

Developmental Disabilities Resource Board **FY13 Application Timetable**

December 15, 2011	FY13 Application/Priorities/Policies Approved
January 6, 2012	FY13 Funding Manual Posted on Website
January 19, 2012 (9:30 a.m. - 11:30 a.m.) Or January 24, 2012 (2:00 p.m. - 4:00 p.m.)	Kick-Off Meeting (not mandatory) Location McClay Library
January 31, 2012	Corporate Information Due from Agencies
February 1 to March 16, 2012	Agencies meet with Program Manager and Finance Director
March 21, 2012 at 4:00 p.m.	<u>ALL Applications Due</u>
April 12, 2012	Public Summary of Funding Requests Available
April 19, 2012 at 7:00 p.m.	FY13 Budget Public Hearing Location to be announced
April 2 to April 30, 2012	Board Kick-Off Meeting: Date, time and location to be announced.
April / May / June 2012	Agency Hearings/Working Session *
May 2, 2012	Summer Programs-Revised Requests Due
May / June 2012	FY13 Budget Approved: Operations and Capital/One-Time

* Up to three agency hearings may be scheduled in addition to the Board kick-off meeting, working session and regularly scheduled board meetings.

DDRB FY13 Timetable/Priorities

A. FY13 Renewal Application

Funding Priorities:

COLA: The DDRB intends to provide a COLA on existing contracts, if possible. Existing agencies should submit FY13 funding applications with no COLA included. The DDRB will determine the COLA prior to final budget approval in May/June 2012.

CRITICAL NEEDS: In FY13, except for the COLA described above, the DDRB will only consider funding requests that meet the definition of critical need. *"Critical need is defined as items or services that are necessary for the health and safety of an individual/program."*

The board will apply this definition to all requests for growth of services, rate adjustments, program and administrative capital/one-time and new projects.

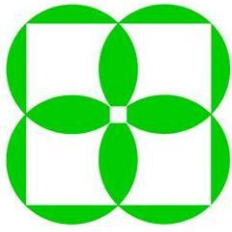
An impact statement must accompany critical need requests detailing the potential negative impact on individuals/program/agency if the service/item/rate is not funded. For services on the DMH waiting list, a summary of Utilization Review Priority of Need scores should be provided with the impact statement.

Agencies submitting critical needs requests are required to have a hearing with the Board.

B. New/Pilot Projects

If an agency has identified a **critical need**, as defined above, and is interested in applying for funds for a new/pilot project, a letter of intent (including an impact statement) must be submitted by 4:00 p.m. on March 21, 2012.

DDRB



Developmental Disabilities Resource Board
Of St. Charles County

DDRB ANNUAL DEADLINES

January

January 31

Corporate Information

January 31

Semi-Annual Reports (July 1 through December 31)

March

Applications for Funds – Annual dates vary. Check the Application timeline section of the appropriate fiscal year DDRB Funding manual.

April

Audit Extension Requests – Due two weeks prior to DDRB Board Meeting

May

May 1

Amended applications due for summer programs only

May 15

Annual Audit, Management Letter and IRS Form 990
(For agencies with fiscal year ending December 31)

June

June 1

Carry-over Requests

August

August 15

Semi-Annual Reports for January 1 through June 30

August 15

Final Year-End Invoices

Signed contracts are due prior to payment of current DDRB fiscal year invoices.

October

Audit Extension Requests are due two weeks prior to the DDRB Board Meeting.

November

November 15

Annual Audit, Management Letter and IRS Form 990
(For agencies with fiscal year ending June 30)

