



Policy Title: <p style="text-align: center;">Budgetary Assurance Complying with a Minimum of 70% to be Expended for Plan Activities</p>	Policy Number: 01-01 Page 1 of 5 pages Effective 8/14/01
Approved:	Chairperson:

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I. Purpose:

The purpose of this Policy is to acknowledge the budgetary instruction contained within The Developmental Disabilities Assistance and Bill of Rights Act of 2000 addressing the use of Council funds for programmatic activities, and for administrative activities. This budgetary instruction is modified from the previous enabling law. The policy will serve as guidance for the Council, staff, and other interested parties ensuring compliance with the intent and spirit of the federal statute.

II. Policy:

Not less than 70% of Council funds will be expended to address Council plan activities.

III. Procedures:

- A. Such expenditures will be used to supplement, and not supplant, the non-Federal funds that would otherwise be made available for services and programs for people with developmental disabilities.
- B. Such funds will be used to complement and augment rather than duplicate or replace services for individuals with developmental disabilities and their families who are eligible for Federal assistance under other State programs.
- C. Part of such funds will be made available by the State to public or private entities.

Not more than 20% of such funds can be allocated to the designated State agency for service demonstrations by such agency, if the funds contribute to the implementation of the state plan goals and are explicitly authorized by the Council.

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- D. A time study for staff resource allocation between program and administration will be conducted periodically as determined necessary by the Council.
1. Reasonable categories for measurement will be developed based on historical data, other Council's experiences, consultation with staff from the Administration of Children and Families, or other germane resources as determined by the Council.
 2. Concurrence by the Administration on Children and Families staff on categorical measurements and associated budgetary calculations shall be considered sufficient to calculate programmatic vs. administrative expenses.
 3. Agreement between the Council and Administration on Children and Families shall set the calculation standard.
 4. It is recognized that this procedure is an internal function related to programmatic analysis by the Council and oversight by the Administration on Children and Families; and as such is not part of the designated state agency function as described in 42 USC 6000 et seq. Section 125 (d) (3) (B) and (C).
- F. The Council shall report expenditures, minimally, by Areas of Emphasis Activities related to the State Plan Goals, and by Administrative Activities.
1. The current reporting of expenditures itemizes the following categories as Priority- Programmatic:
 - (a) Staff Salaries/Priority
 - (b) Postage
 - (c) Printing
 - (d) Library
 - (e) Computer Lease
 - (f) Council & Committee Meetings
 - (g) Accommodations
 - (h) Staff Development & Training

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- (i) Miscellaneous
 - (j) Legislative Activities
 - (k) Staff Travel
 - (l) Council Travel
 - (m) National Association Travel
 - (n) Council Member Development
 - (o) Consumer Involvement Fund
 - (p) Projects- Executive Director-(Discretionary)
 - (q) Projects- Executive Committee--(Discretionary)
 - (r) Projects- Full Council
2. The current reporting of expenditures itemizes the following categories as Administration:
- (a) Staff salaries/non-priority
 - (b) Office Supplies
 - (c) Equipment Purchases
 - (d) Equipment Maintenance
 - (e) Copier
 - (f) Dues & Memberships
 - (g) Telephone
 - (h) Rent
3. Expenditure categories and calculations shall be reviewed periodically by the Administration on Children and Families for appropriateness and accuracy.
4. A current file listing approved expenditures, where they are attributable to- state plan activities or administration, and related correspondence from the Administration on Children and Families will be maintained by the Grants Manager.
5. Maintenance of this process is part of the Grants Manager function including advising the Executive Director of anticipated issues so as to ensure timely and necessary adjustments.

Concurrence by the Administration on Children and Families staff on categorical measurements and associated budgetary calculations shall be considered sufficient to calculate programmatic vs. administrative expenses.

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6. Agreement between the Council and Administration on Children and Families shall set the calculation standard.

It is recognized that this procedure is an internal function related to programmatic analysis by the Council and oversight by the Administration on Children and Families; and as such is not part of the designated state agency function as described in 42 USC 6000 et seq. Section 125 (d) (3) (B) and (C).

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Adopted August 14, 2001

Jean Snoddy, Chairperson

Marcia Tewell, Executive Director