



DEPARTMENT OF
**PUBLIC HEALTH &
HUMAN SERVICES**

Autism Facilities Grant Manual

Contents

INTRODUCTION.....3

APPLYING FOR THE AFG FUNDS.....3

 I. Attestations3

 II. Project Budget3

 III. Project Implementation Schedule.....3

 IV. Established Financial Accounting System and Audits.....4

 V. Matching Donor Funds4

 VI. The Management Plan.....4

 VII. Five-Year Business Plan.....5

APPLICATION REVIEW PROCESS.....5

POST GRANT AWARD REQUIREMENTS5

 I. Civil Rights6

 II. Interlocal or Sub-Recipient Agreement.....6

 III. Proof of Insurance and Workers’ Compensation.....6

 IV. Project Files.....6

PROJECT MONITORING.....7

 I. Purpose of Project Monitoring:7

 II. Monitoring Procedures.....8

PROJECT CLOSEOUT.....8

APPENDIX A Autism Facilities Application.....9

APPENDIX B AFG Criteria Checklist.....15

APPENDIX C Certification for Application.....22

APPENDIX D AFG Objective24

APPENDIX E Project Budget25

APPENDIX F Project Implementation Schedule.....26

APPENDIX G Project Management Plan.....27

APPENDIX H Five-Year Business Plan.....29

APPENDIX I AFG Question and Answer Process.....30

INTRODUCTION

The Autism Facilities Grant (AFG) Program provides one-time funding, up to \$400,000, for the construction or renovation of autism facilities designed and equipped to provide services to individuals with autism spectrum disorders. Funds will be awarded on a first come first serve basis until all funds are expended. Applicants may apply for any amount ranging between \$0 to \$400,000. The Department of Public Health and Human Services (the Department) reserves the right to award less than the requested amount.

The purpose of this Grant Administration Manual is to assist nonprofit or government entities applying for funds from the AFG program to better understand how to meet application requirements which include program requirements, methods of meeting these requirements, and the timeframe for meeting these requirements. Additionally, such entities may have concerns about the responsibilities they are taking on and how to meet them. Viewed as a whole, the volume of laws and regulations may seem overwhelming. The Department suggests that potential applicants follow a step-by-step approach through the various requirements covered in the manual.

The need for securing compliance with Federal and State requirements is a responsibility the Department must and does take seriously in its monitoring and supervision of AFG projects. To the extent possible, the Department's oversight of AFG projects is committed to simplifying project administration and working with local officials to prevent or correct problems before they become serious. For those grantees working specifically on AFG projects, please note that this Grant Manual is for the use of the AFG program. All information in this manual will be used for the AFG program. The assigned AFG project liaison will provide assistance with any questions in regard to the applicability and use with the AFG program and this manual.

APPLYING FOR THE AFG FUNDS

Applicants must submit their application with the following documents to be considered for the AFG:

I. Attestations

Applicants must attest to program requirements by signing the Certification for Application and the AFG Objective contained in appendices C and D, respectively. Failure to attest to all certification requirements removes the applicant from further consideration.

II. Project Budget

The project budget must reflect the cost for every line item, including administrative expenses and/or overhead. Construction bids should report costs per square foot and overall project estimate. See appendix E for the project budget template.

III. Project Implementation Schedule

The project implementation schedule must identify the target start date and end date of the new construction or renovations. The implementation schedule should include all key tasks and more precisely define, if possible, when each phase must be accomplished to complete the overall project. All AFG project activities must be completed as identified in the grantee's implementation schedule and the executed contract with the Department. The Department, in its sole discretion, may grant an extension to this deadline if the project is near completion and the grant recipient can demonstrate a good faith effort to complete the project on time and within the original budget. See appendix F for the project implementation schedule template.

IV. Established Financial Accounting System and Audits

The applicant must have an established financial accounting system in place that conforms to generally accepted accounting principles (GAAP).

V. Matching Donor Funds

Applicants are required to match each \$1 of the requested grant monies with \$1 raised from public or private sources. The AFG applicant must provide documentation of current funds available and the firm commitment of all non-AFG funds for the project, identified in the project budget for any remaining needed funds. A firm commitment may be established by a letter from the funding entity stating that funding has been approved or authorized and will be released within thirty calendar days of notification of grant award.

If after executing a contract with the Department, the grantee is no longer able to meet the match requirement, the grantee must notify the Department immediately. The Department may, at its sole discretion, suspend distribution of AFG funds until there is a firm commitment of funds for the project.

VI. The Management Plan

All AFG applicants must complete the management plan. The management plan will establish how the grantee will allocate responsibility for complying with the AFG grant and other city, state, or federal requirements, including the proper financial management of AFG funds, review of contracts and requests for reimbursements, and compliance with labor standards. In all cases, the grantee must maintain effective control over, and accountability for, all funds. See appendix G for the project management plan template.

The management plan should cover the following:

1. **Project Management** - This element should describe the procedures that will be followed and the persons who will be responsible for overall project management, including assuring documentation of the recipient's compliance with all applicable AFG Program requirements.

For example, a Project Management description should address items such as: the role and responsibilities of the project engineer (or project architect) and local staff (or contracted management consultant) for compliance with general AFG requirements; preparation of construction bid specifications to assure they meet city, state, and federal requirements; supervising of bidding procedures; conducting pre-construction conferences; and project inspections.

2. **Financial Management** - This portion of the project management plan should describe the procedures that will be used and the officials or staff that will be responsible for assuring proper expenditure of and internal control over the use of AFG funds. The description should:
 - Address the procedures to be followed for reviewing and approving expenditures, preparing and submitting drawdown requests to AFG, processing payments, etc.;
 - Identify the persons who will be responsible for maintenance of the required financial records or processing AFG funds;
 - Explain any arrangements with financial institutions or contractors which involve management of AFG funds;
 - Describe the accounting and management system to be used, such as the Budgetary, Accounting and Reporting System (BARS) or the Town Accounting System (TAS); and
 - Include the role of the governing body in approving expenditures for the AFG project.

It is not necessary that the plan be divided into these sections as long as the basic elements are addressed.

VII. Five-Year Business Plan

The applicant must complete the five-year business plan, which includes:

- Executive Summary – this summarizes key points in all other sections of the plan.
- Mission Statement – details the broad goals and visions and why the goals and visions are important.
- SWOT Analysis – analysis of strengths, weaknesses, opportunities, and threats of the project.
- Goals – The applicant may include goals for next quarter or year as well as long term goals. This section describes the step-by-step processes for project completion and sustainability.
- Team Members – list names, positions, backgrounds, skills, experience, and abilities of specific team members and how they plan to contribute to the overall project.
- Financial Projections – describe specific financial projections demonstrating sustainability of autism facility, therapy, and other support services for residents.
- Conclusion – summarizes all other sections not previously included in the Executive Summary.

See appendix H for the five-year business plan template.

APPLICATION REVIEW PROCESS

All applications must be submitted through Submittable at [Submittable.com](https://www.submittable.com). AFG funds will be awarded on a first come first serve basis, and the Department may award less than the requested amount if there are insufficient funds.

Certain criteria must be met in order for an application to be approved:

- Eligible applicants must submit a complete application with all required documents. Please see Appendix B for the AFG Criteria Checklist. If an application is incomplete or missing required documentation, the application will be removed from consideration.
- Organizations that apply for AFG funds must be in good standing with the Secretary of State.
- Private citizens that apply for AFG funds may be required to submit to a background check.
- Applicants who have been debarred or suspended from receiving state or federal funds are ineligible for AFG funds.

POST GRANT AWARD REQUIREMENTS

If the grant applicant is awarded AFG funds, and if the applicant agrees to receive the grant funds, the grant recipient must comply with the following post grant award requirements:

- Initiate project within six months of grant award date.
- Provide written construction/renovation project updates to the Department every six months. These updates must include:
 - Copy of construction contract with major project deadlines identified.
 - Update on each item scheduled to start within the past six months.
 - Projection of activities scheduled for the next six months for any items that have fallen behind or are ahead of schedule.
 - Update on anticipated completion date if necessary.
 - Accounting of AFG funds expended.
- Anticipated date for initiating screening and selection of residents.

In the event a project can be completed for less than the grant amount awarded to the grantee, the grant contract may be amended to reflect the reduced costs. For example, if actual construction bids are less than the estimates included in the application budget, the construction budget would be finalized considering the bid price, plus a contingency. The difference between actual project costs and the original grant award may be reallocated by the Department for unfunded or inadequately funded projects.

The Department may allow unused funds to be used for an eligible activity which further enhances the contracted project, subject to the Department's written approval. However, before the Department makes a determination to allow the additional activity to expend all or a part of the balance of remaining funds, the grantee must demonstrate that the activity will:

- a. Clearly enhance the overall impact of the original project;
- b. Be completed in a timely manner;
- c. Be completed with the unused funds; and
- d. Demonstrate satisfactory progress toward completion of the original contracted project activities.

Failure to comply with post grant award requirements may result in suspension of disbursement of grant funds and/or requirement of grantee to reimburse all funds received from the Department.

I. Civil Rights

The Department requires that applicants ensure compliance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA); and

AFG Grantees must ensure accessibility (both structurally and administratively) to programs, services, and benefits for persons with physical and mental disabilities. Grantees and their contractors may not discriminate against qualified individuals with disabilities.

Any request for postponement of Civil Rights requirements must be made in writing by the grant recipient and subsequently approved by the Department.

II. Interlocal or Sub-Recipient Agreement

If the grantee will work with any other governmental entity or non-profit organization to manage its AFG, the grantee must execute an agreement establishing the responsibilities and duties between the two agencies. AFG uses either an Interlocal Agreement for those entities that are districts or other governmental entities or a Sub-Recipient Agreement for non-profit or for-profit entities that will administer the project, or own and operate the facility. As an example, the local government may choose to contract with an existing special purpose agency such as a local housing authority, human resource development council, or a water or sewer district. An interlocal agreement and other special steps may be necessary in such cases.

III. Proof of Insurance and Workers' Compensation

Prior to release of funds, grantees must also submit to the Department evidence of insurance coverage and evidence of current payment of workers' compensation if applicable.

IV. Project Files

Keeping complete and detailed records is crucial to successful management of the AFG project. Grant recipients should maintain detailed records of project activities. All records related to grant activities are to be available to the Department upon request and need to be kept by the AFG grantee for five years after the date of final closeout provided through written correspondence by the Department.

Original and complete documentation of all project files must be retained in the offices of the grant recipient and be available during normal business hours to any persons authorized to review them, including the Department project liaison, or other authorized representative.

PROJECT MONITORING

Recipients of AFG financial assistance are responsible for administering their AFG projects in accordance with all applicable city, state, federal, and program requirements stipulated in this manual.

I. Purpose of Project Monitoring:

Project monitoring is the Department's primary method for determining whether a project is in compliance with the program requirements stipulated in this manual.

It is the Department's overall goal to assist and support AFG recipients in complying with these requirements and in successfully implementing their project activities from start-up through closeout of the project. Montana AFG staff do this by giving assistance and support to each local project by means of:

- a. Ongoing assistance in response to requests from local projects;
- b. Project monitoring through regular contacts with each AFG-funded project; and
- c. Conducting on-site project monitoring visits during the course of a project to review the work done by local projects. During the course of the AFG project, the Department will monitor each AFG project and grant recipient through regular contacts (phone, e-mail, and mail) with the local Project Manager and through written progress reports. Local Project Managers are required to submit:
 - A Project Progress Report– with each request for drawdown of funds;
 - A Semi-Annual Update Report– 30 calendar days after each six-month period; and
 - Occasional special reports or project documentation – when questions arise that require additional information.

These required reports are designed to provide the Department with information and updates concerning project activities, progress on objectives, and upcoming activities related to:

- a. All items listed in the Contract Scope of Work;
- b. Items in the approved project Management Plan;
- c. Milestones in the approved project Quarterly Implementation Schedule; and
- d. Any problems the project may be encountering, especially in local project activities related to completing key AFG requirements.

In addition to reviewing the written reports from local project(s), the Department may also make periodic on-site visits. Additional objectives of AFG's project monitoring process are to assure that AFG grant recipients are:

- a. Complying with AFG specific requirements and other state/federal laws and regulations;
- b. Carrying out their AFG project activities as described in their applications and contracts;
- c. Carrying out their project activities in a timely manner, in accordance with the submitted project implementation schedule;
- d. Charging only those costs to the projects which are eligible uses of AFG funds and consistent with the approved project budget; and

- e. Conducting the program in a manner that minimizes the opportunity for fraud, waste, and mismanagement.

As stated above, AFG recipients are required to:

- a. Maintain complete financial and project activity files;
- b. Comply with AFG reporting requirements; and
- c. Make their records available to authorized agents of state government:
 - o Representatives of the Department must be provided reasonable access, during normal business hours, to all books, accounts, records, reports and files pertaining to AFG-funded activities.

II. Monitoring Procedures

In addition to reviewing information submitted with semi-annual update reports, the department liaison may schedule at least one on-site progress update visit.

PROJECT CLOSEOUT

Within 30 days of completion of construction/renovation, the grantee will initiate steps to provide housing, therapy, and other support services to the target population.

APPENDIX A Autism Facilities Application

I. **Application Guidelines**

The Autism Facilities Grant (AFG) Program provides one-time funding, up to \$400,000, for the construction or renovation of autism facilities designed and equipped to provide services to individuals with autism spectrum disorders. Applicants may apply for any amount ranging between \$0 to \$400,000. The Department reserves the right to award less than the requested amount. This grant is administered by the Department of Public Health and Human Services.

A. **Eligible Applicants**

To be eligible for an AFG grant from the Department, a nonprofit or government entity shall:

1. Match each \$1 of the grant with \$1 raised from public or private sources; and
2. Provide the Department with plans for the construction and development of autism facilities in the state.

B. **Eligible Projects**

AFG funds must be used for the construction or renovation of facilities within the geographical boundaries of the state, designed and equipped to provide services to individuals with autism spectrum disorders. Eligible projects may entail new construction, or renovation of an existing facility. In addition to housing, the eligible project must include the provision of therapies and other support services for individuals with autism spectrum disorders.

C. **Award Amounts**

While AFG funds may be granted in any amount up to \$400,000, applicants must clearly document the need for the funds. AFG funds require the applicant to provide a \$1 for \$1 match raised from public or private sources.

D. **Application Submission**

AFG applications are due to the Department no later than 11:59 pm on April 14, 2024. To apply for AFG funds, eligible applicants must complete the application and submit the supplemental materials via [Submittable.com](https://submittable.com).

E. **Application Review Process**

The Department of Public Health and Human Services staff will review AFG applications to ensure that projects comply with criteria established by HB 952 and criteria outlined in this manual. The Department may request additional information when reviewing an application to clarify responses or ensure that projects meet AFG guidelines.

II. Application – for informational purposes only. Actual application may be in a different format in Submittable.

A. Applicant Information

Non-Profit entity

Government entity

1. Organization Name: _____
Address: _____ City: _____ Zip Code: _____
2. Primary Contact: _____ Title: _____
Phone: _____ Email: _____

B. Project Overview

- Project Type:
 - New Construction
 - Renovation
- 1. Provide a brief description of the proposed project:
This should answer how the Autism Facilities Grant (AFG) funds will be used in the construction or renovation of a facility designed and equipped to provide services to individuals with autism spectrum disorders. Please limit your response to 250 words.

2. Address of Project Location, if known: _____

3. Total Project Cost: \$

AFG Request: \$

Funding Source	Amount
Available Funds	
Pledged Funds	
Total Cost	

Definitions:

Available Funds – money that is readily accessible and can be used immediately by the account holder.

Pledged Funds – promise by private donor(s) to deliver funds should applicant be awarded grant.

4. If awarded less than requested, please describe impact to the project.
5. Estimated project Construction/remodel Start Date:
Estimated project Construction/remodel End Date:
Estimated projected Service Start Date:

C. Project Beneficiaries

Provide a description of the population that will benefit from the proposed project to minimally include:

- *Age range of proposed population to be served;*

- *Diagnostic eligibility requirements and how eligibility will be verified;*
- *Other admission criteria;*
- *Number of eligible individuals to be served;*
- *Initial and ongoing funding source(s) for therapies and support services*

D. Criteria 2 – Project Concept and Technical Design

1. *Tell us about yourself. Provide a written description of:*
 - a. *The organization and its purpose and history.*
 - b. *The service(s) provided, geographic service area and potential for expansion of services provided or the service area. Describe the target population served (age, sex, special needs, etc.).*
 - c. *How the AFG project will affect the services provided and how the organization and its members or clientele will be affected if AFG funds are not received.*
 - d. *How the organization or agency’s finances are managed and whether they are formally reviewed on a regular basis.*
2. *Submit a proposal that meets the residential, therapeutic, and other support needs of the intended population. If there are deficiencies that remain upon completion of the proposed project, how and when will they be addressed?*
3. *Submit letters of commitment from primary healthcare providers, including medical, dental, and vision, within 90 miles of the facility who are able to meet the healthcare needs of residents.*
4. *Document any comments solicited and received from appropriate public and qualified private agencies concerning the proposed project’s concept, design, and long-term operating plans for the project (if available).*

E. Criteria 3 - Citizen Participation

1. *Provide letters or statements from potential project beneficiaries demonstrating the project reflects their preference regarding details such as location, design, and scope (if available).*
2. *Provide documentation demonstrating public support which may include a donor list (excluded amounts contributed) and/or letters of support.*

F. Criteria 4 – Need for Financial Assistance

1. *Please document the following:*
 - a. *Proposed project budget (see Appendix E for Project Budget template)*

- b. *Ability to match requested funds, dollar for dollar, through readily accessible funds or pledged funds promised by private donor(s) immediately accessible should the applicant be awarded grant funds.*
2. *Please provide a budget narrative that includes the following:*
 - a. *Justification of each budget line item.*
 - b. *Rationale and assumptions for each line item that specifies the work to be completed under each budget line item.*
 - c. *Describe the plan for assuring adequate, long-term management and operation and maintenance of the facility or project including staff and financial resources.*
 3. *Often the clientele served by a project funded by this type of grant have unique financial situations and limitations. Please explain the financing strategy for the following:*
 - a. *Arrangements for room and board compensation.*
 - b. *Funding sources for therapies and other support services.*
 - c. *Personal needs and spending money.*

G. Criteria 5 – Implementation and Management

1. *Document the following:*
 - a. *Project Implementation Schedule (see appendix E for Project Implementation Schedule template).*
 - b. *Project Management Plan (see appendix G for Project Management Plan template).*
 - c. *Five-Year Business Plan (see appendix H for Five-Year Business Plan template).*
2. *If obtaining additional funding from city, state, or federal sources, include verification of fund availability, or plan to acquire verification within thirty (30) days of AFG award.*
3. *Provide a narrative demonstrating that the proposed project is feasible and achievable, coordinated with other funding sources, and takes into consideration the nature of the project activities, the size and resources of the applicant, the budget, and implementation of the schedule proposed.*
4. *The organization must be able to demonstrate that projected income will be sufficient*

to cover any projected debt service and current and projected operating costs, including long-term operation and maintenance. Each applicant submitting an application on behalf of a non-profit or for-profit organization must include the following financial exhibits with the application:

- a. *Financial statements for the three most recent years of operation including a balance sheet describing assets and liabilities, profit and loss statements, a revenue and expense statement, and cash flow statements as applicable to the type of organization or agency.*
 - b. *Financial statements, compiled or reviewed by an independent certified public accountant with full disclosure notes, are required for businesses, organizations, or agencies that have been in operation for more than one complete fiscal year. All financial information must be signed by a responsible officer for the organization or public agency.*
5. *Discuss and document the organization(s)' capacity to assure cost-effective, long-term management of the facility.*
 6. *A non-profit organization must submit verification of its IRS 501(c) status.*

H. Criteria 6 – Additional Requirements

Applicants must provide the following addressing delivery of therapies and necessary support services for residents:

1. Organizational chart and personnel schedule assuring the habilitation and health and safety needs of the residents are met.
2. Sustainability Plan to include how operational costs will be funded. This must minimally include expenses associated with:
 - a. Facilities maintenance;
 - b. Administrative expenses including office equipment and supplies;
 - c. Personnel expenses such as salaries, mandatory withholdings, benefits; and
 - d. Room and board, and other personal needs of residents.
3. Attestation that the setting will meet all applicable licensing requirements.
4. Attestation that the Home and Community Based Settings Rule, and 21st Century Cures Act, if intending to use state or federal funding for service delivery.
5. Sample daily schedule of residents assuring integration and participation as contributing members of the community.
6. Initial and annual training requirements of personnel providing habilitation and support services to residents.

The following documents must be completed and submitted along with the application.

I. Project Budget

Applicants must complete the **Project Budget** which is included in appendix E of this manual. Applicants should define, explain, and justify each budget line item.

J. Project Implementation Schedule

Applicants must complete the **Project Implementation Schedule** which is included in appendix F of this manual.

K. Project Management Plan

Applicants must complete the Project Management Plan which is included in appendix G of this manual.

L. Five-Year Business Plan

Applicants must complete and upload a **Five-Year Business Plan** which is included in appendix H of this manual.

M. AFG Objective

Applicants must agree to comply with the Autism Facilities Grant objective by signing the AFG Objective attestation included in appendix D of this manual.

N. Certification for Application

Applicants must agree to comply with all applicable city, state, and federal laws and regulations while implementing the project with AFG funds. Applicants must sign the **Certification for Application** included in appendix C of this manual.

APPENDIX B AFG Criteria Checklist

Introduction

Each application will be evaluated for completeness. This appendix gives the criterion applicants must meet for a complete application. If a section of the application is missing or incomplete, or if documentation is not sufficient, the entire application may be removed from consideration.

CRITERION #1**Certification for Application**

Failure to attest to all certification requirements contained in the certification for application (Appendix C) and the Department's AFG objective (Appendix D) results in a "denial" and removes the application from further consideration.

1. Tell us about yourself. Provide a written description of:
 - a. The organization and its purpose and history.
 - b. The service(s) provided, geographic service area and potential for expansion of services provided or the service area. Describe the target population served (age, sex, special needs, etc.).
 - c. How the AFG project will affect the services provided and how the organization and its members or clientele will be affected if AFG funds are not received.
 - d. How the organization or agency's finances are managed and whether they are formally reviewed on a regular basis.
2. Submit a proposal that meets the residential, therapeutic, and other support needs of the intended population. If there are deficiencies that remain upon completion of the proposed project, how and when will they be addressed?
3. Submit letters of commitment from primary healthcare providers, including medical, dental, and vision, within 90 miles of the facility who are able to meet the healthcare needs of residents.
4. Document any comments solicited and received from appropriate public and qualified private agencies concerning the proposed project's concept, design, and long-term operating plans for the project (if applicable).

CRITERION #3**Citizen Participation**

1. Provide letters or statements from potential project beneficiaries regarding project details such as location, design, and scope (if applicable).
2. Provide documentation demonstrating public support which may include a donor list (excluded amounts contributed) and/or letters of support.

1. Please document the following:
 - a. Proposed project budget (see Appendix E for Project Budget template)
 - b. Ability to match requested funds, dollar for dollar. This includes cash on hand and/or pledged funds immediately accessible upon grant award.
2. Please provide a budget narrative that includes the following:
 - a. Justification of each budget line item.
 - b. Rationale and assumptions for each line item that specifies the work to be completed under each budget line item.
 - c. Describe the plan for assuring adequate, long-term management and operation and maintenance of the facility or project including staff and financial resources.
3. Often the clientele served by a project funded by this type of grant have unique financial situations and limitations. Please explain the financing strategy for the following:
 - a. Arrangements for room and board compensation.
 - b. Funding sources for therapies and other support services.
 - c. Personal needs and spending money.

1. Document the following:
 - a. Project Implementation Schedule (see appendix E for Project Implementation Schedule template).
 - b. Project Management Plan (see appendix G for Project Management Plan template).
 - c. Five-Year Business Plan (see appendix H for Five-Year Business Plan template).
2. If obtaining additional funding from city, state, or federal sources, include verification of fund availability, or plan to acquire verification within thirty (30) days of AFG award.
3. Provide a narrative demonstrating that the proposed project is feasible and achievable, coordinated with other funding sources, and takes into consideration the nature of the project activities, the size and resources of the applicant, the budget, and implementation of the schedule proposed.
4. The organization must be able to demonstrate that projected income will be sufficient to cover any projected debt service and current and projected operating costs, including long-term operation and maintenance. Each applicant submitting an application on behalf of a non-profit or for-profit organization must include the following financial exhibits with the application:
 - a. Financial statements for the three most recent years of operation including a balance sheet describing assets and liabilities, profit and loss statements, a revenue and expense statement, and cash flow statements as applicable to the type of organization or agency.
 - b. Financial statements, compiled or reviewed by an independent certified public accountant with full disclosure notes, are required for businesses, organizations, or agencies that have been in operation for more than one complete fiscal year. All financial information must be signed by a responsible officer for the organization or public agency.
5. Discuss and document the organization(s)' capacity to assure cost-effective, long-term management of the facility.
6. A non-profit organization must submit verification of its IRS 501(c) status.

Document the following:

1. Organizational chart and personnel schedule assuring the habilitation and health and safety needs of the residents are met.
2. Sustainability Plan to include how operational costs will be funded. This must minimally include expenses associated with:
 - a. Facilities maintenance.
 - b. Administrative expenses including office equipment and supplies.
 - c. Personnel expenses such as salaries, mandatory withholdings, benefits.
 - d. Room and board, and other personal needs of residents.
3. Attestation that the setting will meet all applicable licensing requirements.
4. Attestation that the Home and Community Based Settings Rule, and 21st Century Cures Act, if intending to use state or federal funding for service delivery.
5. Sample daily schedule of residents assuring integration and participation as contributing members of the community.
6. Initial and annual training requirements of personnel providing habilitation and support services to residents.

APPENDIX C Certification for Application

The Applicant hereby certifies that:

It accepts the terms, conditions, selection criteria, and procedures established by the AFG program and expressly waives any statutory or common law right it may have to challenge the legitimacy and propriety of these terms, conditions, criteria, and procedures in the event that it is not selected for an award of AFG funds.

It accepts and agrees to abide by the laws and rules in this manual and understands that other state or federal laws or regulations may apply.

Building Standards

It will require every building or facility designed, constructed, or altered with funds provided under the AFG to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A-117.1R 1971, subject to the exceptions contained in CFR 101-19.604.

ADA Compliance

It will do a self-assessment of impediments to accessibility in compliance with the Americans with Disabilities Act (ADA) of 1990. Grantees are required to find a means of making AFG program activities and services accessible to persons with disabilities; to review their communities for impediments to disabled citizens; and develop a plan to address those impediments.

Conflict of Interest

It will comply with the provisions of 24 CFR 570.611 and with sections 2-2-201, 7-3-4367, 7-5-2106, and 7-5-4109, MCA, (as applicable) regarding the avoidance of conflict of interest.

Labor Standards

It will comply with Montana labor laws under Title 39 of the Montana Code Annotated and any applicable Administrative Rules of Montana.

Other State Requirements

Recipients of AFG funds must abide by the following State Laws and requirements.

1. Montana False Claims Act, 17-8-401, MCA through 17-8-416, MCA.
2. Montana Anti-Trust laws – §30-14-201, MCA through 30-14-227, MCA.
3. Montana Human Rights Act Title 49-1-101, MCA through 49-4-604, MCA.
4. Montana Governmental Code of Fair Practices, 49-3-101, MCA through 49-3-315, MCA.
5. Executive Order 12-2016 Promoting Equal Pay for Montana Women.

Legal Authority

It possesses legal authority to apply for the grant and to execute the proposed project under Montana law and, if selected to receive an AFG grant, will make all efforts necessary to assure timely and effective implementation of the project activities described in the submitted application.

It will promptly refund to the Department any AFG funds determined by an audit to have been spent in an unauthorized or improper manner or for ineligible activities.

It will give the Department and the Montana Legislative Auditor, through any authorized representatives, access to and the right to examine all records, books, papers, or documents related to the grant.

Attestation

Signature: _____

Name: _____

Title: _____

Date: _____

APPENDIX D AFG Objective

Department's Objective

It will use awarded grant funds to create an autism facility that provides services to individuals with autism spectrum disorder, including but not limited to, housing, therapy, and other support services.

The grant applicant attests to applying for funds that meet this objective, and if awarded, will use grant funds for allowable expenses.

Signature: _____

Name: _____

Title: _____

Date: _____

APPENDIX E Project Budget

	SOURCE:	SOURCE:	SOURCE:	SOURCE:	SOURCE:	TOTAL
Administrative Costs						
Personnel Costs						
Professional Services						
Legal Costs						
Contingency						
Other (<i>specify</i>)						
TOTAL SOFT COSTS						
Architect / Engineer						
Construction						
Contingency						
Other (<i>specify</i>)						
TOTAL ACTIVITY COSTS						
TOTAL PROJECT BUDGET						

APPENDIX F Project Implementation Schedule

TASKS	QUARTERS 20__				QUARTERS 20__			
	1ST JFM	2ND AMJ	3RD JAS	4TH OND	1ST JFM	2ND AMJ	3RD JAS	4TH OND
PROJECT START UP								
Land/Structure/Easement Acquisition								
Submit firm commitment of all funding								
Submit all required start-up documents								
PROJECT DESIGN								
Procure professional services								
Complete project design								
Prepare construction bid documents								
PROJECT CONSTRUCTION								
Conduct pre-construction conference.								
Issue Notice to Proceed								
Monitor contractor(s)								
Document labor standards compliance								
Final Inspection								
PROJECT CLOSE OUT								
Submit Certificate of Occupancy (or its equivalent)								
Submit final Request for Reimbursement and Project Completion Report								

APPENDIX G Project Management Plan

I. ADMINISTRATIVE STRUCTURE

The following persons will have lead responsibility for administering the Autism Facilities Grant (AFG).

_____, will have responsibility for all official contacts with the Department of Public Health and Human Services and ultimate authority and responsibility for the management of project activities and expenditure of AFG funds.

The _____, will be responsible for management of, and record keeping for, the AFG funds involved in the financing of this project.

_____, _____, will be designated as *Project Manager* and be responsible for overall project management and reporting and for assuring compliance with applicable requirements.

The Attorney, as the legal counsel for the AFG recipient, will provide legal guidance as requested.

The Project Architect/Engineer will be responsible for construction-related activities including preparation of preliminary studies and designs, final design plans and specifications, as well as construction inspection.

II. PROJECT MANAGEMENT

A. The **Project Manager** will be responsible for:

1. Familiarity with the current Autism Facilities *Grant Administration Manual* and its requirements and for assuring compliance with the AFG contract and with AFG policies for project activities and administration.
2. Preparing any additional environmental review to assure full compliance with the National and Montana Environmental Policy Acts, including meeting any applicable environmental requirements and documenting any mitigating actions or additional consultation is completed pursuant to the findings of the environmental review.
3. Documenting compliance with applicable civil rights requirements.
4. Assisting the grantee with all requirements related to effective project start-up and maintaining compliance with the implementation schedule attached to the contract if awarded.
5. Assisting the grantee with procuring professional services and/or a general contractor.
6. Monitoring and enforcing compliance with applicable labor standards requirements.
8. Preparing all required performance reports and closeout documents.

B. The **Project Architect/Engineer** will be responsible for:

1. Designing architectural and/or engineering plans necessary for successful completion.
2. Preparation of the construction bid package in conformance with applicable AFG requirements.
3. Selection and management of the building contractor.
4. Conducting the pre-construction conference.
5. Supervision of the construction work and preparation of inspection reports.
6. Reviewing and approving all requests from contractors for payment and submitting the approved requests to the Project Manager.

III. FINANCIAL MANAGEMENT

A. The **Financial Manager** will be responsible for:

1. Establishing the AFG bank account and transferring AFG funds from that account for disbursements, based on claims and supporting documents.
2. Entering all project transactions into the grantee's accounting system and preparing checks/warrants for approved expenditures.
3. Ensuring all Requests for Reimbursement are signed by authorized representatives.
4. Ensuring no expenditures will be made without proper approval.

B. The **Project Manager and the Financial Manager** will be responsible for:

1. The review of all proposed expenditures of AFG funds. The Project Manager and Financial Manager will prepare requests for reimbursement, which will be signed by authorized representatives.
2. All disbursements are handled in accordance with the established procedures for reviewing claims.

APPENDIX H Five-Year Business Plan

Executive Summary

Mission Statement

SWOT Analysis

Goals

Team Members

Financial Projections

Conclusion

APPENDIX I AFG Question and Answer Process

Pre-Proposal Conference

The purpose of the pre-proposal conference is to provide information on AFG requirements and allow potential applicants the opportunity to pose questions, seek clarifications, and notify the Department of any inconsistencies or errors in the grant application information. It may also provide the Department some insight into interest in the AFG project. Comments made by the Department during the conference are not binding until confirmed in writing. All changes to the AFG notice are published through amendments.

Notice and Timing, Purpose

To allow time for potential applicants to receive and review AFG information, the pre-proposal conference will be held no earlier than 10 days after publication.

Question and Answer (Q&A)

The AFG application process will include a method for potential grantees to submit questions in writing and receive responses from the Department to better understand AFG requirements. Dates by which questions must be submitted, as well as the anticipated release dates of the Department's answers, are published in the notice.

Amendments

Amendments are used to make clarifications and to correct errors within the AFG notice. Each amendment is numbered; if more than one is issued, each is sequentially numbered.

Point of Contact

The AFG notice provides for a single point of contact through which all communications with all potential applicants will occur. Program staff and other personnel are forbidden from discussing the AFG notice with potential applicants during the application period, except at the pre-proposal conference.

Sample Notice for the *First* AFG Public Hearing

Information listed in italics or underline should be replaced with grantee specific data.

The Department of Public Health and Human Services will hold a public hearing on (*day*), (*date*), (*time*), *via remote conferencing*, for the purpose of obtaining public comments regarding the Autism Facility Grant (AFG) *Manual requirements*. The Department will also seek the views of citizens on the activities that should be undertaken to meet the identified needs and their relative priority. Comments must be submitted in writing before (*time and date*).

Anyone who would like more information or who wants to submit suggestions should contact (*person*), (*title*), (*telephone number*).
