

MEMORANDUM OF UNDERSTANDING

This agreement is entered into between the Idaho Council on Developmental Disabilities (hereinafter referred to as “Council”) and the Idaho Department of Health and Welfare (hereinafter referred to as the “Designated State Agency” or “DSA”).

DESIGNATION OF AGENCY

As required by the Developmental Disabilities Assistance and bill of Rights Act Amendment of 1994 (PL 106-402, and subsequent reauthorizations) and Idaho Code 67-6703, the Idaho Department of Health and Welfare shall be the DSA, as assigned by the governor, to provide budgetary and administrative support to the Council. The DSA shall not interfere with the interdepartmental and interagency planning, coordination, influencing, evaluating and monitoring functions and activities of the council.

RESPONSIBILITIES OF DESIGNATED STATE AGENCY

As outlined in the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (PL 106-402) and Idaho Code 67-6703, the DSA shall have the following responsibilities with regard to the Council:

- 1) **SUPPORT SERVICES-** The DSA shall provide required assurances and support services as requested by and negotiated with the Council.
- 2) **FISCAL RESPONSIBILITIES –** The DSA shall
 - a) Process application for, receive, account for, and disburse funds under this subtitle based on the State plan required in PL 106-402, section 124; and
 - b) Provide for such fiscal control and fund accounting procedures as may be necessary to assure the proper disbursement of, and accounting for funds paid to the state; and
 - c) Submit an annual budget request to the Division of Financial Management as required to support the state appropriation process; and
 - d) Submit all necessary federal financial status reports in a timely manner; and
 - e) Provide technical support on purchasing, contracting, payroll, and human resource issues as required by the Council.
- 3) **RECORDS, ACCESS, AND FINANCIAL REPORTS-** The DSA shall keep and provide access to all financial and personnel records as the Council may determine to be necessary. The DSA shall provide

timely financial reports to the Council regarding the status of expenditures, obligations, and liquidation by the agency or the Council and the use of the Federal and non-Federal shares of funds.

- 4) INFORMATION TECHNOLOGY SYSTEM SUPPORT- The DSA shall provide technical assistance as requested by the Council.

RESPONSIBILITIES OF THE COUNCIL

- 1) The Council shall follow such fiscal control and fund accounting procedures adopted by the Department as required by the Office of the State Controller and the State Board of Examiners including travel reimbursements, purchasing, and payroll.
- 2) The Council shall develop the grant application required under Section 2A above and submit it to the DSA for review and submission to the grantor agency.

This agreement is entered into on the ____ day of _____, 20__.

Richard Armstrong, Director
Idaho Department of Health and Welfare

Marilyn B. Sword, Executive Director
Idaho Council on Developmental
Disabilities