

From: [Matthews, Danielle](#)
To: [Lynn Canfield](#); [Kim Bowdry](#)
Cc: [Walters, Patty](#); [Olsen, Jami](#); [Tolf, Vickie](#)
Subject: DSC response to FY24 application questions
Date: Monday, May 8, 2023 10:07:22 AM
Attachments: [image001.png](#)

Lynn,

Below are our responses to questions from the review of our FY24 Grant applications. Please let me know if you need anything else. Thank you!

CCDDB/MHB FY24 Grant Applications

Overall questions related to direct/indirect staff

An employee can have both direct and indirect roles. A portion of their time may be directly related to the grant and another portion is for indirect functions such as Quality Assurance & Training, Management & General, etc. An individual is never allocated more than 1 FTE. If someone is 15% direct and 85% indirect, 15% of earnings will be allocated to the program(s). Only the remaining 85% will be included in the indirect cost allocations.

I do understand the confusion, because there are five individuals that function in both direct and indirect rolls for CCDDB. On programs that this occurs, they are listed twice, each time as 1 FTE in the "Total Agency FTE" column.

The "Total Agency FTE" column is informational and is not used in any calculations of the data in the other columns. It is simply that a full-time employee is always shown as 1 FTE under the Total Agency FTE. We made the Other Agency (non-CCDDB) FTE equal the remaining portion in order to come up with a total agency FTE of 195.31 which is the correct total Agency FTE.

Individual and Family Support

Families are allocated a certain number of hours per month and it may vary for several months if needed for an event or during school breaks. Respite providers are hired but may vary during the year based on the family they provide service for and need. The list of providers is reviewed annually and updated if they renew their contract. They are required to attend trainings each year as well.

Community Living

The Director of Residential Services and Community Living Specialist were listed twice because Perry and Dreyer have their time split between two programs in DSC's payroll system, but both programs are part of the Community Living Program. The total of the two could be combined and both do belong in the CLP grant. However, the Total Agency FTE for each will be just 1. This will reduce the Total Agency FTE by 2. Therefore, the Other Agency (non-CCDDB) FTE will need to be increased by 2, so that total agency FTE remains the same at 195.31.

Connections

\$31 Revenue was keyed on the wrong line. It should have been entered on 9.07-Program Service Fees-Other.

Danielle Matthews

Chief Executive Officer

DSC

1304 W. Bradley Avenue

Champaign, IL 61821

p. (217) 356-9176

f. (217) 398-7135

www.dsc-illinois.org



NOTICE: The information contained in this message is confidential and may be legally privileged. This information is intended only for the use of the individuals or entities to whom it is addressed. If the reader of this message is not the intended recipient, you are hereby notified that any disclosure, copying, forwarding, distribution, or action taken in reliance on the contents of this message is strictly prohibited. If you have received this communication in error, please notify the sender immediately by replying to the message and deleting it from your computer. Thank you. Developmental Services Center, Inc.