

Developmental Disabilities Resource Board **FY07 Application Timetable**

December 15, 2005	FY07 Application/Priorities/Policies Approved
January 6, 2006	FY07 Funding Manual Posted on Website
January 18, 2006 (10 AM – noon)	Kick-Off Meeting (not mandatory): Wapelhorst Park-Gould Community Building, Prongue Drive, St. Charles.
Or	
January 19, 2006 (1 PM – 3PM)	Kick-Off Meeting (not mandatory), Wapelhorst Park-Gould Community Building, Prongue Drive, St. Charles.
January 31, 2006	Corporate Information Due from Agencies
January 23 to March 18, 2005	Agencies meet with Project Manager and Controller
March 23, 2006 at 12:00 noon	<u>ALL Applications Due</u>
April 13, 2006	Public Summary of Funding Requests Available
April 17-June 8, 2006	Agency Hearings/Working Session *
April 20, 2006 7:00 p.m.	FY07 Budget Public Hearing St. Charles County Ambulance District Headquarters
June 15, 2006	FY07 Budget Approved: Operations and Capital/One-Time

- Three agency hearings will be scheduled in addition to the kick-off meeting, working session and regularly scheduled board meetings.

DDRB FY07 Timetable/Priorities

FY07 Applications for Operations/Capital/One-Time

A. FY07 Renewal Application

Funding Priorities:

Up to 3% COLA – A budget request that includes only the allowable COLA will not require a hearing with the Board unless requested by the agency or DDRB.

Growth –An impact statement must accompany all growth requests detailing the potential negative impact on individuals if the service is not available. If the requested growth for a service is identified on the DMH waiting list, the agency shall provide a summary of the identified need in the impact statement. The impact statement must also prioritize the requested growth using the definitions below. Agencies seeking growth are required to have a hearing with the Board.

Critical Growth - Critical services are those that are necessary for the **health and safety** of an individual.

Justifiable Growth – Justifiable growth is defined as services that are necessary to the individual's **development**, but is not critical.

A growth request may include either or both categories.

Rate Adjustment - Agencies in critical need of a rate adjustment over 3% will be given the opportunity to request a larger increase. Critical need is defined as that which jeopardizes the future viability of the agency and/or the agency's ability to provide the service. Agencies seeking a rate adjustment are required to have a hearing with the Board.

B. FY07 New Projects

If an agency is interested in applying for funds for a new project, a letter of intent must be submitted by noon on March 23, 2006. The letter of intent must generally describe the project, relevant history of the project, a justification need for the project using the definitions above- Critical or Justifiable- , fit with the DDRB Strategic Plan, total cost, other funding partners and projected DDRB funds needed. The Board will review letters of intent and may request a full application if funding is available and if the Board agrees that the project is a priority.

C. FY07 Equity Investment Capital Funding Requests

If an agency is interested in applying for Equity Investment Capital Funding, a letter of intent must be submitted by noon on March 23, 2006. The letter of intent must include a description of the investment, a statement of need, fit with the agency/program targets and the DDRB strategic plan, total cost, other funding partners and projected DDRB funds needed. The DDRB Finance Committee will review letters of intent and may request a business plan and additional information if they agree to recommend that the DDRB consider the request.