

WEST VIRGINIA
Department of



Bureau for Behavioral Health and Health Facilities

Announcement of Funding Availability



Proposal Guidance and Instructions

**AFA Title: Customized Employment
Targeting one award per each of 6 Regions
AFA Number: AFA 01-2014-DD**

West Virginia Department of Health and Human Resources
Bureau for Behavioral Health and Health Facilities
350 Capital Street, Room 350
Charleston, WV 25301-3702

*For Technical Assistance please include the AFA # in the
subject line and forward all inquiries in writing to:
DHHRBHHFAnnouncement@wv.gov*

Key Dates:	
Date of Release:	August 5, 2013
TECHNICAL ASSISTANCE MEETING:	August 21, 2013
Letter of Intent Deadline:	August 30, 2013 Close of Business – 5:00PM
Application Deadline:	September 23, 2013 Close of Business–5:00PM
Funding Announcement(s) To Be Made:	October 1, 2013
Funding Amount Available:	Not to exceed \$84,000

The following is a guide and instructions for submitting a proposal to the Bureau for Behavioral Health and Health Facilities (BBHFF). The document includes general contact information, program information, administrative, and fiscal requirements. Responses must be submitted using the required AFA Application Template available at DHHR.WV.GOV/BHFF/AFA. Responses must be submitted electronically via email to DHHRBHHFAnnouncement@wv.gov with the AFA Title and Number in the subject line. All submissions must be received no later than 5:00 PM on the application deadline date. Notification that the proposal was received will follow. Paper copies of proposals will not be accepted. It is the sole responsibility of applicants to insure that all documents are received by deadline dates. Incomplete proposals or proposals submitted after the application deadline will not be reviewed.

LETTER OF INTENT

All organizations planning to submit an application for an Announcement of Funding Availability (AFA) must submit a Letter of Intent (LOI) **by August 30, 2013 close of business (5:00pm)** to the email address: DHHRBHHAffirmation@wv.gov prior to submission of the AFA.

Please list the AFA Title and Number found on Page 1 of this document in the email subject line.

These letters of intent shall serve to document the applicant's interest in providing each type of service (AFA) and will not be considered binding until documented receipt of the application.

RENEWAL OF AWARD

The BBHFA may renew or continue funding beyond the initial fiscal year award for a period not to exceed one additional fiscal year period beyond the end of this stated grant period. As such, at the discretion of the BBHFA funding may be renewed for a period no later than June 30, 2015. Future funding will be contingent on availability of funds and successful implementation of goals and documented outcomes.

LEGAL REQUIREMENTS

All applicants must be able to provide proof of 501(c) 3 status and/or possess a valid West Virginia business license. If the applicant is not already registered as a vendor in the State of West Virginia, this must either be completed by the award notification date or the vendor must demonstrate proof of such application. It is also required that the applicants have a System for Award Management (SAM) registration and have a Dun & Bradstreet or DUNS number. For more information visit: <https://www.sam.gov>

The Grantee is solely responsible for all work performed under the agreement and shall assume all responsibility for services offered and products to be delivered under the terms of the award. The State shall consider the designated Grantee applicant to be the sole point of contact with regard to all contractual matters. The Grantee may, with the prior written consent of the State, enter into written sub agreements for performance of work; however, the grantee shall be responsible for payment of all sub awards.

FUNDING AVAILABILITY

Competitive, integrated employment is a highly valued activity in our society. Not only does it provide meaningful activity and personal resources, it also opens the door to allow the development of real relationships with others. For many, it is fundamental to quality of life and key to self-worth. This funding announcement is part of a statewide focus to promote equality of opportunity, full participation, independent living, and economic self-sufficiency for individuals with intellectual/developmental disabilities.

This funding announcement is intended to provide support to agencies that can work with employers in meeting their needs by finding, maintaining and improving the employment status of individuals with disabilities in competitive employment in each region of the state. If a proposal is not submitted from a region or does not meet criteria, BBHFF has the right to approve a second proposal from another region or reissue an AFA for that region.

Funding is available for each of the six geographic regions designated by the Bureau for Behavioral Health and Health Facilities.

At the discretion of the BBHFF funding may be renewed for a period no later than June 30, 2015. Future funding will be contingent on availability of funds and successful implementation of goals and documented outcomes.

Allocation and Proposal Information:

The total amount of funding available for the Customized Employment Grant is up to \$84,000 annually. For the initial award period (January 1, 2014 through June 30, 2014), all funding will be awarded in proportion to the 6 month grant period, i.e., grants will be funded at a rate of 6 months/12 months (50%) of the total award amount or a maximum of \$42,000.

REGIONS IN WEST VIRGINIA

The BBHFF is currently utilizing the six region approach designated by the Governor's Advisory Council on Substance Abuse (GACSA).

Region 1: Hancock, Brooke, Ohio, Marshall, and Wetzel Counties

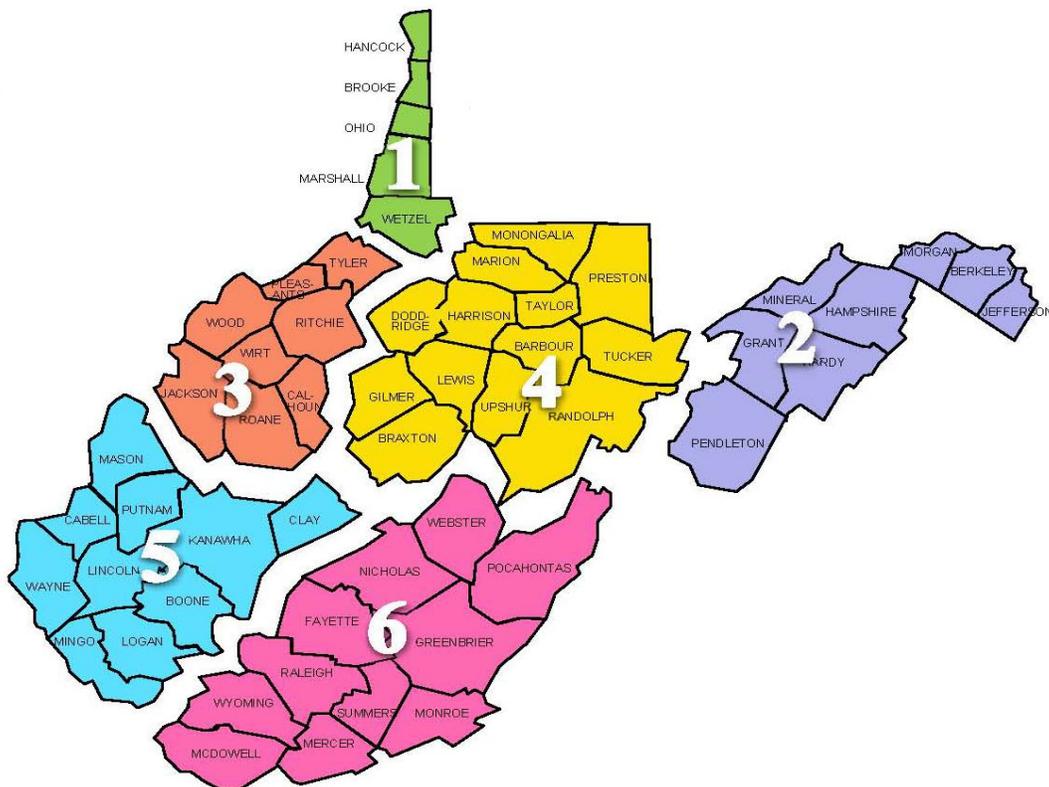
Region 2: Morgan, Berkeley, Jefferson, Mineral, Hampshire, Grant, Hardy, and Pendleton Counties

Region 3: Tyler, Pleasants, Wood, Ritchie, Wirt, Jackson, Roane, and Calhoun Counties

Region 4: Monongalia, Marion, Preston, Doddridge, Harrison, Taylor, Barbour, Tucker, Gilmer, Lewis, Upshur, Randolph, and Braxton Counties

Region 5: Mason, Cabell, Putnam, Kanawha, Clay, Wayne, Lincoln, Boone, Mingo, and Logan Counties

Region 6: Webster, Nicholas, Pocahontas, Fayette, Greenbrier, Raleigh, Summers, Monroe, Wyoming, McDowell, and Mercer Counties



Section One: **INTRODUCTION**

Changes in public policy during the past few decades have intensified focus on the role of employment in the lives of individuals with intellectual and developmental disabilities. The deinstitutionalization movement of the 1960's was followed by passage of the Rehabilitation Act of 1973, the first "rights" legislation to prohibit discrimination against people with disabilities. The Americans with Disabilities Act (ADA), passed in 1990, provides broad protection in employment, transportation, public accommodations, and public services for people with disabilities. The Ticket to Work and Work Incentives Improvement Act of 1999 further recognized that work should be in an integrated setting. In 2000, Congress amended the Developmental Disabilities Act, reinforcing that individuals with developmental disabilities and their families have access to needed community services, individualized support and other forms of assistance that promote self-determination, productivity, and integration and inclusion in all facets of community life.

While enabling people with disabilities to enter the labor market is a priority for policy makers, there remains a significant gap in employment rates between people with and without disabilities:

- In 2010, individuals with disabilities ages 18-64 living in the community had employment rate of 33.4 %. Individuals without disability in the same age group had an employment rate of 72.8% (American Community Survey, 2010. Stats RRTC, 2011).
- 88% of working age adults with significant developmental disabilities are unemployed (Alliance for Full Participation, "Real Jobs - It's Everyone's Business". Accessed: July 24, 2011)

The traditional labor market approach, which matches people to existing job openings, doesn't usually result in jobs for people with more significant disabilities. When people with significant disabilities compete with applicants without disabilities for available jobs, people with the most significant or complex challenges simply do not measure up. Job developers may have 15 or 20 people for whom they are responsible to help locate employment. With this responsibility, the job developer looks to the business community at large to identify job openings to meet the demand for jobs. When an employer has a position to fill, the job developer looks to the pool of job seekers for whom he/she is responsible to locate a suitable applicant for the employer. The most skilled and qualified applicant from the pool is chosen for the job. Those individuals with the most significant disabilities and support needs are most often overlooked in favor of the more capable and qualified applicant. The individuals with significant disabilities must wait their turn to meet the demands of an employer. More often than not, they wait a long time and in many cases are deemed as difficult to place or unemployable.

Work is a highly valued activity in the American culture and offers wage earners numerous benefits. Having a job and paying taxes can enhance an individual's status in the community and offer the employee an opportunity to interact with co-workers and to develop a host of relationships at work and in the community. From an economic standpoint, increasing meaningful employment for individuals with disabilities may reduce the cost of income supports, enhance the tax base, expand the workforce available to the growing senior population, and increase personal income.

When the ADA was passed in 1990, Congress announced four public policy goals for people with disabilities: 1) equality of opportunity; 2) full participation; 3) independent living; and 4) economic self-sufficiency. The Bureau of Behavioral Health and Health Facilities (BBHBF) works in collaboration with the West Virginia Division of Rehabilitation Services (DRS), the Bureau for Medical Services (BMS), the WV Department of Education (DOE), the West Virginia Developmental Disabilities Council (WV DDC), West Virginia University Center for Excellence in Disabilities (WVCED), and other partners to promote these goals. Employment in the general workforce is the first and preferred outcome in the provision of publicly funded services for all working age citizens with disabilities, regardless of level of disability.

To strengthen the likelihood of employment for individuals with intellectual/developmental disabilities, BBHBF is transitioning its employment focus from "supported employment" to "customized employment". The US Department of Labor, Office of Disability and Employment Policy (ODEP) defines customized employment as follows:

Customized employment is a flexible process designed to personalize the employment relationship between a job candidate and an employer in a way that meets the needs of both. It is based on an individualized determination of the strengths, needs, and interests of the person with a disability, and is also designed to meet the specific needs of the employer. It may include employment developed through job carving, self-employment or entrepreneurial initiatives, or other job development or restructuring strategies that result in job responsibilities being customized and individually negotiated to fit the needs of individuals with a disability. Customized employment assumes the provision of reasonable accommodations and supports necessary for the individual to perform the functions of a job that is individually negotiated and developed. (Federal Register, June 26, 2002, Vol. 67, No. 123, pp. 43154 -43149)

Customized employment is not a quick-fix for anyone, but a creative alternative that enables job candidates and employers the opportunity to negotiate individual job tasks and/or reassign basic job duties to improve overall production in the workplace. Customized employment works because the focus is on one person at a time and one business at a time.

Section Two: **SERVICES DESCRIPTION**

Purpose

The purpose of Customized Employment is to provide community supports to increase the likelihood of meaningful, competitive, integrated employment for adults aged 18 and older who have a diagnosis of Intellectual or Developmental Disability and/or Traumatic Brain Injury by supporting both sides of the labor force: Supply and Demand. For the job candidate, the process considers the whole person — his/her skills, interests, abilities, and conditions necessary for successful employment, including job support. For employers, customized employment allows a business to examine its specific workforce needs, both ongoing and intermittent, and fulfill those needs with a well-matched employee.

Customized employment entities take the individualized, strengths-based approach of supported employment to a whole new level by viewing themselves as employment service agencies rather than human service providers. Successful providers emphasize a competitive and valued offering of needed services to employers. The language must be business to business; the message must be clear: "Our company will fill your personnel needs!"

Service Overview

Customized employment is a "negotiation" between the job seeker, his/her representative, and the employer. The negotiation is the very process itself, often beginning with only the potential of employment without a position opening. It can also include self-employment or a microenterprise that meets the unique interests of an individual and the market for a product or service.

Each entity applying for funding to provide **Customized Employment Services** will assure the following:

1. Provide outreach to people in the designated targeted region who are un-served or underserved by employment services.
2. Work with businesses to obtain competitive wages, sustainable employment and employment/career growth for individuals.
3. Develop collaborative interagency partnerships with local businesses, community providers, schools, families/guardians.
4. Provide innovative training/professional growth opportunities for workforce.
5. Participate in at least one outside employment symposium and all Bureau for Behavioral Health and Health Facilities meetings as requested.
6. Employ data management procedures that include benchmark measures and measures of performance over time

Definitions

Competitive employment – a job in which the individual must earn at least minimum wage, as defined by the Fair Labor Standards Act, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by non-disabled workers.

Customized Employment - a process for individualizing the employment relationship between an employee and an employer in ways that meet the needs of both. It requires knowledge of the individual and includes a process for individualizing the employment relationship between the job seeker and the employer. Customized Employment is based on an individualized determination of strengths, needs and interests of the person with a disability and is also designed to meet the specific need of the employer. Strategies include:

- job carving – creating a job from one or more but not all of the tasks of original job;
- job negotiation – creating a new job from various tasks from potentially parts of several jobs;
- job creation – creating a new job based on unmet workplace needs;
- job sharing – two or more people sharing the same job;
- post-employment support - setting up ongoing supports and monitoring the employment relationship to ensure satisfaction of both the employee and the employer; and
- self-employment, including use of a micro enterprise.

Discovery Process - Discovery provides the foundation information for a job seeker that is used to customize a position with the employer. Discovery seeks to get a clear understanding of an individual's job preferences, strengths and potential contributions he or she can make to a potential employer. (The Discovery process is consistent with what the human services community calls "is Person-Centered Career Planning.")

Integrated Employment – employment in a setting or environment where an applicant or eligible individual interacts with non-disabled persons, excluding service providers, to the same extent that a non-disabled worker in a comparable position typically found in the community interacts with others.

Networking - developing and maintaining a good relationship with businesses and other organizations within the community.

Person-Centered Career Planning - an approach to career development that helps people with disabilities envision and realize their dreams. It uses job seekers' dreams, goals, personal preferences, interests, and needs as the cornerstone of the career planning process, and focuses on identifying what the job seeker wants to do rather than skills and limitations he or she may have.

Supported Employment - competitive work performed in an integrated work setting where individuals are matched to jobs consistent with their strengths, resources, abilities, capabilities, interests, and informed choice, and are provided individualized supports to learn and keep the job.

Section Three: **PROPOSAL INSTRUCTIONS / REQUIREMENTS**

Eligible applicants must provide proof of **501(c) 3 status** and/or possess a valid West Virginia business license.

All proposals must include a one-page proposal abstract. The abstract should include the project name, description of the population to be served, planned strategies/interventions, and a general overview of project goals and measurable objectives, including the number of people projected to be served annually. Project abstracts may be used for governmental reports and public release. As such, all applicants are encouraged to provide a well-developed abstract document not exceeding 35 lines in length.

All applications will be reviewed by the BBHMF staff for administrative compliance with all required guidelines. All applications passing the administrative review will be subsequently forwarded to an independent grant review team which will score the proposal narrative consisting of five areas:

Proposal Narrative and Supporting Documentation – The Proposal Narrative describes your project. It consists of Sections A through E. Sections A - E together may not be longer than **15** pages; applicants must utilize 12pt. Arial or Times New Roman font and single line spacing. Supporting Documentation provides additional information necessary for the review of your application. It consists of Sections F and G. These documents and/or attachments will not be counted towards the Project Narrative page limit; Section F and G together may not be longer than **10** additional pages.

- A. Population of Focus and Statement of Need (20 points)
- B. Proposed Evidence-Based Service/Practice (25 points)
- C. Proposed Implementation Approach (35 points)
- D. Staff and Organizational Experience (10 points)
- E. Data Collection and Performance Measurement (10 points)
- F. Budget Form and Budget Narrative

G. Attachments

Letters of Support

Budget Forms

Budget Narrative

Section Four: **PROPOSAL OUTLINE**

All proposal submissions must include the following components without exception.

Abstract:

Provide a brief description of the project proposed as earlier set forth in this announcement and as provided for on the proposal template.

Project Narrative and Supporting Documentation:

A. Population of Focus and Statement of Need:

- Provide a comprehensive demographic profile of your population of focus in terms of race, ethnicity, language, gender, age, socioeconomic characteristics, and other relevant factors, such as literacy.
- Describe the stakeholders and resources in the geographic catchment area of the proposed project that can help implement the AFA.
- Demonstrate an understanding of this population consistent with the purpose of your project and intent of the AFA.
- Describe the nature of the problem, including service gaps, and document the extent of the need (e.g., current prevalence rates or incidence data) for the population(s) of focus based on data. Identify the source of the data. Document the need for the proposed project in West Virginia and more specifically in the identified catchment area. Clearly indicate which region and county(ies) will be served by the proposed project.

B. Proposed Evidence-Based Service/Practice:

- Describe the purpose of the proposed project.
- Clearly state project goals, objectives and strategies. These must relate to the intent of the AFA and performance measures identified in Section E: Data Collection and Performance Measurement.
- Describe evidence-based practice(s) (EBP) or Evidence-informed practice(s) that will be used and justify use for your population(s) of focus, your proposed program, and the intent of this AFA.
- Discuss any screening tools that will be used and basis for selection.
- Briefly describe how privacy and confidentiality will be ensured, including an

explanation of what data will be collected and how it will be used.

C. Proposed Implementation Approach:

- Describe how achievement of the goals will produce meaningful and relevant results in your community and support BBHHF's goals for the program.
- Describe the proposed program activities, and how they relate to your goals and objectives.
- Provide a chart or graph depicting a realistic time line for the entire project period showing key activities, milestones of the intervention(s), and staff(s) responsible for action. Be sure to show that the project can be implemented and service delivery can begin as soon as possible and no later than two (2) months after grant award. [Note: The time line should be part of the Project Narrative. It should not be placed in an attachment.]
- Describe how you will ensure the input of clients in assessing, planning, and implementing your project. Describe the feedback loop between the clients, your organization, project partners/key stakeholders, and the BBHHF in all implementation stages of the project.
- Identify any other organizations that will participate in the proposed project. Describe their roles and responsibilities and demonstrate their commitment to the project. Include letters of support from community organizations supporting the project in **Attachment 1**.
- Clearly state the unduplicated numbers of individuals you expect to serve (annually) with grant funds, including the types and numbers of services to be provided.
- Describe briefly how all required program components will be developed.
- Describe additional training to be sought and utilized in the development of the project, identifying key training components (by title) and their relevance.
- Describe the potential barriers to successful conduct of the proposed project and how you will overcome them.
- Describe your plan to continue the project after the funding period ends. Also, describe how program continuity will be maintained when there is a change in the operational environment (e.g. staff turnover, change in project leadership) to ensure stability over time.

D. Staff and Organization Experience:

- Discuss the capability and experience of the applicant organization. Demonstrate that the applicant organization has linkages to the population(s) of focus.
- Provide a complete list of staff positions for the project, including the Project Director and other key personnel, showing the role of each and their level of effort and qualifications.
- Discuss how key staff have demonstrated experience and are qualified to serve the population(s) of focus and are familiar with the culture(s).

E. Data Collection and Performance Measurement:

- Document your ability to collect and report on the required performance measures as specified in Section Five: Expected Outcomes / Products of this AFA. Describe your plan for data collection, management, analysis, and reporting.
- Describe how data will be used to manage the project and assure that the goals and objectives at a systems level will be tracked and achieved.
- Describe how information related to process and outcomes will be routinely communicated to program staff, governing and advisory bodies, and stakeholders.

F. Budget Form and Budget Narrative: *All requirements set forth in Section F must be included in **Attachment 3** and will not count toward the Project Narrative page limit*

- Include a proposed Target Funding Budget (TFB) with details by line item including sources of other funds where indicated on the TFB form.
 - Include expenses for attending Quarterly BBHMF Provider Meetings
- Include a Budget Narrative document with specific details on how funds are to be expended.
 - The budget narrative clarifies and supports the budget (TFB). The narrative should clearly/specify the intent of and justify each line item in the budget (TFB).
- Describe any potential for other funds or in kind support. Please include a description of such funds as a supplement to the Budget Narrative document.
- Prepare and submit a separate TFB for any capital or start-up expenses and accompany this separate TFB with a coordinating Budget Narrative document.
- Additional financial information and requirements are located in **Appendix A**

**All forms referenced in Section F: Budget Form and Budget Narrative can be
accessed through the BBHMF web-site at:
<http://www.wvdhhr.org/bhhf/resources.asp>**

G. Attachments 1 through 3: *Will not count toward the Project Narrative page limit*

- **Attachment 1:** Letters of Support
- **Attachment 2:** Facility/site diagrams (if applicable/available)
- **Attachment 3:** Budget Form(s) and Budget Narrative(s)

Section Five: **EXPECTED OUTCOMES / PRODUCTS**

The core values that permeate Customized Employment are: inclusion; informed choice; career path; parity in wages, hours of employment and benefits; parity in work style options and choices; and the opportunity to be employed in the quickest, most efficient manner possible. The expected outcomes for this grant are derived from the core values.

- Number of people who receive a competitive wage
- Number of people who maintain employment for at least 6 months
- Job growth

All grantees must discuss their ability to report the data collected through web-based reporting by the 10th of each month. Specific outcome measures will include the following:

1. Consolidated data on a quarterly basis:
 - Number of individuals served
 - a. Number accepted into the program
 - b. Number discharged/transferred from the program and why
 - c. Funding sources
 - Number receiving services but not employed (Include types of services these individuals are receiving)
 - Number receiving services and employed
 - Number of meetings with businesses
 - Number of presentations to local civic/community groups
2. Individual data:
 - Funding Source(s) other than Customized Employment Grant
 - Disability
 - Services received
 - Services start date
 - Job start date
 - Rate of pay (indicate any increases/decreases)
 - Hours worked
 - Reason for any increase/reduction for hours worked
 - Benefits
 - Job type
 - Level of support

Section Six: TECHNICAL ASSISTANCE

The **Bureau for Behavioral Health and Health Facilities (BBHFF)** will provide technical assistance to all applicants through a scheduled technical assistance meeting and/or conference call as indicated on Page 1 of this document.

Technical assistance needs may also be submitted via email to: DHHRBHHFAnnouncement@wv.gov. All emailed technical assistance inquiries will be addressed by the BBHFF and posted to a Frequently Asked Questions (FAQ) document on the BBHFF website available at DHHR.WV.GOV/BHHF/AFA.

[Customized Employment: “A Curriculum for Creating Community Careers”](http://www.mntat.org/docs/CECurriculumFull.pdf)
<http://www.mntat.org/docs/CECurriculumFull.pdf>

Training and Technical Assistance for Providers (T-TAP) “Customized Employment: Employment Services for Individuals with Severe Mental Illness”
<http://www.t-tap.org/strategies/factsheet/mh.htm>

US Department of Health and Human Services: “Federal Financing of Supported Employment and Customized Employment for People with Mental Illness: Final Report”
<http://aspe.hhs.gov/daltcp/reports/2011/supempFR.htm>

United States Department of Labor, Office of Disability Employment Policy (ODEP):
“OPED response to the need of Customized Employment”
<http://www.dol.gov/odep/categories/workforce/CustomizedEmployment/response/index.htm>

Appendix A
Other Financial Information

Allowable costs:

Please note that Departmental Policies are predicated on requirements and authoritative guidance related to Federal grants management and administrative rules and regulations, Grantees shall be required to adhere to those same requirements when administering other DHHR grants or assistance programs, the source of which is non-Federal funds (e.g. state-appropriated general revenue and appropriated or non-appropriated special revenue funds) unless specifically provided direction to the contrary.

Cost Principles:

For each kind of grantee organization, there is a set of Federal cost principles for determining allowable costs. Allowable costs are determined in accordance with the cost principles applicable to the organization incurring the costs. The following chart lists the kinds of organizations and the applicable cost principles. The Grantee agrees to comply with the applicable cost principles as set forth below.

If the Grantee is a:	OMB Circulars Codified at:
State, local or Indian tribal government use the cost principles in OMB Circular A-87 .	DHS codified at 45 C.F.R. § 92 and 45 C.F.R. § 95 USDA codified at 7 C.F.R. § 3016 ; EDUC codified at 34 C.F.R. § 80 ; EPA codified at 40 C.F.R. § 31 .
Private nonprofit organization other than an (1) institution of higher education, (2) hospital, or (3) organization named in OMB Circular A-122 as not subject to that circular use the cost principles in OMB	DHS codified at 45 C.F.R. § 74 ; USDA codified at 7 C.F.R. § 3019 ; EDUC codified at 34 C.F.R. § 74 ;

Circular A-122.	EPA codified at 40 C.F.R. § 30.
Educational Institution use the cost principles in OMB Circular A-21.	DHS codified at 45 C.F.R. § 74; USDA codified at 7 C.F.R. § 3019; EDUC codified at 34 C.F.R. § 74; EPA codified at 40 C.F.R. § 30.
Hospital use the cost principles in Appendix E of 45 C.F.R. § 74.	DHS codified at 45 C.F.R. § 74; USDA codified at 7 C.F.R. § 3019; EDUC codified at 34 C.F.R. § 74; EPA codified at 40 C.F.R. § 30.
For-profit organization other than a hospital and an organization named in OMB Circular A-122 as not subject to that circular use the cost principles in 48 C.F.R. pt. 31 Contract Cost Principles and Procedures.	DHS codified at 45 C.F.R. § 74; USDA codified at 7 C.F.R. § 3019; EDUC codified at 34 C.F.R. § 74; EPA codified at 40 C.F.R. § 30.

Grantee Uniform Administrative Regulations:

For each kind of grantee organization, there is a set of Federal uniform administrative regulations. The following chart lists the kinds of organizations and the applicable uniform administrative regulations for each listed type of grantee.

If the Grantee is a:	OMB Circulars Codified at:
State, local or Indian tribal government use the uniform administrative requirements in OMB Circular A-102.	Department of Health and Human Services (DHS) codified at 45 C.F.R. § 92 and 45 C.F.R. § 95; Department of Agriculture (USDA) codified at 7 C.F.R. § 3016; Department of Education (EDUC) codified at 34 C.F.R. § 80;

	Environmental Protection Agency (EPA) codified at 40 C.F.R. § 31.
Private nonprofit organization, institutions of higher education, or a hospital use the uniform administrative requirements in OMB Circular A-110.	DHS codified at 45 C.F.R. § 74; USDA codified at 7 C.F.R. § 3019; EDUC codified at 34 C.F.R. § 74; EPA codified at 40 C.F.R. § 30.
For-profit organization use the uniform administrative requirements in OMB Circular A-110.	DHS codified at 45 C.F.R. § 74 USDA codified at 7 C.F.R. § 3019; EDUC codified at 34 C.F.R. § 74; EPA codified at 40 C.F.R. § 30.