

Developmental Disabilities Resource Board

Pilot Project Policy

Policy Origination: July 1, 2000

Revision Effective: July 1, 2008

A Pilot Project is defined as a program or service that tests a new concept so that learning can be shared with the whole community. All pilots must impact the outcome(s) of the DDRB strategic plan. A pilot project allows the flexibility to prove ideas and/or concepts while sharing the financial risk of conducting the pilot.

Requests to the Board should describe how the service supports the program that provides a controlled work environment, or is designed toward enabling an eligible person to progress toward normal living, or to develop his or her capacity, performance, or relationships with other persons, or provide services related to a place of residence or social centers for eligible persons, or is connected or associated with vocational training, vocational teaching, vocational activities, vocational workshops, and/or residential facilities.

Pilot applications will only be open for consideration during the annual application process. A Letter Of Intent is required to determine if a full application is needed for Board consideration.

A Pilot Project is intended to be funded for a defined period of time. The application must include the agency's efforts to secure additional funding sources and outline future funding for the pilot. For New Businesses/Projects, agencies are required to complete a business/marketing plan along with the long-term funding plan, including projections of DDRB share.

DDRB pilot one-time funding budget is determined by the Board establishing "Pilot Projects" as a funding priority and by availability of funding after operations and equipment/one-time considered.

**Developmental Disabilities Resource Board
Letter of Intent**

Agency: _____

Contact Person: _____

Project Name: _____

Estimated Total Project Cost: _____

Estimated DDRB Share: _____

Pilot Project or Operations
(Circle one)

Strategic Plan

Outcome: _____

A. Brief Description of the Project (Your request should describe how the service supports the program that provides a controlled work environment, or is designed toward enabling an eligible person to progress toward normal living, or to develop his or her capacity, performance, or relationships with other persons, or provide services related to a place of residence or social centers for eligible persons, or is connected or associated with vocational training, vocational teaching, vocational activities, vocational workshops, and/or residential facilities.)

B. Description of Customers

C. Demonstrate Need for the Project

D. Intended Result(s) of the Project