



Prince George's Provider Council DSP Supplement Grant Program 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 has agreed to provide 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 known 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 community services provider must use the Grant funds for the purpose of increasing Direct Support Professional staff wages in accordance with the *Terms and Conditions* document and as stated herein.
4. 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.
5. 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.
6. 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 certificate holder parties for both Liability and Workers Compensation coverage requirements.

APPLICATION PROCESS

To be considered for Grant Program 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) In addition to agency information and signatures, this form must 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 DSP positions established to support the qualifying persons served as of the start of the fiscal year; and
 - Number of vacant DSP staff positions at the time of application;
 - Entry-level DSP staff base hourly wage rate as of July 1 for the current fiscal year; and
 - Proposed change to entry-level DSP staff base hourly wage rate upon approval for Grant Program if less than \$15.50 per hour at the time of application
 - Agencies new to the Grant Program will 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 hourly employee providing direct support to qualifying persons. Paid/unpaid leave or paid holiday hours are excluded.
 - Employee must spend at least 50% of work time in direct support of persons served; hours performing duties that are not person-specific are to be excluded from hours reported.
 - Hours worked means regular and over-time hours on duty as long as the base hourly rate complies with the Grant Program requirements.
 - Hours worked by employees hired through a staffing agency are eligible provided they meet parameters defined herein. Actual hours worked and hourly rates paid to these employees must be reported and supported by an invoice from the staffing agency.
- c) Application must be signed by the Agency Executive Director, and Chief Financial Officer or staff person responsible for Grant Program reporting and compliance.

2) Schedule A - List of Eligible Persons Served

- a) List of 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.
 - Service address for Meaningful Day is where the person starts and ends the 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 *Schedule A* workbook is to be encrypted using this password: **pgpc.dsp**
 - Workbook must not be saved as "Read Only", "Restricted", or "Final." Workbooks that cannot be properly copied and saved for data analysis will be rejected.

3) Required Attachments

- a) Copy of current *OHCQ License for Residential or Meaningful Day/Habilitation Services* as indicated by Schedule A service delivery
 - In lieu of active license, a letter from the appropriate OHCQ representative attesting to Agency's application and current status may be submitted
- b) Copy of current *DDA Certification letter for Supported Employment or Support Services* as indicated by Schedule A service delivery
- c) Current *Certificate of Status* showing the organization is in Good Standing with State Department of Assessment and Taxation (SDAT)
- d) *Acknowledgement of Terms & Conditions* signed by Executive Director or Board President
- e) *Certification of Compliance* signed by Executive Director and a Board officer to affirm compliance with the Prince George's County and PGPC Master Agreement, as amended to-date.
- f) *Board Resolution* acknowledging and accepting said reporting and repayment obligations, noting the date of approval by the Board of Directors, and signatures of Board Officers
 - An Agency Board may elect to consent for a virtual 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 properly signed document.

4) Grant Program Timeline and Additional Information

- a) Applicants will be notified as to the status of their applications by **October 1**.
 - Upon verification of a complete Application packet, fee payment and banking information is collected by Provider Council staff; after which, review of all documentation is done by the Executive Director, who issues the formal *Notice of Approval* to participate in the Grant Program. At that time, the QR Workbook will be sent to the Agency contact with instruction.
- b) 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. Disbursements are made electronically to the Provider Agency designated bank account.
- c) 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 is required for disbursement determined to be unsubstantiated during the review and/or audit process, to include any reported ineligible Hours.
- d) Failure to submit required reports by due dates, or to correct errors in reporting within a reasonable time, will result in disqualification for the Grant Program and requirement for repayment of allocated funds.
- e) The *Schedule A - List of Person's Served* that is submitted with the agency application may be resubmitted with the Agency's final quarterly report to include new admissions during the year. Protection of data, using the assigned password, is still required.
- f) Agency payroll records must be submitted as backup for all quarterly reports, and are subject to review and/or audit by the Provider Council or Prince George's County Office of Audits and Investigations throughout the year.
 - These records must show that hourly wage rates are at least \$.50 per hour above minimum wage, or higher, as of November 1, 2025.

QUARTERLY REPORTS

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

2. Agency identifying information is to be entered on the Attestation form. Workbooks without this information will be rejected.
3. The QR is a listing of all eligible DSP worked hours for that quarter, to include name, position, date of hire, base hourly rate, and number of hours.
 - a. Hours may be based on days in the quarter or using the closest pay-period, as long as there is no duplication of hours reported.
 - b. Missing data for any person listed may disqualify the hours. Do not leave blank cells or rows.
4. Do not save the workbook as "Open as Read Only" or "Mark as Final" as these options interfere with effectively accessing report data. Password protection is not required or recommended.
5. Each QR requires that the relevant authorized Attestation be signed; this may be done in the QR workbook with an e-signature or by signing/scanning/sending the printed form.
 - a. Attesting name, position, and date of signature are required for each quarter.
6. The QR data is entered on the designated tab for each quarter in the same Workbook; the QR for the final quarter (QR4) also serves as an annual Report for fiscal year analysis.
7. **Changes** - 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. Ex: employee was left off of QR1, enter that person's information on Recon_Q1 tab with Total DS Hours as a positive number; if too many hours were reported, then enter the number of Total DS Hours to be reduced as a negative number (entered -##).
 - b. The Reconciliation Attestation reflects changes made. It is to be signed (electronically or printed/scanned) and submitted only at the end of the fiscal year, with the QR4, verifying all changes made throughout the year.
8. A payroll system report must be submitted with each QR, clearly showing **name; number of hours worked; and hourly base rate** for all employees listed. Please assure accuracy as these reports are used for audit 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).
 - Each contracted employee must also be listed individually on the QR tab, indicating the staffing agency name in the Position column.