

**NYS Developmental Disabilities Planning Council
Technology Purchasing Guidelines for DDPC Grantees:**

Grantees are expected to have access to a minimum level of technology assets in order to properly fulfill the contractual requirements of their grant.

At minimum, all grantees are required to have access to the following technology assets:

- **Desktop Computer(s)**
- **Laptop Computer(s)**
- **LCD Projector(s)**
- **Printer(s)**
- **Desktop Scanner(s)**
- **Mobile Phone(s)**

DDPC grant funds may not be used to purchase technology assets; however - in instances where an organization has an annual budget of \$4 million or less, and fulfilling the terms of the grant contract requires specific technology resources - the grantee may, with supporting justification, request technology expenditure items.

The DDPC has implemented spending guidelines with respect to the purchase of technology equipment by organizations that receive DDPC grants.

Spending Allowances

Spending allowances for technology equipment are based upon the type of equipment and length of grant. The table below indicates the maximum flat-rate allowance for each category of equipment by length of grant. If a piece of equipment costs more than the purchase allowance, the additional cost will be incurred by the grantee.

EQUIPMENT CATEGORY	GRANT LENGTH			
	1 Year	2 Years	3 Years	4+ Years
Desktop PC	\$100	\$200	\$300	\$400
Laptop PC	\$112	\$224	\$336	\$448
LCD Projector	\$125	\$250	\$375	\$500
Printer	\$50	\$100	\$150	\$200
Tablet Computer	\$75	\$150	\$225	\$300

Example: *A grantee requires an LCD projector in order to fulfill the regional training requirements of a two-year grant. After receiving approval from the DDPC, they will be permitted to use \$250 of their grant to purchase the equipment. If the projector costs \$500, the grantee must incur \$250 of the cost.*

Purchase allowances for categories of equipment not included in the above table will be evaluated on a case-by-case basis and will be required to be partially supported by match funds.

All purchase requests for equipment must be submitted in writing and must include a detailed justification for the purchase, as well as a detailed description of the due diligence exercised in obtaining the lowest possible price for the product.

The DDPC reserves the right to decline funding for purchases that it deems to be excessive in cost, not sufficiently justified, or where due diligence in identifying the best value has not been demonstrated.

Accessories such as laptop cases and tablet covers may not be purchased with grant funds. In addition, grant funds may not be used to purchase consumables such as printer ink or toner.