measures and Satisfaction Worksheet and Definitions

In the # of Responses column, report numbers collected throughout the entirety of the project. If a particular question does not pertain to the project, place an N/A in the column.

Performance Measures (Self-Advocates, Advocates)		**# of Responses**
IFA 1.1	Number of people with DD 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	Number of family members 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 2.1	After participation in Council-supported activities, the number of people with DD who report increasing their advocacy because of Council work.	
IFA 2.2	After participation in Council-supported activities, the number of family members who report increasing their advocacy because of Council work.	
IFA 2.3	Number of people who are better able to say what they want, what services and supports they want, or what is important to them.	
IFA 2.4	Number of people who are participating now in advocacy activities.	
IFA 2.5	Number of people who are on cross disability coalitions, policy/advisory boards, governing bodies, or serve in leadership positions.	
IFA 3.1	Number of people with DD satisfied with a project activity.	
IFA 3.2	Number of family members who are satisfied with a project activity.	
Other	Professionals/others who are satisfied with a project activity.	

Performance Measures (Systems Change)		**# of Responses**
SC 1.1	Number of policy and/or procedures created or changed.	
SC 1.2	Number of statute and/or regulations created or changed.	
SC 1.3.1	Number of promising practices created.	
SC 1.3.2	Number of promising practices supported through Council activities.	
SC 1.3.3	Number of best practices created.	
SC 1.3.4	Number of best practices supported through Council activities.	
SC 1.4	Number of people trained or educated through Council systemic change initiatives.	
SC 1.5	Number of systems change activities with other organizations actively involved.	
SC 2.1.1	Number of policies, procedures, statutes, or regulations improved as a result of systems change.	
SC 2.1.2	Number of policy, procedure, statute, or regulation changes implemented.	
SC 2.1.3	Number of promising and/or best practices improved as a result of systems change.	
SC 2.1.4	Number of promising and/or best practices that were implemented.	

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Key Definitions

Advocacy and Self-Advocacy
Speaking up for yourself or someone else and letting others know what is needed or wanted.

Advocacy - Speaking on behalf of or in support of another person and/or actively supporting a cause or proposal.

Self-Advocacy – Speaking for yourself, making your own decisions, knowing your rights and responsibilities, problem solving, reaching out to others when you need help, learning about self-determination.

Best and Promising Practices Performance Measures
Performance measures that assess the number of best and promising practices created, supported, implemented, and improved as a result of subaward activities. All subaward activities must be based on best or promising practices through an innovative approach that improves upon existing practice and positively impacts the area of practice.

Best Practices: Established, evidence-based, grounded in scientifically rigorous research designs. Activities are replicable and have the same results in a variety of settings. Activities are usually labeled as best practice.

Promising Practices: Activities based on theory or research but have not received rigorous scientific testing. Activities should demonstrate a high degree of success and the possibility of replication in other agencies or settings, but may not be replicable.

Change, Create, Implement, and Improve

Change
The act of making or becoming different. A change has the potential to create or improve.

Create
To cause to come into being.

Implement
To put into action, carry out.

Improve
To make or become better.

Policy, Procedure, Regulation, Statute
The number of these that were created or changed, improved and implemented. More than one of these might apply. For example, the same policy/procedure/regulation/statute may be changed, improved, and implemented.

Appendix C

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.

Regulation
A rule or administrative code administered 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
A law or other enactment made by a legislature and expressed in a formal document.

Supported
To give resources to something/someone to enable it/them to exist, function, or act. Resources could include such things as staff or volunteer time, funding, technical assistance, and/or in-kind contributions.

Systems Change
Systems change shifts the way that an organization or community makes good decisions about or implements policies, programs, and the allocation of its resources. It changes the way services and supports are delivered. These performance measures assess the number and nature of changes in policy, procedure, law, and regulation. Changes might occur within your organization or other organizations/agencies. Changes might be formal (such as being written in a document) or informal (such as meaningful change to the way a procedure is carried out, even if that change is not documented by the organization).

Trained or educated
Training is an organized activity designed to give information and/or instructions to improve performance to help attain knowledge or skill. Educated means to give information about something. **Note:** This would not include general public education such as website hits, newspaper, social media, etc.

Nebraska Council on Developmental Disabilities
2018-2019 Performance Measures and Satisfaction Reporting
FORM BELOW IS FOR REFERENCE ONLY - USE FORM IN APPENDIX C FOR ACTUAL REPORTING

Agency or Organization ____________________

Project Name ____________________

Subaward Number:

Reporting Period:	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter

Performance Measures: Individual and Family Advocates

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Totals	
	Responses:		Responses:		Responses:		Responses:		0	
Measure	#	%	#	%	#	%	#	%	#	%
IFA 1.1									0	
IFA 1.2									0	
Other									0	
IFA 2.1									0	
IFA 2.2									0	
IFA 2.3									0	
IFA 2.4									0	
IFA 2.5									0	
IFA 3.1									0	
IFA 3.2									0	
Other									0	

Performance Measures: Systems Change

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total #
Measure	#	NA	#	NA	#	NA	#	NA	
SC 1.1									0
SC 1.2									0
SC 1.3.1									0
SC 1.3.2									0
SC 1.3.3									0
SC 1.3.4									0
SC 1.4									
SC 1.5									0
SC 2.1.1									0
SSC 2.1.2									0
SC 2.1.3									0
SC 2.1.4									0

Report Demographics on Next Page

Demographics

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total Responses	
	Responses:		Responses:		Responses:		Reponses:			
	Yes	%	Yes	%	Yes	%	Yes	%	#	%
Advocate										
Family of Self-Advocate										
Prof / Other										
Live in urban area										
Live in rural area										
Male										
Female										
Black / African American										
White										
Native Hawaiian / Pacific Islander										
Native American/ American Indian										
Hispanic / Latino										
2 or more races										
IDK / choose to not tell										

Nebraska Council on Developmental Disabilities

Final Report

Agency or Organization: _____

Project Name: _____

Subaward Number: _____

Report Submitted by: ________________________________ ___________________
Signature Date

1. Project Accomplishments and Results

2. Impact of Project Activities on Target Population

3. Barriers or Problems Encountered and Actions to Overcome

4. Project Sustainability

5. Please share one or two personal success stories from subaward recipients.

Nebraska Council on Developmental Disabilities
Consumer Satisfaction Survey

Agency or Organization: _____

Project Name: _____

If you are a **self-advocate or family member/guardian**, please tell us about yourself in the two boxes below. Check all that apply. Others, please skip to the bottom of the page.

IFA 1.1	I am a self-advocate		I am White
IFA 1.2	I am a family member/guardian of a self-advocate		I am Native Hawaiian or Pacific Islander
	I live in urban Nebraska (more than 50,000 people live in my community)		I am Asian
	I live in rural Nebraska (under 50,000 people live in my community)		I am American Indian / Native Alaskan
	Gender: I am Male		I am Hispanic / Latino
	Gender: I am Female		I am two or more races
	Gender: I am Other		I don't know my race
	I am Black or African American		I choose not to tell you my race

Answer the following questions by check Yes (thumbs up) or No (thumbs down).

As a result of this project / activity:

IFA 2.1/2.2	I have increased my advocacy skills and abilities		
IFA 2.3	I am better able to say what I want to say / say what is important to me		
IFA 2.4	I am now participating in advocacy activities		
IFA 2.5	I am serving on a cross-disability coalition, policy board, advisory board, or other leadership position that makes decisions for others		
IFA 3.1/3.2	I am satisfied with this project		

If you are a **professional/other**, please tell us:

	I am a Professional or Other	Other		I am satisfied with this project

Any additional comments? (Feel free to write on the back if you need more room.)

____

____

To: DD Council Subrecipients

From: Kristen Larsen, Executive Director
Nebraska Council on Developmental Disabilities

Re: Subaward Monitoring Requirement

The Office of Management and Budget (OMB) published new requirements for federal award programs entitled Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200, also known as the Supercircular). The State of Nebraska audit office is requiring a process to gather source documentation from all subrecipients who receive federal funding. OMB developed the Supercircular in response to directives to strengthen accountability by intensifying efforts to eliminate payment error, waste, fraud, and abuse.

The Supercircular applies to federal agencies that make federal awards to non-federal entities, as well as to non-federal entities that receive federal grant funds. Since the Nebraska Council on Developmental Disabilities receives federal funding mandated through the Developmental Disabilities and Assistance and Bill of Rights Act of 2000, all Council subrecipients must adhere to this new requirement, effective immediately.

As a subrecipient of State of Nebraska Department of Health and Human Services Nebraska Council on Developmental Disabilities funding, you will be responsible for providing source documentation for this new requirement. For your reference, the forms and procedures listed below will be used in reviewing source documents. Copies of these documents are included with this memo.

- Procedures for Reviews of Subaward Funding
- Request for Source Documents
- Subaward Monitoring Review Report

The Nebraska Council on Developmental Disabilities staff is responsible to select one quarter at random from each subrecipient's subaward cycle to review source documents. During the review, subrecipients will be asked to provide records that identify the line-items. Examples of items that might be requested for review include time sheets for all staff, fees charged to the grant, travel documentation, receipts, sales invoices, deposit slips, or any other original record that contains details to substantiate a financial transaction. Review of source documents can take place by providing scanned documents via email or by an on-site visit from Council staff. Adequate time will be given for you to provide documentation for the quarter selected.

This new requirement to review source documents provides for consistent and transparent stewardship and accountability of federal funds. Please feel free to contact me at kristen.larsen@nebraska.gov or Joni Dulaney at joni.dulaney@nebraska.gov if you have any questions.

Nebraska Council on Developmental Disabilities

Subaward Monitoring: Procedures for Reviews

These procedures summarize the subaward monitoring review process for federal funds awarded by the Nebraska Council on Developmental Disabilities and monitored by the Nebraska Department of Health and Human Services. These reviews will be conducted either at the project site (on-site monitoring) or through a review of requested documents received by Council staff (desk monitoring). Council staff will follow these procedures when conducting all reviews.

The subaward cycle selected for source document review will be chosen at random; subsequent reviews will be based on findings of the first review. If there are red flags or the subrecipient is determined to be high risk, source document reviews will need to be conducted more often.

1. Choose the subaward cycle to test source documents.

2. Determine line items to test for source documents.
   Determine the source documents to request for the desk or on-site review based on several considerations. If concerns have been identified from a quarterly/mid-year report review, select the transactions to test based on the specific area of concern. If there are no specific concerns from a report review, identify the line items to sample.

   Items to be requested for source document review:
   - Time sheets and paystubs for all staff, fees charged to subaward, and accompanying payments;
   - Documentation of travel expenses applied to the project including verification of attendance, need for travel, and expenses;
   - Office expense invoices;
   - Other items such as receipts, sales invoices, deposit slips, or any other original records that contain the details to substantiate a financial transaction.

   Generally, the method to prioritize and select subrecipient reports for testing within a subaward cycle and the specific transactions to test is dependent upon risk-based methodology, e.g., new subrecipient, dollar value of award, limited progress and/or over-budget expenditures from the report review, follow-up from prior review, and history of issues with internal control, financial management, and/or performance.

3. Review source documents of the selected transactions.
   Test the selected transactions for being necessary, reasonable, allowable, allocable, and actual. The following examples are provided for testing transactions. These are examples only, and not an exhaustive list.

   a. Necessary and Reasonable – Accounting records must be supported by source documentation such as canceled checks, paid bills, timesheets and paystubs (showing the amount of time that staff worked on the subaward), and similar documents that would verify the nature of costs associated with the subaward project. Common forms of documentation include mileage or travel logs for mileage expenses claimed, and office receipts or records showing subaward related expenses of rent, utilities, and communication along with the percentage charged to the subaward.

   b. Allowable – All line items listed must be allowable under federal subaward guidelines. An unallowable cost item would include office equipment such as computers or copy machines. All claimed operating expenses must be related and essential to the subaward project. Review documents to determine whether reporting of personnel time was accurately charged to the subaward.

c. Allocable – Nebraska Department of Health and Human Services policy is that services must be provided and goods received prior to claiming reimbursement. Therefore, if it is near the end of the subaward period, the subrecipient should not purchase a lot of office supplies, educational materials, etc.

d. Actual – Receipts support the exact cost or percentage of cost.

Nebraska Council on Developmental Disabilities

Subaward Monitoring: Request for Source Documents

Subrecipient:

As a subrecipient of the Nebraska Department of Health and Human Services (DHHS) Nebraska Council on Developmental Disabilities funding and as part of our subaward compliance, please submit source documents for federal subaward funds as well as cash and in-kind match for the reporting period indicated below. These source documents will be used for transaction testing.

Subaward Cycle

Jan 1 – Dec 31	**Apr 1 – Mar 31**	**Oct 1 – Sep 30**
☐ 1st Qtr (Jan 1 – Mar 31)	☐ 1st Qtr (Apr 1 – Jun 30)	☐ 1st Qtr (Oct 1 – Dec.31)
☐ 2nd Qtr (Apr 1 – Jun 30)	☐ 2nd Qtr (Jul 1 – Sep 30)	☐ 2nd Qtr (Jan 1 – Mar 31)
☐ 3rd Qtr (Jul 1 – Sep 30)	☐ 3rd Qtr (Oct 1 – Dec 31)	☐ 3rd Qtr (Apr 1 – Jun 30)
☐ 4th Qtr (Oct 1 – Dec 31)	☐ 4th Qtr (Jan 1 – Mar 31)	☐ 4th Qtr (Jul 1 – Sep 30)

The approved budget and reimbursement request for the above-specified quarter will be tested against the source documents submitted for the following line items:

☐ Payroll expenses for all project staff (copies of time sheets, verification of payment)

☐ Office expenses (copies, mail, phone, rent)

☐ Travel expenses (agendas for meetings/trainings/conferences, travel logs, receipts for expenses)

☐ Consultants (invoices, payments or receipts)

☐ Other: _____

Date Due to Council Office: ______

Submit source documents to:

Nebraska Council on Developmental Disabilities
PO Box 95026
Lincoln, NE 68509-5026

Or

dhhs.ddcouncil@nebraska.gov

Nebraska Council on Developmental Disabilities

Subaward Monitoring: Review Report

Subrecipient: ______

Subaward Cycle: ☐ Jan 1 – Dec 31 ☐ Apr 1 – Mar 31 ☐ Oct 1 – Sept 30

Quarter Reviewed: ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th

Type of Review: ☐ Desk ☐ On-Site

Date of Review: ______

Names and titles of on-site review participants:

NAME	TITLE

Review Summary:

Strengths:

Action Needed/Further Recommendations:

Report completed by: