



Prince George's Provider Council DSP Grant Application Instructions for Community Services Providers Supporting People with Intellectual and Developmental Disabilities

Introduction: The Prince George's Provider Council (Provider Council) is a nonprofit entity comprised of member agencies licensed or certified by the Maryland Developmental Disabilities Administration (DDA) to serve eligible persons with intellectual and developmental disabilities in Prince George's County. In 2018, the Prince George's County Government began a partnership with the Provider Council to support a Grant Program established for enhancing the wages of the Direct Support Professionals (DSPs) employed by these agencies supporting citizens living in and/or served in Prince George's County.

Responsibilities: Prince George's County is responsible for providing Grant funds to the Provider Council, which assumes all responsibility for distribution of Grant funds in accordance with the signed document, *Terms and Conditions*, using the procedures outlined therein.

The Provider Council is responsible for assuring the application and compliance procedures are made available to all potentially eligible applicants; review of applications, as well as reasonable technical assistance to applicants for compliance with all terms and requirements; and assuring collection and analysis of prescribed interim and final reports, to include preparation of summary documents, and directing payments to approved Grant participants.

The Provider Council will authorize award amounts to be disbursed to each qualified participant proportionate to the amount of the qualified Direct Support Hours relative to the total annual Grant amount for services provided to persons residing and/or receiving services in Prince George's County.

Regulatory Requirements

1. The community services provider must support a minimum of 3 qualified eligible individuals as defined herein.
2. The community services provider must agree to accurately report only qualified Direct Support Hours provided for persons who live in and/or receive those DDA-funded services in Prince George's County.
3. The application packet from the community services provider must include signed certification by the Executive Director or Chief Financial Officer as to accuracy of the information provided.
4. The community services provider must provide evidence of approval by their Board of Directors for grant program participation, acknowledging and accepting the reporting requirements and repayment obligations of Grant funds in accordance with the Terms and Conditions accepted by the applicant.
5. Upon award, the participating community services provider must provide current *Certificates of Insurance* separately listing Prince George's County and the Prince George's Provider Council as loss payee parties for both Liability and Workers Compensation coverage requirements.

Packet Submission Information

To be considered for Grant participation, applicant must email the complete packet by the established deadline of **September 1st** to the Grant Administrator at joyce.sims@pgprovidercouncil.org. Late or incomplete application packets will not be reviewed.

1) Application - Direct Service Provider Information and Certification

- a) Form must be fully completed to include:
 - Total number of qualifying persons (reside and/or receive DDA-funded services in Prince George’s County) served by the Agency as of the start of the current fiscal year;
 - Number of direct support staff positions established to support the qualifying persons served, including positions that are vacant due to turnover; and
 - Number of vacant direct support staff positions at the time of application; and
 - Entry-level direct support staff base hourly wage rate as of July 1 for the current year.
 - Agencies new to the Grant Program must use payroll reports to project anticipated number of Direct Support Hours for the fiscal year. (Actual hours reported in the previous fiscal year are used for prior year participants).
- b) Direct Support Hours are those worked by a full or part-time employee providing direct support to qualifying persons.
 - Employee must spend at least 50% of work time in direct support services; hours worked in non-direct services must be excluded from total hours reported.
 - Hours worked include regular and over-time hours as long as the base hourly rate is no less than legal minimum wage and not more than the cap specified for the fiscal year.
 - Hours worked by employees hired through a staffing agency are eligible provided they meet parameters defined herein. Agency fees are not considered; actual hours worked and hourly rates paid to these employees must be reported and supported by an invoice from the staffing agency.
 - Direct Support Hours include only actual hours worked; do not include paid/unpaid leave or paid holidays.
- c) Application must be signed by the Provider Agency Executive Director and Chief Financial Officer or the person responsible for Grant Program data.

2) Schedule A - List of Eligible Persons Served

- a) List each person served with address for either residence or verifiable service delivery site in Prince George’s County, entering each name only once and using “x” to indicate all service(s) provided to that person by the Agency, even if eligible addresses are different for each one.
 - Service address for Meaningful Day is where the person starts and ends their service each day.
 - If Agency is receiving supplemental funding from Montgomery County for any person(s), a claim may not be made for the same service in Prince George’s County.
- b) The *Persons Served* workbook must be encrypted using this password: **pgpc.dsp**
 - Do not otherwise encrypt or select options to “Open as Read Only” or “Mark as Final”; documents that cannot be properly opened and saved for data analysis will be discarded.

3) Required Attachments

- a) Copy of current DDA license/certification
 - In lieu of active license/certification documentation, a letter from OHCQ for licensure, or DDA for certification, attesting to Agency's application and current status may be submitted
- b) Current SDAT Certificate of Status showing the organization is in Good Standing
- c) Acknowledgement of Terms & Conditions – signed by Executive Director or Board President
- d) Board Resolution acknowledging and accepting said reporting requirements and repayment obligations, noting the date of Board approval and signatures of Board Officers
 - As a Board of Directors may not have a meeting scheduled prior to the application deadline, the Board may elect to consent for a vote wherein notice was proper and quorum was met, to adopt the written Resolution, provided the extended deadline of **September 15** can be met for submission of the fully signed document.

4) Grant Program Timeline and Additional Information

- a) Applicants will be notified as to the status of their applications by October 1.
- b) Upon approval for participation in the Grant Program, payment and banking information may be collected by the designated Provider Council representative. All disbursements will be made electronically to the Provider Agency designated bank account.
- c) Payment(s) will be distributed at the direction of the Provider Council and subsequent to deposit of funds from the County to the Grant account.
- d) Provider Agency will affirm that all Agency employees have been and are paid in accordance with State and County wage laws and regulations.
- e) No Hold-Harmless: Reconciliation for variance in number of projected Direct Support Hours and actual hours reported throughout the Grant year will be analyzed in the final quarter to determine whether adjustment is indicated. Reimbursement to the Grant fund will be required for disbursement determined to be unsubstantiated during the review and/or audit process, to include any reported ineligible DPS hours.
- f) Failure to submit required reports by due dates, or to correct errors in reporting within a reasonable time, may result in disqualification for the Grant Program and requirement for repayment of allocated funds.
- g) The *Schedule A - List of Person's Served* that is submitted with the agency application may be updated with new admissions occurring during the fiscal year and submitted with the Agency's final quarterly report.
- h) Documents must be emailed to joyce.sims@pgprovidercouncil.org. Always protect documents containing personal identification regarding people served using the assigned password. Do not use any other encryption applications, as they interfere with administration duties.
- i) Agency payroll records must be submitted as backup for all quarterly reports, and are subject to review and/or audit at the request of the Provider Council or Prince George's County Office of Audits and Investigations throughout the year.

APPENDIX A

QUARTERLY REPORTING REQUIREMENTS

Upon selection as an eligible participant in the Grant Program, Agencies agree to submit timely and accurate quarterly reports of eligible Direct Support Hours in accordance with the timeline established by the Provider Council. Because Grant funds are allocated on a proportional basis as verified through these reports, late submission delays fund disbursement for all participants and may result in disqualification for the noncompliant Agency.

The Quarterly Report (**QR**) must be submitted timely to joyce.sims@pgprovidercouncil.org in the format (Excel workbook) supplied by the Provider Council.

1. Reports must be submitted for each fiscal year quarter on or before these dates:

QR1 - OCT 15

QR3 - APR 15

QR2 - JAN 15

QR4 - JUL 15

- a. Late QR's may be considered invalid and result in dismissal from Grant eligibility
2. Do not encrypt; email or documents that cannot be opened will be discarded and considered non-submittal
3. Do not save the workbook as "Open as Read Only" or "Mark as Final" as these options interfere with effectively accessing the report data
4. Each QR requires that the correct Attestation be signed; this may be done in the QR workbook with an e-signature or by signing/scanning/sending the printed form
 - a. There is no need to password protect the workbook or attestation
5. The QR's are cumulative, with data being entered on the designated tab for each quarter; the QR for the final quarter (QR4) also serves as an annual Report for fiscal year analysis
6. Never change data in a previously submitted QR; if an error is discovered or adjustment is needed, changes are reported on the *Recon* tab corresponding to the QR in question
 - a. Record only the changed data on the Recon tab: i.e., if employee was left off of QR1, just enter that person's information on Recon_Q1 tab with Total DS Hours as a positive number; if too many hours were reported for the employee, then enter the number of Total DS Hours to be reduced as a negative number (entered - ##)
 - b. Though reconciliation can be recorded with each QR, the Reconciliation Attestation is signed (electronically or printed/scanned) and submitted at the end of the fiscal year (ideally with the QR4), verifying all changes made
7. A payroll system report must be submitted with each QR, clearly showing **name; number of hours worked; and hourly base rate** for all employees included in the QR. Please assure accuracy as these reports are used for random audits and must support the QR data.
 - a. Invoices may be used to support contracted employees as long as the required information is included (name/hours and rate paid to each employee).