



Summary of AT Act Section 4 Grantee Requirements

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Table 1: State Plan and APR Mandate, Purpose and Timeline

	State Plan for AT	Annual Progress Report (APR)
Mandate	AT Act Section 4(d)	AT Act Section 4(f)
Primary Purpose	Serves as application for Section 4 formula funding for grantee and provides grantee constituents with a description of how grantee will implement Section 4 authorized activities.	Serves as accountability measure for each fiscal year Section 4 grant award at both a grantee and national level and provides quantitative and qualitative data that can be aggregated for required Report to Congress.
Secondary Purpose	Provides mostly qualitative data that can be aggregated for national analysis and information sharing.	Provides data used by grantees for program evaluation, to inform advisory council and policy makers, and to leverage non-federal funding for grantee.
Timeline	Submitted as 3-year plan with annual updates (few mandatory updates, most are as needed).	Submitted annually by December 31 for the previous fiscal year period (Oct 1 through Sept 30).



Table 2 AT Act Section 4 Grantee Requirements

AT Act Requirement	Reference	Grantee Compliance
1. Each grantee establishes/maintains a comprehensive statewide AT program serving individuals with disabilities of all ages across all types of disabilities increasing access to and acquisition of assistive technology through authorized state level and state leadership activities.	Section 4(a)	State Plan
2. The Governor of each grantee designates a public agency as a lead agency to control and administer the funds, submit the application and implement other duties of the lead agency.	Section 4(c)(1)(A)(i)	State Plan
3. If there is an implementing entity, the Governor has designated the entity and they implement all state level and state leadership activities under a contract or other administrative agreement with the lead agency.	Section 4(c)(1)(B)	State Plan
4. Each grantee establishes an advisory council with: <ul style="list-style-type: none"> • Specific representatives as required by the AT Act • Consumer-majority membership • Geographic distribution and diversity representative of the grantee • Council provides advice for, planning, implementation, and evaluation of the activities carried out through the grant. 	Section 4(c)(2)(A)-(B)	State Plan
5. Each grantee submits an application that identifies/describes: <ul style="list-style-type: none"> • Lead agency and/or implementing entity • Measurable goals • Involvement of public and private entities in application development and activity implementation • Nature and extent of resources committed by public and private collaborators • Mechanisms to ensure coordination of activities and collaboration between the implementing entity and the State • How the State will implement each of the required activities 	Section 4(d)(4)-(5)	State Plan



AT Act Requirement	Reference	Grantee Compliance
<ul style="list-style-type: none"> How the State will allocate and utilize grant funds to implement the activities including tracking expenditures in conformance with law Activities that the State will support with State funds. 		
<p>6. Each grantee makes the following assurances:</p> <ul style="list-style-type: none"> Grantee will annually collect and report data and keep records and allow access to such records to verify data reported Grantee will spend in accordance with Act Grantee will use funds to supplement, and not supplant Lead agency will control and administer the funds Grantee will adopt such fiscal control and accounting procedures as may be necessary to ensure proper disbursement of and accounting for the funds received through the grant; The physical facility of the lead agency and implementing entity, if any, meets the requirements of the ADA A public agency or an individual with a disability holds title to any property and administers that property All grantee activities/purchases/products comply with Section 508 No funds are used for direct payment for AT for an individual. 	Section 4(d)(6) and 4(e)(5)	State Plan
<p>7. Each grantee expends an appropriate proportion of grant funds to carry out state-level and state leadership activities (not more than 40% used for state leadership or not more than 30% if flexibility is claimed) and 5% of state leadership activities for transition.</p>	Section 4(e)(1)(A)	State Plan
<p>8. A grantee claiming comparability for an activity documents that the amount of financial support is comparable to, or greater than, the amount of grant funds that would have expended for that category of activity.</p>	Section 4(e)(1)(B)(ii)	State Plan
<p>9. Each grantee conducts one or more state financing activities (including administration of programs that directly provide AT or reduce AT cost; systems for the purchase, lease, or other acquisition of, or payment for</p>	Section 4(e)(2)(A)	State Plan and Annual Progress Report



AT Act Requirement	Reference	Grantee Compliance
AT; and state or privately financed alternative financing systems of subsidies) unless the grantee claims comparability or flexibility.		
10. Each grantee conducts one or more reuse programs (including device exchange and/or refurbishment with reassignment or open-ended loan) unless the grantee claims comparability or flexibility.	Section 4(e)(2)(B)	State Plan and Annual Progress Report
11. Each grantee implements short-term device loans directly and/or in collaboration with other organizations unless the grantee claims comparability or flexibility.	Section 4(e)(2)(C)	State Plan and Annual Progress Report
12. Each grantee implements device demonstrations directly and/or in collaboration with other organizations unless the grantee claims comparability or flexibility.	Section 4(e)(2)(D)	State Plan and Annual Progress Report
13. Each grantee implements training and technical assistance activities directly and/or in collaboration with other organizations.	Section 4(e)(3)(B)(i)(I)-(II)	State Plan and Annual Progress Report
14. Each grantee implements a transition training or technical assistance activity to assist students with disabilities that receive transition services and adults who are maintaining or transitioning to community living.	Section 4(e)(3)(B)(i)(III)	State Plan and Annual Progress Report
15. Each grantee implements public awareness activities directly and/or in collaboration with other organizations.	Section 4(e)(3)(B)(ii)(I)	State Plan and Annual Progress Report
16. Each grantee implements a statewide information and assistance system directly and/or in collaboration with other organizations.	Section 4(e)(3)(B)(ii)(II)	State Plan and Annual Progress Report
17. Each grantee coordinates state level and state leadership activities among public and private entities.	Section 4(e)(3)(B)(iii)	State Plan
18. Each grantee uses no more than 10% for indirect costs.	Section 4(e)(4)	Fiscal Report & Audit
19. Each grantee participates in required annual data collection/reporting that is summarized in annual report to Congress.	Section 4(f) and Section 7(d)(2)	Annual Progress Report

Notes:

The State Plan for Assistive Technology as mandated by the AT Act is a three-year plan (updated annually) that serves as the application for Section 4 formula grants. The State Plan is developed with input from the Advisory



Council and other public and private stakeholders. It provides official documentation of the grantee's plan for meeting the requirements of Section 4 of the AT Act and is made readily available to the public to ensure widespread understanding of how the Section 4 requirements will be met by the grantee.

The Annual Progress Report as mandated by the AT Act is a submission of specific data elements each fiscal year for activities conducted by Section 4 grantees as a measure of outputs and outcomes. Most activities have quantitative data elements that allow for national data aggregation. Some activities also have required qualitative data elements that provide individual recipient/beneficiary information or other descriptive data. Most grantees summarize their Annual Progress Report data and make it available to the public as an accountability tool. Aggregate Annual Progress Report data is also summarized in the annual Report to Congress that is mandated by Section 7 of the AT Act.

The Payment Management System provides a mechanism for grantees to report final expenditure data that includes documentation of indirect costs. Audits will also verify conformance with the 10% indirect cap in the AT Act.

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