

## Developmental Disabilities Resource Board

### **FY09 Application Timetable**

December 20, 2007	FY09 Application/Priorities/Policies Approved
January 11, 2008	FY09 Funding Manual Posted on Website
January 17, 2008 (8:30 – 11 AM) 8:30 – 9 a.m. Residential 9-10:30 a.m. All Programs 10:30 – 11 a.m. Employment Or	Kick-Off Meeting (not mandatory). Non-Profit Development Center, 425 Spencer Road, Mercy Meeting Room, St. Peters, MO.
January 22, 2008 (12:30 PM – 3 PM) 12:30 – 1 p.m. Residential 1-2:30 p.m. All Programs 2:30- 3 p.m. Employment	Kick-Off Meeting (not mandatory). Non-Profit Development Center, 425 Spencer Road, Mercy Meeting Room, St. Peters, MO.
January 31, 2008	Corporate Information Due from Agencies
January 28 to March 14, 2008	Agencies meet with Project Manager and Controller
March 20, 2008 at 12:00 noon	<u>ALL Applications Due</u>
April 16, 2008	Public Summary of Funding Requests Available
April 17, 2008 at 7:00 p.m.	FY09 Budget Public Hearing Location to be announced
April 14 – May 2, 2008	Board Kick-Off Meeting: Date, time and location to be announced.
April 21-June 6, 2008	Agency Hearings/Working Session *
May 1, 2008	Summer Programs-Revised Growth Requests Due
June 19, 2008	FY09 Budget Approved: Operations and Capital/One-Time

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

## DDRB FY09 Timetable/Priorities

### A. FY09 Renewal Application - Operations

#### 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. FY09 Renewal Application – Capital/One-Time

#### Funding Priorities

**Top priority – Program:** Items for direct use of individuals with DD or directly related to program for individuals with DD

**Secondary priority – Administrative:** Requests must be accompanied by specific, measurable results.

**Technology:** Requests allowed as outlined in the Capital Funding policy. Detail regarding applicability to the policy is encouraged.

### C. 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 20, 2008. 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.