

Words and Acronyms You May Hear During Meetings

This is a brief explanation of terms and words you may hear Council Meetings. When you have questions about these words or other Council procedures, please do not hesitate to ask.

DDCO - The [Developmental Disabilities Council of Oklahoma](#). Previously known as the Oklahoma Developmental Disabilities Council (ODDC) and as Oklahoma Planning Council for Developmental Disabilities (OPCDD). You might also hear the DD Council, Council, Oklahoma Council.

NACDD - [National Association of Councils on Developmental Disabilities](#). NACDD is the national organization for Developmental Disabilities Councils. DDCO is a member of this organization.

P.L. 106-402 - [The Developmental Disabilities Assistance and Bill of Rights Act](#), also called the *DD Act*. This is the Council's authorizing federal legislation. Under this legislation are the Council's mandate to perform several tasks under three separate line-item budgets: **Administration, Planning and Priority Projects**.

Administration – A line item in our budget, standing for administration. This funding is matched 1:1 by the State of Oklahoma. Funding is for general office administrative expenses contributed by the Department of Human Services, our designated state agency (DSA). Federal funding in this line item is capped at 5% of the federal award.

Planning – A line item in our budget. This funding is matched 3:1 by the State of Oklahoma, and used for the administrative staff salaries, office space and equipment, supplies, utilities, travel, conference support, and professional service contracts. This budget is capped at 25% of the federal award.

Priority Projects – A line item in our budget and called “areas of emphasis projects or grants”. This funding is matched by the project, not the state, at the rate of 9:1 for projects in poverty areas or 3:1 for projects in non-poverty areas or projects that operate statewide. The Council may also use these funds for “in-house” projects (including staff support) and such projects require no non-federal match. The Oklahoma Central Purchasing Act governs projects not operated “in-house”. Projects must account for a minimum of 70% of the federal award.

Basic State Grant - One of the projects funded under Title I of the DD Act. This funds the state and territorial Councils for Developmental Disabilities. The other three programs funded by the DD Act, often referred to as “sisters” or “sibling programs” are the University Centers for Excellence on Developmental Disabilities (UCEDDs, formerly University Affiliated Programs), the Protection and Advocacy Systems (P&As), and the Projects of National Significance (PNSs). The UCEDD in Oklahoma is [The Center for Learning and Leadership](#). The P&A in Oklahoma is the [Oklahoma Disability Law Center](#).

DSA - Designated state agency. Under the DD Act, for the state or U.S. Territory to accept funding from Basic State Grant, that State's or Territory's governor must designate a state agency that will administer the funding. Since its inception, the Oklahoma Department of Human Services (DHS) has been the Council's DSA.

ITB - Invitation to Bid, a methodology for state purchasing for products and services. Written by members of the Council committees or staff, ITBs are the means to contract for services set out in the States Plan that will cost over \$25,000, under the Central Purchasing Act.

RFP - Request for Proposals, a methodology for state purchasing for products and services. Written by members of the Council committees or staff, ITBs are the means to contract for services set out in the States Plan that will cost over \$25,000, under the Central Purchasing Act. RFPs are generally used for negotiated proposals, such as from mandatory state contract holders.

OMES - Previously the Department of Central Services. Under State Law, the [Office of Management and Enterprise Services](#) (OMES) is, among many other responsibilities in state government, the purchasing authority for everything from pencils to professional service contracts. When the Council needs to submit an ITB, RFP, or other purchasing contract/tool, it must be approved and rated by OMES. All state contracts are awarded by OMES.

Award cycle - At the beginning of each Federal Fiscal Year (FFY), the Oklahoma Council receives an annual award letter that tells the Council how much funding is available for the new FFY. The Council has **two** years to obligate this funding and three years (including the obligation period) to liquidate this federal funding. At any given time, the Council operates three FFYs simultaneously.

Allocate - Allocation is the process of assigning specific expenses of the Council to specific federal fiscal year grants. Expenses can be allocated or reallocated based on when expenses occurred and, if under contract, when contract was signed.

Obligate - For the Council, an obligation is more than an agreement; it is a signed contract. The Council has two years from the date of the federal award to obligate the funding awarded.

Liquidate - For the Council, a liquidation means an invoice to the Council has been approved and a check written by the Office of State Finance. Until a check is written, it is not a liquidation. The Council has three years from the date of a federal award to liquidate the funding awarded.

FFY - Federal Fiscal Year. The Council obligates and liquidates its annual federal allocation within the parameters of the federal fiscal years. FFY = October 1-September 30. If the abbreviation "FY" is used, the context should be checked, but likely Council staff would be referring to the federal fiscal year.

SFY - State Fiscal Year. State personnel will likely use the term "FY" to reference the state fiscal year. When FY is used, be sure to know whether the speaker means federal or state. The Council allocates payments and assigns contract payment within the parameters of the state fiscal years. SFY = July 1 - June 30.

The Feds - More correctly, the national staff of the U.S. Department of Health and Human services (DHHS). Specifically, the Council is under the Office of Intellectual and Developmental Disabilities (OIDD) of DHHS. More specifically, the Council falls under the [Administration for Community Living](#) (ACL).

OHS - [Oklahoma Human Services](#). DHS is the Council's designated state agency (DSA). Funding awarded to the Council is administered and recorded by DHS. Funding decisions and budget determinations are the sole responsibility of the Council; DHS provides only administrative checks and balances. The Council is currently advised by the DHS Office of Administration.

DDS - [Developmental Disabilities Services](#). The division of DHS that was the former administrator of Council funding. This division provides the bulk of state services for persons with developmental disabilities.

Contracts Unit - Part of the DHS Office of Finance, this unit acts as the Councils liaison to DCS.

Cost Allocation/Revenue Enhancement (CARE) Unit: Part of the DHS Office of Finance, this unit acts as the Council's liaison to the DHHS Regional Office in Dallas in all matters relating to finance, budget, obligation, and liquidation. (In terms of program, the Council speaks directly with the DHHS Regional Office).

PNS - Project(s) of National Significance. One of the four sister programs authorized and funded by Title I of the DD Act, this program determines one or two national priorities in direct service or research per year and issues a call for proposals to meet these needs. Currently, there are two PNS grants operating in the state, a Family Support Project at the Center for Interdisciplinary Learning and Leadership/UCE; and a self-determination project co-administered by Oklahoma People First

UCEDD - University Center for Excellence in Developmental Disabilities Education, Research, and Service. Previously known as University Affiliated Programs or UAPs. UCEDDs are research-, education, and training-oriented, although they can also provide direct services to persons with developmental disabilities or their providers and advocates. Oklahoma's UCEDD is officially named the Center for Interdisciplinary Learning and Leadership and based at the University of Oklahoma Health Sciences Center (OUHSC) in Oklahoma City.

P&A - Protection and Advocacy System. P&As provide legal advice and remedy to persons with developmental disabilities and their families in such matters as compliance cases relating to the Americans with Disabilities Act (ADA), the Individuals with Disabilities Education Act (IDEA), the Rehabilitation Act of 1973 (Rehab Act), and the Civil Rights Act. Oklahoma's P&A's official name is the Oklahoma Disability Law Center (ODLC).

Redlands Partners - The official collaborative of the three DD Act 'siblings' permanently operating in Oklahoma: DDCO, Center for Learning and Leadership, and the Oklahoma Disability Law Center. Redlands Partners directors meet regularly to keep each other apprised of current issues and priorities of the organizations.