

FY2018 Funding Policies – Summary of Changes

DDRB Information – updated, deleted all staff titles and inserted only Leadership with contact info.

Client Information Release – no changes

Funding Guidelines

- Title Change
- Updated Requests to Board section to reflect current practice
- Updated Agency Application section to include all forms needed.
- Updated Emergency Request section to reflect change to Requests to Board section
- Updated Invoicing/Payment section to reflect current practice
- Deleted Cash Flow section because it is no longer needed or used.
- Restructured Agency Eligibility & Requirements to delete most of what is in contract and give only an overview of what is required from agencies

Publicity By Agency – “Note for Editors” update and added that the DDRB logo should be displayed that the agencies place of business.

Capital Funding

- most are changes to reflect current practice,
- Capital Funding Request Form will now have both the financial and narrative on it.
- Agencies will be asked to prioritize capital items when requesting more than one.
- Payment section was deleted because it is repetitive.
- Bidding Requirements were changed to reflect current practice.

In-Home Respite – policy was deleted, items in the policy will be reflected in the agencies Renewal Application, Program Narrative (enclosed).

Maintenance/Repair – policy was deleted and language will be added to DDRB lease’s (enclosed)

ILA – policy was deleted, items in the policy will be reflected in the agencies Renewal Application, Program Narrative (enclosed).

Residential Start-up/Furnishings –

- Re-organized information into sections with paragraph headings for easier reference. Removed duplicated information and out of date terms – such as ‘lead agency’
- Emphasized role of Case Manager/Service Coordinator and ISP team members to plan for the items needed and support the individual in making selections and the actual purchases for their home.
- Agency is now required to confirm dates for any individual who has moved out of a DMH Habilitation Center or Nursing Home into the community.
- Added -is an individual indicates they are moving out of the county, the individual is immediately no longer able to access or request start-up funding.

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- Reimbursement request directions now indicate taxes, delivery fees, fabric protection and extended warranties are allowable start-up expenses, as was being practiced.
- The amount of funds an individual is eligible to receive has changed: Individuals receiving ISL/ILA or Companion- 3000 initially (increased from \$2500); Individuals receiving group home or host home residential services \$1500 initially (no change). No changes to secondary start-up amounts.

SEFA – policy was deleted, items in the policy will be reflected in the agencies Renewal Application, Program Narrative (enclosed).

Supported Employment Transportation Stipend –

- Vehicle repairs is defined by “not including oil change, fluids, filters, tune-up”
- Deleted short term job training eligibility
- Expanded the role of the lead agency for clarification

Best Practices Conference – mileage reimbursement was expanded for clarification, other items were clarified as well

Conference Stipend for Individuals and Families –

- Policy exceptions was changed to be approved by the Program Committee
- Expanded deadline to 60 days for reimbursement
- Other changes were for names changes and clarification

Training Stipend for Direct Support Professionals – changes reflect clarification and name changes. Also, payment by was deleted because it was not conducive to the DDRB check signing schedule.

Emergency Housing Assistance Program –

- Eligibility was changed to say “individuals must have active case management services,”
- Language was added for clarification
- Guidelines were changed to reflect the eligibility change

Application Timetable & Priorities – dates were changed for FY2018, priorities were not changed and should be discussed in committee

Corporate Information – The DDRB will now required Licensing certificates to be submitted with Corporate Information annually, Other additions reflect current practices.

Application for Funds – Renewal Application –

- Added that applications must be submitted on the agency portal
- Deleted O. Capital/One-Time Funding from Program Narrative, it will now be located on the Capital Request Form
- Funding Justification, Board Resolution, and Capital Request forms were added to the policy to reflect the need for their submission with the Renewal Application

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Funding Justification Form – Impact Statement was added to the form. Agencies will need to describe what kind of impact it will have if an increase is not given.

Pilot Project – add/deleted words for clarification/grammar

Application for Funds – New Application –

- Added clarification that forms are submitted on the agency portal
- Added Board Resolution and Capital Request forms were added to the policy to reflect the need for their submission with the New Application.

Agency Contract

- Updated dates as needed
- Policy changes were included as needed
- Reporting report names were changed to reflect name changes on the portal
- Good Standing was added to other terms of the contract, “agency agrees to notify the DDRB Executive Director immediately if the agency loses good standing” with the State of Missouri, Accrediting and/or Licensing bodies.
- Deleted Publicity by Agency item, because it now has its own funding policy.

Start-up Contract

- Updated dates as needed
- Deleted Bidding requirements, because there is no current practice for start-up.
- Deleted Publicity by Agency item, because it now has its own funding policy.

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DEVELOPMENTAL DISABILITIES RESOURCE BOARD ~~DDR~~B INFORMATION

OFFICE LOCATION

1025 Country Club Road, St. Charles, MO 63303. The DDRB office contains historical records, reference books and other materials that may be of general interest.

BOARD ~~ADMINISTRATIVE LEADERSHIP~~ STAFF

~~The DDRB has a paid staff of fifty one (51) — Executive Director, Finance Director, Program Director, Human Resource Director, Account Specialist, Community Resource Specialist, Network Administrator, Quality Enhancement Specialist, Administrative Assistant-Administration, Office Assistant, Case Management Director, Case Management Assistant Director, three (3) Case Management Supervisors, two (2) Administrative Assistants-Case Management, Receptionist, three (3) Case Manager Mentors, and thirty (30) Case Managers. The staff of the DDRB is responsible for the day-to-day operations of the Board and providing case management services to adults, aged 17 and over.~~

- Executive Director – Peg Capo, pcapo@ddrb.org, ext. 3101
- Finance Director – John Thoelke, jthoelke@ddrb.org, ext. 3104
- Case Management Director – Robyn Peyton, rpeyton@ddrb.org, ext. 3105
- Human Resource Director – Vicki Amsinger, vickia@ddrb.org, ext. 3143
- Program Director – Kathy Williams, kwilliams@ddrb.org, ext. 3102

HISTORY

In 1969, the Missouri legislature passed “Senate Bill 40”. This legislation allowed counties to tax themselves to provide community-based programs and supports for citizens with developmental disabilities.

In April 1977, by a margin of 52 percent to 48 percent, the voters of St. Charles County passed “Senate Bill 40” at ten cents per \$100.00 of property valuation. In August 1977, the St. Charles County Commission appointed a nine-member Board of Directors, named the Handicapped Facilities Board. (In 1993, the name of the Board changed to the Developmental Disabilities Resource Board.) ~~In April 1977, six agencies provided services to people with developmental disabilities in St. Charles County.~~

In 1986, because of property re-assessment, the ten cents was reduced to eight cents. However, in 1986, the voters of St. Charles County approved to increase the rate to sixteen cents per \$100.00 of property evaluation by a margin of 67% to 33%.

Through the years, the need for services grew as the population of St. Charles County increased. Today, there are ~~30-32~~ agencies providing services in St. Charles County, with DDRB Tax Revenues exceeding \$10,000,000.

FUNDING PRINCIPLES

- ❑ Guided by Strategic Plan
- ❑ Priority: Needs of Consumers/Families, ~~to eliminate waiting list~~
- ❑ Local Support for consumers/families
- ❑ Ongoing commitment to Community Partners
- ❑ Will not supplant funding from other sources

FUNDING PROCESS

- ❑ Public Forums
- ❑ Strategic Plan
- ❑ Annual Application Process
- ❑ Public Hearing for proposed budget
- ❑ Approval of Budget
- ❑ Reports on results

ORGANIZATIONAL STRUCTURE

1. Purpose

The Board is the policy-setting, accountable body that bears the fiduciary responsibility for all acts of the DDRB.

The Board sets the financial and administrative framework for the agency and appoints and directs the Executive Director to conduct the everyday operations of the agency. The Board delegates administrative responsibility and accountability to the Executive Director, while maintaining constant check of the agency to assure that actions are within the framework of Board-established policies and procedures.

2. Board Composition

Pursuant to RSMo. 205.970, the Board shall consist of a total of nine members, at least two of whom shall be related by blood or marriage within the third degree to a person with a developmental disability as defined in section 205.968 and four of whom shall be public members.

The Developmental Disabilities Resource Board members are appointed to three-year terms by the County Executive and confirmed by the County Council. The terms of members of the Board expire January 31. Members of the Board can be reappointed at the discretion of the County Executive. They serve until replaced.

3. Committees

The President of the Board appoints a nominating committee to forward candidates for elected officers. The Board elects its offices of President, Vice President, Treasurer and Secretary every January. The President of the Board shall establish committees, including standing committees and ad hoc committees as needed.

4. Meetings

The DDRB holds its regularly scheduled full Board meetings on the third Thursday of each month beginning at 7:00pm. ~~The Board meeting locations vary each month.~~ All meetings are held at the DDRB office, 1025 Country Club Road, St. Charles, MO 63303 If a holiday should fall on the day of a regularly scheduled meeting, the Board will vote to cancel or reschedule the meeting.

All interested agencies, consumers, and other parties are invited and encouraged to attend Board meetings. It is suggested that persons interested in attending the meetings contact the DDRB office to confirm specific meeting place. Information regarding DDRB meetings

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can be obtained by calling (636) 939-3351 or by visiting the DDRB website (www.ddrb.org) one week prior to the scheduled meeting.

5. Sunshine Law

All Board meetings are open to the public in accordance with Sections 610.010 to 610.028 RSMo., Missouri Sunshine Law. The date, place and time of meetings are prominently posted at the DDRB office. Minutes and all public records from the meetings are available for review by the public at the DDRB office. Requests should be made to the Executive Director.

6. Board Business

Board members are mailed a packet of information pertinent to the upcoming Board meeting agenda approximately one week prior to the meeting. Agencies needing to submit correspondence to the Board for the Board meeting must submit their correspondence two weeks prior to the Board meeting to the DDRB office to ensure placement on the Board monthly agenda.

~~COALITION OF SERVICE PROVIDERS~~

~~The Coalition of Providers is a formal group that meets the first Thursday of each month. The DDRB is a member of the Coalition. The DDRB often utilizes the expertise of the Coalition membership in getting feedback on policies, procedures and strategic planning processes.~~

Developmental Disabilities Resource Board Client Information Release Form

Policy Origination: October 2006

Policy Effective July 1, 2007

Policy Reviewed: ~~December 17, 2015~~ November 17, 2016

The Developmental Disabilities Resource Board of St. Charles County (DDRB) is a Senate Bill 40 Board that enables St. Charles County voters to tax themselves to pay for services for people with certain disabilities. The DDRB provides funding for the programs and services you receive from **NAME OF AGENCY**.

The DDRB periodically reviews individual files/records to assure compliance with agency outcomes, eligibility and quality assurance. This is notice to you that as a funding entity the DDRB will have access to your information on file with **AGENCY** for the purpose of planning and review.

The information reviewed/obtained by the DDRB may be released to a professional consultant contracted by the DDRB for the purpose of general data collection to identify trends in the service delivery. Personal identifiable data will not be released to any other party. The DDRB maintains its client information in accordance with the Health Insurance Portability and Accountability Act (HIPAA). The DDRB does not sell or share its customer information with other entities except as noted above.

By signing this document, you give permission for **AGENCY** to share information with the DDRB to help with better continuity of the supports you receive.

I agree to **AGENCY** sharing information regarding my records with the Developmental Disabilities Resource Board of St. Charles County. I understand that refusal to sign this document will forfeit my ability to receive funds from the DDRB.

This release is valid for one year from date of signature.

Printed Name of Service Recipient

Date

Signature of Service Recipient

Date

Signature of Parent/Guardian

Date

Signature of Agency Representative

Date

DEVELOPMENTAL DISABILITIES RESOURCE BOARD FUNDING GUIDELINES ~~POLICIES~~

Policy Origination: July 1, 2000

Revision Effective: July 1, ~~2016~~2017

Revision Approved: ~~December 17, 2015~~November 17, 2016

Policy Reviewed: ~~December 17, 2015~~November 17, 2016

STRATEGIC PLAN

The DDRB's Strategic Plan guides funding decisions. The plan is reviewed annually and revised every 3 – 5 years. The plan is the result of a comprehensive planning process that includes input and guidance from all stakeholders. These stakeholders include, but are not limited to, individuals with developmental disabilities, family members, agency staff and board members, community leaders and funding partners.

ELIGIBLE SERVICE RECIPIENTS

Individuals with developmental disabilities as defined in Missouri Revised Statutes, and residents of St. Charles County are eligible to receive services funded by the DDRB. The Agency shall not utilize DDRB funds to provide services to ineligible recipients.

1. Agencies must verify that individuals served have a developmental disability by acquiring the customer's DMH ID number.
2. Participants 0-3 years of age must submit a Missouri First Steps Child Detail form that includes the Individualized Family Support Plan (IFSP). This form is obtained through the local System Point of Entry (SPOE) office. Participants between age 3 and their 5th Birthday who were enrolled in MO First Steps (and submitted the MO First Steps Child detail form) are eligible service recipients. Agencies must submit the First Steps Form with the DDRB Request for Exception Form to obtain a DDRB Customer Number.
3. For sheltered workshop services only, the DESE Certification Form must be submitted. The agency must submit the DESE Form with the DDRB Request for Exception Form to obtain a DDRB Customer Number.
4. For individuals who do not meet any of the above criteria the agency can make a preliminary determination of eligibility upon intake of an individual. This preliminary determination by the agency must be recorded and kept in the individual's file. Services may be provided for no more than 45 days or until final determination of eligibility. Individuals must initiate an eligibility determination within the first 30 days of receiving DDRB funded services. The agency must complete the DDRB Request for Exception Form prior to billing on the individual.

It is the agency's responsibility to understand and comply with current Regional Office, Missouri First Steps and DESE eligibility requirements.

The Department of Mental Health currently uses the following state statute to determine eligibility.

Section 630.005(9) RSMo

"Developmental disability", a disability:

(a) Which is attributable to:

- a. Intellectual disability, cerebral palsy, epilepsy, head injury or autism, or a learning disability related to a brain dysfunction; or
- b. Any other mental or physical impairment or combination of mental or physical impairments; and

(b) Is manifested before the person attains age twenty-two; and

(c) Is likely to continue indefinitely; and

(d) Results in substantial functional limitations in two or more of the following areas of major life activities:

- a. Self-care;

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- b. Receptive and expressive language development and use;
 - c. Learning;
 - d. Self-direction;
 - e. Capacity for independent living or economic self-sufficiency;
 - f. Mobility; and
- (e) Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, habilitation or other services which may be of lifelong or extended duration and are individually planned and coordinated..."

REQUESTS TO THE BOARD

~~Agencies needing to submit correspondence to the Board for the Board meeting must submit their correspondence two weeks prior to the Board meeting to the DDRB office. Agency correspondence for Board consideration must be received, at the DDRB office, two weeks prior to the Board meeting to ensure placement on the Board meeting agenda.~~

AGENCY APPLICATION

The DDRB contracts with agencies to provide services and supports ~~to~~ for St. Charles County residents with developmental disabilities. The fiscal year is July 1st to June 30th. ~~Agencies are required to submit proposals through the application process addressing the outcomes of the strategic plan.~~ The annual application is ~~a~~ approved by the Board ~~approved process.~~ All applications include Renewal Application, Financial Application, Board Resolution forms. If applicable, applications could also require a Funding Justification and/or Capital Request forms. See Application For Funds Section for current ~~Application~~ application instructions.

Requests to the Board should describe how the capital funding or 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.

FISCAL POLICY

1. *Funds Available:* Each year the DDRB sets a budget of available funds. Funds available include, but are not limited to, tax revenue, interest and other income.
2. *Funding Priorities:* Each year, the DDRB establishes funding priorities for the following year. ~~.-~~ Priorities may include market rate adjustments, service expansion, and priority service development.

REVENUES

Agencies receive funding from a variety of sources including, but certainly not limited to: Parent Fees, Fund Raising/Donations, Grants, Department of Mental Health, Medicaid Waiver, Missouri Division of Vocational Rehabilitation, Department of Elementary and Secondary Education, United Way, and local school districts. Agencies are expected to maximize funding from all other sources before applying for funding from the DDRB.

FUNDING CLASSIFICATIONS AND RELATED POLICIES

The following ~~lists~~ identifies and defines the funding classifications and references related policies (if applicable).

Operational Funding

Defined as on-going program operating expenses. There are two types of operational funding available: ~~A.~~ Purchase of Service and ~~B.~~ Reimbursement

A. Purchase of Service

Specific, well-defined units of service are provided to St. Charles County citizens with a developmental disability, for a mutually agreed to unit cost.

1. The DDRB will negotiate a unit cost rate annually based upon the following information:
 - a. Most recent independent audited unit cost
 - b. Previous year's costs, and utilization and variance
 - c. Funding from other partners if applicable
 - d. Other funding sources' unit rate for comparable services
2. Once the negotiated Purchase of Service rate is agreed upon, the service shall not be eligible for a unit cost adjustment for the remainder of the contract period ~~(exceptions can be made with Board approval for emergencies as defined below in Off-Cycle Funding).~~
3. If the negotiated Purchase of Service rate reflects an overpayment according to an annual audit and DDRB staff review, the DDRB Finance Committee will review the overpayment utilizing Board approved criteria and may recommend to the full DDRB a repayment and/or a rate adjustment for the current year. If the negotiated Purchase of Service rate is a percentage of the full unit rate, the DDRB staff will apply that percentage to the audited unit rate to determine if an overpayment has occurred. If such overpayment has occurred, the DDRB Finance Committee will review the overpayment, utilizing Board approved criteria, and may recommend to the full DDRB a repayment and/or a rate adjustment for the current year.

B. Reimbursement

A percentage of total budget reimbursement for actual expenses incurred or a specific line-item reimbursement.

1. For programs that will be provided to participants who live outside of St. Charles County or to participants without a developmental disability, the DDRB will adjust the base operating program expenses to reflect the percentage of St. Charles County participants with developmental disabilities or the percentage of units utilized by St. Charles County participants.
2. For grants that reimburse a percentage of total budgets for actual expenses incurred, line item delineation is not required.
3. For grants that reimburse an agreed upon specific line item, line items of reimbursement must be delineated.
4. All reimbursement contracts will be taken out to two decimal places. Example: 62.34%
5. If the negotiated Reimbursement rate reflects an overpayment according to an annual audit and DDRB staff review, the DDRB Finance Committee will review the overpayment utilizing Board approved criteria and may recommend to the full DDRB a repayment and/or reimbursement rate adjustment for the current year.

Capital Funding – See Capital Funding Policy

Items and/or services requested for reimbursement one-time.

1. **Capital:** Specific program or administrative requests for one-time funding necessary for the delivery of supports.

~~*See Funding Manual, Section 10*~~

2. **Equity Investment:** Grants for major capital items, up to 25% of cost.

~~See Funding Manual, Section 10~~

3. **National Accreditation:** Expenses up to 100% for costs associated with initial or start-up surveys.

~~4. **Start-Up:** Expenses associated with an individual with developmental disabilities moving into the community with residential supports. Requests can be made at any time during the year.~~

~~See Funding Manual, Section 14~~

Emergency Request

If the Agency experiences an “emergency”, an increase may be requested. An “Emergency” is defined as an unforeseen combination of circumstances calling for immediate action. This means there should be a root cause or event that can be identified, not as a result of poor planning. A written request with justification of the increase must be submitted to the DDRB. The DDRB will consider the request at their next scheduled meeting. Approval will be based on need and available funds.

Requests to the Board must be ~~submitted~~received in writing, at the DDRB office, at least 2 weeks prior to the Board meeting to ~~the DDRB office~~ensure placement on the Board monthly agenda. A Board Resolution is required ~~to be and must be~~ submitted with the Emergency Request.

Pilot Project – See Pilot Project Policy

New Programs may be considered by the Board as determined by the annual priorities. A letter of intent is required to determine if a full application is needed for Board consideration. Total DDRB budget for pilot projects is determined by the availability of funding, after operation and capital/one-time funding is considered.

~~See Funding Manual, Section 26~~

Summer Programs

For summer programs that cross over two fiscal years, agencies may request an automatic renewal option in their contract, subject to appropriation.

For summer programs that experience an increase in demand after the annual application deadline, agencies may submit an amended application by May 1 to request approval for additional individuals. If May 1 falls on a weekend, the amended application is due the next working-business day.

ALLOWABLE EXPENSES

1. **Program Expenses:** Program expenses are the expenses directly related to providing the program. Such expenses would include: salaries, rent, supplies, travel costs, depreciation, etc. Salaries include direct contact staff and program administrators responsible for the specific program. Social workers or other individuals who work directly with customers may be allocated as a program expenses across several programs.
2. **Administrative Expenses:** Administrative expenses are for activities and personnel not directly related to providing programs. These expenses include: management and general expenses and membership development, but exclude any direct expenses for fundraising/development. Personnel included in administrative expenses include, Executive Director, Assistant Executive Director, Human Resource Director, Financial Director/Staff, Receptionists and Administrative Assistants to administrative staff.

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If administrative staff also direct specific programs, a percentage of their expenses may be allocated as a program expense. Please include a note of explanation, if this is the case.

Allocation of administrative expenses by program on the Application for Funds should be consistent with allocations included in Unit Cost Reports, if applicable.

- 3. Depreciation:** is an allowable operational expense. Depreciation expense should be determined using GAAP (generally accepted accounting principles) and will be validated each year by the agency's annual audit. Each agency should have a depreciation schedule (a listing of fixed assets and their depreciation expense for the next XX years) of currently owned fixed assets. The combined depreciation expense for fixed assets allocated to a DDRB funded program is to be included in an agency program budget.

Due to the unique aspects of depreciation expense, it is highly recommended agencies contact the DDRB Finance Director to help determine the amount of depreciation for which each program is eligible. Agencies must contact the DDRB Finance Director the first time depreciation is included in a DDRB funded program budget.

- 4. Other non-cash items:** are not allowable capital operational expenses.

INVOICING/PAYMENTS/~~CHECK SIGNATURE AUTHORIZATIONS~~

Agencies submit invoices as outlined and approved by the Board via the signed contract to purchase and provide services. DDRB staff reviews invoices and make payments for services per the annually approved agency contracts. The DDRB Treasurer, President, Vice President or Secretary signs all agency/DDRB staff checks.

Payment Cycle:

Checks will be issued the first and third week of each month. Invoices received ten days prior to the first and third week will be processed and paid.

Invoicing Formats:

Agencies are required to use the DDRB Agency Portal (www.portal.ddrb.org) to bill operational grants.

~~Agencies are required to use the Capital Invoice Form for all equipment billings. See Invoice Worksheets Section for invoice forms.~~

Fiscal Year End Deadlines: All final fiscal year invoices for services rendered must be received by ~~the DDRB office by close of business on the agency portal~~ on August 15. Invoices received after August 15 will not be paid. ~~A postmark will not suffice. If August 15 falls on a weekend, invoices are due on the next business day by close of business. An email or fax will be accepted during normal business hours (8:00am-4:30pm) for Capital invoices only. The agency must call to verify receipt of email or fax delivery.~~

Carryover Requests: All carryover requests, operations and capital, must be received by the DDRB office by close of business on June 1. Carryover requests received after June 1 will not be considered. A postmark will not suffice. If June 1 falls on a weekend, carryover requests are due on the next business day by close of business. The carryover request must include the description of what the carryover is for, item, purpose and timeline for purchase.

~~CASH FLOW~~

~~The agency must request from the Board a billing adjustment due to cash flow issues. Agencies must submit a cash flow projection with the request. Requests to the Board must be submitted in writing at least 2 weeks prior to the Board meeting to the DDRB office.~~

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AGENCY ELIGIBILITY & REQUIREMENTS

1. "The Board may contract with any not for profit corporation, including any corporation which is incorporated for the purpose of implementing the provisions of sections 178.900 to 178.970, RSMo, for any common services, or for the common use of any property of either group." (205.970, No. 6.) This does not prohibit the Board from contracting with other organizations or individuals.
2. ~~Any entity that receives funding for services shall have in place an appeals process for participants. Agencies are responsible for reading their contract in entirety. If contractual obligations are not upheld, payments will be withheld from the agency until the issue has been rectified.~~
3. The Agency will perform the services and carry out the activities as set forth in the targets and milestones of the Application For Funds. Board approved contract changes (deletion/addition of units or funds, etc) will be sent to the agency via written letter from the Program Director or Finance Director and considered a part of the agency's contract.
4. ~~The Agency agrees to, and understands that, services performed under the Contract Agreement are limited to those in the Application For Funds. The Agency agrees to submit all required documentation by the deadline outlined in the contract. If the deadline falls on a weekend the item(s) are due the next business day. Annual Deadlines include:~~
 - a. ~~Application for Funds (varies): Renewal Application, Financial Application and Board Resolution; If applicable, Funding Justification and Capital Request. The due date is available on the Application Timeline and changes annually.~~
 - b. ~~Audit, Management Letter and required IRS Form 990 (June 30 or December 31): Agencies with a fiscal year ending December 31 are due June 30. Agencies with a fiscal year ending June 30 are due December 31.~~
 - c. ~~Semi-Annual Reports (January 31): Agencies must submit a Semi-Annual Program Report and Semi-Annual Financial Report reporting on July - December of the fiscal year.~~
 - d. ~~Corporate Information (January 31): Annually the agency must submit and/or update the following information held on file at the DDRB:~~
 - 1.) ~~Agency By-Laws~~
 - 2.) ~~Articles of Incorporation~~
 - 3.) ~~Current Certificate of Corporate Good Standing~~
 - 4.) ~~Certification(s)~~
 - 5.) ~~Accreditation Certificate(s) and Report(s)~~
 - 6.) ~~Licensing Certificate(s)~~
 - 7.) ~~Board Roster, including~~
 - 8.) ~~Mission Statement and Strategic Plan~~
 - 9.) ~~Most Current Audit and IRS Form 990~~
 - 10.) ~~Audited Program/Unit Cost Report~~
 - 11.) ~~Annual Report (if available)~~
 - 12.) ~~Insurance~~
 - 13.) ~~Agency Contact Information~~
 - e. ~~End of the Year Reporting (August 15): Agencies must submit an End of the Year Program Report and End of the Year Finance Report reporting on July - June of the fiscal year.~~
5. ~~All individuals receiving services funded by the DDRB must annually sign a Client Information Release Form. The Agency is responsible to secure the form and maintain a copy in the client's file.~~
5. ~~Reporting: The DDRB shall utilize the approved Application For Funds, as submitted by the Agency, to monitor service delivery and program expenditures. The Agency agrees to submit to the DDRB a semi-annual Agency Program Report and a semi-annual Agency Financial Report (for each DDRB funded program). Reports for the period of July 1 through December 31 are due by the close of business on~~

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~~January 31. Reports for the period of July 1 through June 30 are due by the close of business on August 15. If the deadline falls on a weekend the reports will be due by the end of the next business day. Variations to these dates may be requested by the Agency and, if so stipulated, are noted on the contract document. Payments will be withheld from an Agency if reports designated here are not submitted on time.~~

~~6. Audit, Management Letter and required IRS Form 990 Report: The AGENCY also agrees to submit to the DDRB, 1 copy of its annual audit, Management Letter and IRS Form 990 within 6 months after the close of the AGENCY'S fiscal year. AGENCIES with a fiscal year ending December 31, audits, Management Letter and IRS Form 990 are due on June 30. AGENCIES with a fiscal year ending June 30, audits, Management Letter and IRS Form 990 are due December 30. If the deadline falls on a weekend the required documentation will be due by the end of the next business day. The audit must be performed by an independent individual or firm licensed by the Missouri State Board of Accountancy in accordance with generally accepted accounting principles. The audit is to include a complete accounting for funds, by program, covered by this agreement a DDRB program/unit cost audit report must also be submitted, if applicable. The DDRB Finance Director is able to grant exceptions to agencies not able to provide an audit or an audited unit cost after consultation with the Finance Committee. Payments will be withheld from an AGENCY if reports designated here are not submitted on time, unless otherwise approved by the Board.~~

~~7. Monitoring: The Agency agrees to permit the DDRB, or designee(s) to monitor, survey and inspect the Agency's services, activities, programs and client records, to determine compliance and performance with the Contract Agreement, except as prohibited by laws protecting client confidentiality. In addition to the aforementioned, the Agency hereby agrees that, upon notice of forty-eight (48) hours, it will make available to the DDRB or its designee(s) all records, facilities and personnel, for auditing, inspection and interviewing, to determine the status of the service, activities and programs covered hereunder and all other matters set forth in the Contract Agreement.~~

~~9. Modification or Amendment: In the event the Agency requests to make any change, modification or amendment to funded services, one-time items, activities and/or programs, a request of the proposed modification or amendment must be submitted in writing to the DDRB for Board approval, if necessary. A Board Resolution must be included with requests when the request includes increasing funds. Requests to the Board must be submitted in writing at least 2 weeks prior to the Board meeting to the DDRB office.~~

~~10. Demand for Services: The DDRB must be informed immediately if the Agency experiences a substantial increase in the number of individuals requesting services. By substantially increasing the number of individuals it is serving, the Agency may be put in the position of requesting a large increase in funding from the DDRB to meet the service need. The DDRB and the Agency must plan together if this occurs to determine if funds are going to be available to serve the increased demand, and to determine if the increase in demand is within the priorities of the DDRB. The Agency shall not develop a new program or service, or expand an existing program or service for which the Agency may at some future time request funding without consulting and informing the DDRB in writing before such a program/service is started.~~

~~11. Violation of Client Rights: Any alleged case of a violation of a client's rights in a program funded by the DDRB shall be investigated in accordance with the Agency's policies and procedures and in accordance with the state/federal regulations. Agencies must comply with Missouri law regarding confidentiality of client records.~~

~~12. Discrimination: The Agency agrees that it has adopted and will enforce policies and practices to insure that it will not discriminate either in employment or in the provision of services in violation of any applicable federal, state, county or municipal statutes or ordinances.~~

~~13. Conflict of Interest: The Agency agrees that no member of its Board of Directors or its employees now has, or will in the future, have any conflict of interest between himself/herself and the Agency, and~~

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~~this shall include any transaction in which the Agency is a party, including the subject matter of the Contract Agreement. "Conflict of Interest" as this term is used herein, shall be defined by Missouri law.~~

~~14. Board Ownership: If the Agency ceases to be funded by the DDRB or ceases to provide programs and services for St. Charles County citizens with developmental disabilities, all capital equipment, materials and buildings purchased with DDRB funds shall be returned to the DDRB in compliance with the Capital Funding Policy or unless so otherwise approved by a majority vote of the DDRB. In addition, if the agency no longer uses capital equipment, materials, and buildings purchased with DDRB funds for its original intent, the agency will need DDRB approval to re-direct its use.~~

~~15. Failure to Perform/Default: In the event the Agency, at any time, fails or refuses to perform according to the terms of the Contract Agreement as set forth from the Application For Funds, as determined by the DDRB, such failure or refusal shall constitute a default hereunder, and the DDRB will be relieved of any further obligation to make payments to the Agency as set out herein. The Contract will be terminated at the option of the DDRB.~~

~~16. Termination: The DDRB or the Agency may terminate the contract agreement, with or without cause, provided that either party provides 30 days notice in writing.~~

~~17. Standards: The Agency will comply with all state/federal certification and licensing requirements and all applicable federal, state and local laws.~~

~~18. The DDRB maintains a permanent document file "**Corporate Information**" for each funded agency. The following documents are required to be on file at the DDRB:~~

- ~~a. Agency By-Laws~~
- ~~b. Articles of Incorporation~~
- ~~c. Current Certificate of Corporate Good Standing~~
- ~~d. Certification/Accreditation Certificate(s) and Accreditation Report~~
- ~~e. Board Roster~~
- ~~f. Mission Statement and Strategic Plan~~
- ~~g. Most Current Audit and IRS Form 990~~
- ~~h. Audited Program/Unit Cost Report~~
- ~~i. Annual Report (if available)~~

~~Payments will be withheld from an agency if any of the following documents and/or waivers is not submitted on time.~~

~~19. Indemnification: The Agency agrees to hold harmless, defend and indemnify the DDRB for any and all liability for personal injury and or property damage stemming from any acts, negligence, misfeasance or omissions arising out of the Agency's performance of the Contract Agreement. The Agency agrees it has or shall obtain liability insurance, including a blanket fidelity bond, in a form and amount sufficient as determined by the DDRB pursuant to this clause for indemnification, and that it shall provide the DDRB with documentation evidencing this insurance.~~

~~20. Publicity By Agency: The Agency shall comply with the DDRB Publicity By Agency Policy. **See Publicity By Agency Policy in Section 8 of the DDRB Funding Manual.**~~

~~21. Notice: 6. Any written notice or communication to the DDRB shall be mailed or delivered to the Developmental Disabilities Resource Board of St. Charles County, 1025 Country Club Road, St. Charles, MO 63303.~~

APPEALS PROCESS FOR AGENCIES

~~If the Agency disagrees with a decision of the DDRB, the following are procedures for the Agency to appeal a decision by the DDRB. To appeal a decision made by the DDRB the agency must complete the following procedures:~~

- a. The Board of the Agency must vote at a Board meeting to appeal the decision of the DDRB.

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- b. Within 60 days of the DDRB's decision, a letter must be received by the DDRB from the President/Chair of the Agency stating the Agency's decision to appeal and a copy of the minutes of the Board meeting stating the vote of the Board to appeal.
- c. The letter from the President/Chair of the Agency must state, in specific terms, the reason(s) for the appeal.
- d. The DDRB will review the appeal and provide a written response within 60 days from receipt of appeal.

DEVELOPMENTAL DISABILITIES RESOURCE BOARD PUBLICITY BY AGENCY

Policy Origination: July 1, 2016

Revision Effective: July 1, 2017

Revision Approved: November 17, 2016

Policy Reviewed: November 17, 2016

Purpose:

As a local taxing entity, the DDRB values opportunities to educate St. Charles County taxpayers about how its tax dollars, through DDRB funding, are being invested in community programs that serve individuals with developmental disabilities living in St. Charles County. Identifying the DDRB as a funding partner acknowledges the community's contribution while educating the public on the quality supports and services available to its citizens with developmental disabilities.

Outreach:

The AGENCY will partner with the DDRB to inform the community about the ways its tax dollars are being invested in services and supports. The AGENCY will acknowledge the DDRB as a funding source whenever publicizing DDRB-funded programs through all feasible media, including, but not limited to press releases, articles, media reports, interviews, videos, electronic publications, website, oral and poster presentations, printed brochures, exhibits or other materials.

Press Releases/Media Contact:

The AGENCY is responsible for notifying the DDRB of contact with media regarding DDRB funded programs or profiles of participants in DDRB funded programs. When identifying DDRB as a funding partner, the acknowledgement should be clear and prominent in every press release, ideally in the first or second paragraph. The first time the DDRB is referred to, it should be spelled out in full, followed by the abbreviation in brackets.

The following *Note for Editors* should accompany press releases to provide background information about the DDRB:

Note for Editors

The Developmental Disabilities Resource Board of St. Charles County (DDRB) is a public taxing entity, commonly known as a "Senate Bill 40 Board" that enters into funding contracts with agencies that serve individuals with developmental disabilities in St. Charles County. This public tax was established in 1977 when voters of St. Charles County approved to tax themselves up to sixteen cents per \$100.00 of assessed property valuation to provide community based programs and supports for citizens with developmental disabilities.

Funded services include: adult day programs, residential services, advocacy services, supported daycare, early intervention, family support, transitional programs, respite, facility-based employment and supported employment, adaptive equipment, ~~and~~ recreation, and vocational training.

In May of 2006, the DDRB began providing case management to individuals 18 years of age and older through an agreement with the Department of Mental Health Division of Developmental Disabilities. The DDRB now provides case management services to individuals 17 years of age and older.

A nine member volunteer Board of Directors (the DDRB) appointed by the St. Charles County Executive sets the financial and administrative framework for the agency and hires and directs the Executive Director to conduct the everyday operations of the agency. The Board delegates

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administrative responsibilities and accountability to the Executive Director, while maintaining constant check of the agency to assure that actions are within the framework of Board established policies and procedures.

For further information, contact the DDRB at 636-939-3351 or visit the DDRB website at www.ddrb.org

Use of DDRB Logo

Acknowledgements of funding support include displaying the DDRB logo. Agencies are required to display the DDRB logo on its printed material, ~~and~~ website, and at there place of business (i.e. Adminsitrative offices).

The logo and all its components are intended to be used in its original state. Do not change the color of the logo, or remove or use elements of the logo (such as removing the abbreviation at the top or the full name at the bottom).

The agency may position the logo as they choose to best fit their design needs, but all logos should be equally sized and placed in the same general proximity on the promotional materials.

If the layout of the promotional materials requires changing the DDRB logo size, the agency is responsible to ensure that:

- The logo is sized proportionally to the original dimensions (i.e. do not change the aspect ratio)
- The logo is not resized to make text unreadable
- At least .167 inches of space surrounds the logo to avoid crowding

The official DDRB logo is available in various formats and can be obtained by contacting the DDRB office.

Developmental Disabilities Resource Board Capital Funding

Policy Origination: January 11, 2001

Revision Effective: July 1, ~~2014~~2017

Revision Approved: ~~December 19, 2013~~November 17, 2016

Policy Reviewed: ~~December 17, 2016~~November 17, 2016

Capital items are defined as items that are to be requested for reimbursement one-time. Requests are limited to the actual/direct cost of the item and cannot include allocation of indirect or administrative costs. Requests may be for total dollars paid by the agency and may not include funds given in-kind. Expenses incurred prior to DDRB approval will not be funded. Capital items are classified into one of the following 3 categories:

Capital Categories

1. Program Support:

Items must cost at least \$500 and be for direct use of individuals with developmental disabilities or necessary to maintain a direct service program. Items must be necessary to achieve the targeted outcomes of the program.

DDRB Grants: up to 80% of actual item purchase cost. Up to \$100,000

Examples: -therapy equipment -furnishings
 -machinery -renovations necessary for program
 -computer/software direct use for individuals with developmental disabilities

2. Administration:

Items requested must cost at least \$500 and must improve the overall efficiency or effectiveness of the organization *as it relates to the program targets*.

DDRB Grants: up to 50% of the actual item purchase cost. Up to \$100,000

Examples: -management training -vehicle match
 -cost containment consultation ~~-national accreditation start-up costs~~

DDRB Grants: up to 100% of the actual cost

Examples: ~~- national accreditation start-up~~

3. Equity Investment:

The DDRB offers an Equity Investment Program for the purchase of land, purchase of homes for individuals with developmental disabilities receiving residential supports, new construction or building renovation. The DDRB investment maximum is \$250,000 or 25% of the project cost, whichever is less, and ~~must~~ may be secured with a Bank Letter of Credit (an instrument issued by a bank to ~~an~~ the agency by which the bank substitutes its own credit for that of the agency), with the DDRB as beneficiary.

~~The DDRB will annually establish priorities and funds available for equity investment requests.~~ Agencies must submit a letter of intent to request DDRB Equity Investment funds. 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. In addition, for home purchases, the letter of intent must include how the purchase addresses at least one of the DDRB's housing priorities: 1) critical need – necessary for the health and safety of an individual, 2) affordability – improves access to affordable safe housing, or 3) accessibility – individual's needs require home modifications not available elsewhere. The DDRB Finance Committee will review the letters of intent. If priorities are met and funds are available they will recommend a hearing with the full board.

~~A hearing will be held~~The request will be presented at a regularly scheduled Board meeting after initial review by the Finance Committee. Two weeks prior ~~to the hearing~~, the agency must submit a business plan with 3-5 year financial projections (income and expenses) for operations and other relevant information not originally included in the letter of intent. (DDRB approval of equity investment funding does not guarantee DDRB operational funding in future years.)

Upon Board approval, the DDRB would designate funds for the project, pending bank approval of a Letter of Credit, if required. ~~The Letter of Credit requirement is waived for home purchases.~~ Upon bank issuance of the Letter of Credit, the DDRB will release the designated funds, secured by the Letter of Credit. Conditions of the equity investment and for drawing under the Letter of Credit will include specific project targets for the investment. The DDRB can ONLY draw upon the Letter of Credit if the agency fails to perform stated criteria related to the project. Upon completion of the project targets, the Letter of Credit shall be released. Project targets will be time specific and may include, but not be limited to, construction milestones, capacity goals, and numbers of individuals served.

As a condition of the investment, the agency shall grant to the DDRB, by a contract secured by a Deed Restriction or Deed of Trust, the following rights in the real estate and renovations/improvements* that are the subject of the investment:

- (1) Upon the cessation of use of the property for purposes to benefit St. Charles County citizens with developmental disabilities, the DDRB shall have the option to purchase the property at fair market value reduced by the amount of the investment, plus the Fair Market Value Adjustment**, or the agency will pay to the DDRB the sum of the amount of the investment, plus the Fair Market Value Adjustment**.
- (2) If the agency elects to sell the premises, the DDRB shall have the right of first refusal to purchase the property for the same sale price as any contract to buy the premises from a third party, reduced by the amount of the investment, plus the Fair Market Value Adjustment**, or the agency will pay to the DDRB the sum of the amount of the investment, plus the Fair Market Value Adjustment**.
- (3) If the agency elects to return the DDRB's investment, the DDRB shall have the option to purchase the property at fair market value reduced by the amount of the investment, plus the Fair market Value Adjustment**, or the agency will pay to the DDRB the sum of the amount of the investment, plus the Fair Market Value Adjustment**.

(4) The DDRB will order (at DDRB expense) Title Insurance on all Equity Investments prior to payment.

*DDRB investment in renovations/improvements must meet the following conditions: 1) three written bids must be secured and 2) the renovations/improvements must increase the value of the home as demonstrated by an independent appraisal. Final appraised value will be used to determine the percentage of equity the DDRB has in the property.

**Fair Market Value Adjustment for purposes of this section shall be defined as the principle amount of the investment multiplied by a percentage proportionate to the increase or decrease in the fair market value of the real estate and improvements from the date of the investment until a triggering event, including cessation of its use for the benefit of St. Charles County citizens with developmental disabilities, a sale of the property, or the election of the agency to return the investment to the DDRB. The percentage shall be calculated as the quotient where the numerator is the difference between the fair market value at the time of investment and the fair market value at the time of the triggering event, and the denominator is the fair market value at the time of investment. The adjustment is then determined by multiplying the principle amount of the investment by the change in fair market value percentage. Fair market value at the time of the investment for purposes of this calculation shall be stipulated in the contract at the time of the investment. A Missouri-certified appraiser, agreed upon by the parties, shall determine the fair market value at the time of the triggering event. If the parties cannot agree upon an appraiser, they shall each select one appraiser, and then the two appraisers shall select a third appraiser whose appraisal shall determine the fair market value.

Capital Funding Guidelines:

Approval of expenditures for capital items is dependent upon availability of funds and fit with the DDRB strategic plan and Board designated priorities for the funding cycle. These funds are available to any agency providing supports to St. Charles County residents with developmental disabilities. Agencies are encouraged to explore other funding sources prior to making a request to the DDRB. ~~The Agency match may include items/services donated when the value is established and documented. Discounted rates do not qualify toward the matching percentage.~~ For equipment that will be shared with customers who live outside of the

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St. Charles County area or shared with individuals without disabilities, the DDRB will adjust the base cost of the expenditure to reflect the percentage of St. Charles County citizens with developmental disabilities who will be supported. For program items, funding will not exceed 80% of the adjusted cost. For administrative items, funding will not exceed 50% of the adjusted cost. For equity Investments, funding will not exceed \$250,000 or 25% of the adjusted cost, whichever is less.

Shifting Funds

1. Agencies may request to shift funds within a category (program, administration) and within the original intent of the application. Agencies should make a written request to the Program Director.
2. Shifting of funds between categories will require DDRB Board approval.
~~Shifting funds outside the original intent of the application will only be considered for emergency requests and will require DDRB Board approval.~~
3. Shifting funds outside the original intent of the application will only be considered for emergency requests and will require DDRB Board approval.
- ~~3-4.~~ Any change in equity investment will require DDRB Board approval.

How to Make Formal Request

As part of the Annual Application in the ~~Capital Request Form~~Program Narrative, the agency will describe the general capital needs for each Program including administration, and for the fiscal year. ~~Describe~~ describe how the capital needs will meet the intended targets for each program for the fiscal year.

Requests to the Board should describe how the capital funding 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.

If an agency is submitting a request more than one capital item, the items should be prioritized by need.

~~General capital needs for Administration should describe how the capital needs relate to the targets for programs and described in the program narrative.~~—A Board Resolution for a not-to-exceed amount must also be included. For new projects, agencies may be requested to complete a business/marketing plan as part of the request.

Agencies not currently funded by the Board are required to schedule an appointment with the DDRB Program Director and/or Finance Director to review the request, prior to formal and final submission of the request. In addition, agencies are required to have on file with the DDRB the agency's Corporate Information.

Board Ownership

If the AGENCY ceases to be funded by the DDRB or ceases to provide programs and services for St. Charles County citizens with developmental disabilities, all capital equipment, materials and buildings purchased with DDRB funds shall be returned to the DDRB in compliance with the Capital Funding Policy or unless so otherwise approved by a majority vote of the DDRB. In addition, if the agency no longer uses capital equipment, materials, and buildings purchased with DDRB funds for its original intent, the agency will need DDRB approval to re-direct its use.

If ~~an~~the agency chooses not to contract annually with the DDRB all capital equipment purchased with DDRB funds will be reviewed for remaining useful life. If the remaining useful life of the equipment will continue to be used to serve individuals with developmental disabilities it will remain with the agency otherwise it is to be returned to the DDRB.

Bid Requirements

An item or purchase, under the program supports capital funding category, exceeding \$5,000 requires at least three written bids be obtained by the agency. Copies of bids must be kept until the next DDRB financial review of the agency.

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Payment

~~Reimbursement for items \$10,000 and over is calculated as a percentage of the actual vendor invoice (per category guidelines) or up to the amount approved by the DDRB. DDRB can pay our portion directly to the vendor prior to Agency payment once the capital item(s) has been received.~~

~~Reimbursement for items \$9,999 and under is calculated as a percentage of the paid invoice or cancelled check (per category guidelines) or up to the amount approved by the DDRB.~~

Invoicing/Reporting Timelines and Fiscal Year End Deadlines:

Outlined in the current fiscal year Contract and Funding ~~Policies~~[Guidelines](#).

DEVELOPMENTAL DISABILITIES RESOURCE BOARD

Residential Start-Up/Furnishings

Policy Origination: September 8, 1994

Revision Effective: July 1, 2017

Revision Approved: November 17, 2016

Policy Reviewed: November 17, 2016

Start-Up Guiding Principles

The DDRB provides assistance for individuals with developmental disabilities to begin living in a home or apartment and to replace furnishings. The DDRB provides Residential Start-Up/Furnishings funding for individuals receiving DMH/DDRDB funded residential services provided by a **qualified agency**, and individuals accessing DMH funded self-directed personal assistance services to live independently. The DDRB reserves an annual amount of Start-up/Furnishings funds for residential providers to access throughout the year.

DMH/DDRDB funded residential services include: Individualized Supportive Living (ISL), Independent Living Assistance (ILA), Group Home, Host Home or Companion Home.

The discussion about needs for a home begins within the ISP team, including service coordinators/case managers (SC/CM's), during the person-centered planning process. The ISP team should encourage advance financial planning and saving by the individual and/or family to cover the costs in a new home.

The DDRB values individuals, along with their families and support networks, making sound, educated choices in meeting needs and wants by utilizing resources in creative ways. SC/CM's need to discuss with the consumer/family/agency the options and opportunities the individual has to secure items for the home. Members of the ISP team must support the consumer's right to make their own personal selections and purchases based on their preferences. For individuals living independently with DMH funded self-directed services, the SC/CM will provide direction and oversight and will perform role of the agency by guiding purchases, reviewing and completing the request form and submitting the form and copies of receipts.

DDRDB Start-up funding is not intended to meet all the needs and wants to furnish a home, it is assistance. The DDRB does not intend to supplant the support of the natural family, other natural supports, contributions, or funding available from the Department of Mental Health to establish and furnish a residence.

Qualified Agency Criteria

An agency new to the DDRB (without a current signed DDRB contract) must initially and annually submit to the DDRB a signed Start-Up Contractual Agreement and Corporate Information.

This information must be received by the DDRB prior to the new agency purchasing start-up/furnishings items and prior to DDRB releasing start-up/furnishings funds. A new agency must review the policies and procedures related to start-up funding.

The signed Start-up Contractual Agreement and Corporate Information is required annually if agency is not submitting the same for other funded services. The requirement for Corporate Information can be waived if the agency is a current vendor of residential services through the Department of Mental Health.

The DDRB reserves the right to meet with the new agency prior to authorizing start-up/furnishings funding to learn about the organization and its services.

Individual Eligibility

Individuals must be residing in or moving into St. Charles County with an active DMH number and Service Coordinator/Case Manager. Individuals must be residing in or moving into a residential living situation with DMH funded residential supports from a qualified agency or with self-direct supports for independent living.

General Information

Start-Up Furnishings List/Reimbursement Request Form

The form is a guide and lists eligible items that may be purchased and reimbursed by the DDRB. Only items on this form can be purchased. **This form is also used to generate the reimbursement payment.** Please complete all the requested information on the form.

Types of Start-up Funding and Eligibility Criteria for each:

Note: effective with this policy revision, the number of roommates living with a person does not effect the amount of start up funds. See DDRB staff for those who have been 'grandfathered in at a higher rate.

A. Initial Start-Up - accessing start-up for the first time

Type	Amount	Eligible Item
ISL/ILA/Companion	\$3000	Any item on list
Group Home/Host Home	\$1500	Items listed in designated column

B. Secondary Start-Up - accessing start-up 7 years after use of initial funds

(includes prior residents of a DMH Habilitation center or nursing center who have lived in community for 7 years)

Type	Amount	Eligible Item
ISL/ILA/Companion	\$1500	Any item on list
Group Home/Host Home	\$1500	Items listed in designated column

Individuals own the items purchased with start-up funding.

Broken items should be repaired when possible or discarded.

Individuals Moving out of a DMH Habilitation Center or Nursing Home:

Individuals who are moving out of a state facility/habilitation center or nursing center are typically eligible for DMH Community Transition funds to assist with purchasing items needed in their new residence; therefore, when DMH Community Transition funds are accessed, the individual is not eligible for DDRB Initial Start-Up funding. These individuals can access DDRB Secondary Start-Up funding after residing in the community 7 years. The agency must confirm the date the individual moved out of the habilitation center. Consult service coordinator or case manager for historical residency information if not certain.

Moves/Roommate Changes:

- Should an individual move out of their living arrangement, individually owned personal items and any items so designated as theirs, when purchased with DDRB funds, should move with the person.
- In the event of a roommate changes or moves, the residential agency and SC/CM will support the consumer to negotiate continued ownership of items with the other individuals in the home.
- Individuals moving into the county supported by an eligible residential agency may request DDRB start-up in anticipation of their move; payments are made once individual actually resides in St. Charles County.
- Being fiscally responsible for St. Charles County tax dollars, once an individual indicates they are moving out of the county, the individual is no longer eligible to access St. Charles County start-up funding. The agency, service coordinator or case manager need to notify the individual/family/guardian of this and not allow submission of additional requests.

Submitting Reimbursement Request:

BE SURE the agency is qualified: See Qualified Agency Criteria. Agencies are not authorized to begin purchasing until contract and Corporate Information is received and reviewed. DDRB staff will contact the agency with authorization to proceed.

Verify Start-up funding Available and Residency: *Know your individual's available start-up balance before you make purchases.* The Agency is responsible for contacting the DDRB to verify startup funding eligibility/availability and balances for their customers.

The agency is also responsible for verifying if the individual previously resided at a DMH/State funded facility (habilitation center) or nursing center. This must be verified on the request form along with the date of their move into the community. Processing of requests will be delayed if this information is not completed on the request form. Note: if individual moved out of a Habilitation Center or Nursing Center within 7 years, the request for reimbursement will be denied.

Make Purchases:

- Typically the agency will utilize a purchase order or credit card to pay retailers for purchases.
- Start-up Policies and Start-up/Furnishings List/Reimbursement form must be given to consumer, family members or staff who may be coordinating or assisting with the purchasing of items.
- The individual needs to participate in the selection and purchasing of items for their home.
- All items purchased and submitted for reimbursement must be listed on the DDRB Start-Up/Furnishings List and Reimbursement Request form.
- DDRB encourages comparison shopping before purchasing to maximize the use of the funds, and prefers purchases be made in St. Charles County when possible
- Taxes, delivery fees, fabric protection, extended warranties may be included for reimbursement.

Fill out request form/organize receipts:

- Use one form per individual. **Please list all requested information.**
- The residential agency is to total the amount spent from the receipt(s) for each line item and indicated that total. Attach copies of the applicable receipts for the person listed on the form. All purchases require a receipt, whether thrift store, retail store or on line ordering.
- Indicate on receipt(s) which eligible item it corresponds to on the reimbursement form and if is not clear on the receipt write the name of the product. This enables quicker processing by the DDRB.
- Receipts may be collected over a period of time and submitted together (must submit within one year of the date of the purchase.)

Submit completed Request form and Receipts to DDRB:

The agency submits completed reimbursement request form and copies of all receipts to the DDRB finance department.

If individual is receiving self-directed supports to live independently, the SC/CM is responsible for collecting and organizing receipts and submitting them with Start-up furnishings list and reimbursement form.

Agency Reimbursement:

- The agency is reimbursed for purchases, not the individual or family (unless individual is supported via self-directed personal assistance). Reimbursement is for the actual cost of the items (costs may include sales tax, delivery, protection and warranties if applicable).
- Reimbursement payments are made within the approved invoicing and DDRB payment cycle. Fiscal year deadlines are not applicable.
- If the total eligible amount is not fully utilized, the remaining eligible balance is available for use at a later date. Balances are tracked by DDRB. The individual and agency are also encouraged to track start-up fund balances.

Maintain Records:

Start-up/purchase information should be retained in the individual's records by the agency for future reference. Start-up reimbursement information will be forwarded to the SC/CM for the individual's record.

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Developmental Disabilities Resource Board Supported Employment Transportation Stipend

Policy Origination: June 19, 2003

Revision Effective: July 1, ~~2016~~2017

Revision Approved: ~~December 17, 2015~~November 17, 2016

Policy Reviewed: ~~December 17, 2015~~November 17, 2016

Scope of Supported Employment Transportation Stipend

The DDRB Supported Employment Transportation Stipend is intended to temporarily support the transportation needs of individuals in Supported Employment Services who are underemployed or in jeopardy of losing employment due to the lack of transportation. This stipend is not intended to cover total transportation costs, but to enhance options and opportunities while individuals explore long-term transportation solutions.

Qualifying Expenses:

1. Public transit provider
2. Private transit provider or individual (Cannot reside with the customer)
3. Driver education or related training (Does not include driver skill or competency assessments)
4. Motor vehicle purchase
5. Motor vehicle sales tax
6. Initial motor vehicle licensing
7. ~~Major motor~~ Vehicle repairs, not including: oil change, fluids, filters, tune-up

Eligibility

Individuals residing in St. Charles County who are receiving Supported Employment Services from a **Division of Vocational Rehabilitation (DVR)** vendor are eligible for a lifetime maximum amount of up to \$2,500.

~~Individuals who participate in short-term (0-2 months) job training/assessment may be eligible for reimbursement of public/private transportation services received during the training/assessment period when such training results in employment within 3 months.~~

If the maximum amount allowable is not fully utilized the individual's balance remains available for use at a later time.

Role of the Lead Agency

The supported employment agency, herein referred to as the Lead Agency, is responsible for the following:

1. Educate the customer about the Supported Employment Transportation Stipend program, including its requirements, **as outlined on the Supported Employment Transportation Stipend checklist.**
2. Assist the customer with exploring available transportation options.
3. **Assist the customer to be responsible for obtaining valid receipts and submitting them to their lead agency for reimbursement within 90 day from the date the expense was incurred. Individuals should explore all options (Social Security work incentives, ride shares, etc.) Submit a completed application to the DDRB, attention Transportation Stipend Program for program enrollment and approval.**

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4. Reimburse customers for ~~approved~~ qualifying expenses (see above) transportation expenses.
5. Submit billing to the DDRB within 90 days from the date the expense was incurred.
6. ~~The agency maintains~~ Submit the reimbursement check list and supporting documentation ~~only~~ for all transactions ~~identified as a requirement for submission to the DDRB.~~ for agency onsite review by the DDRB.

General Information

~~The Lead Agency will receive a copy of the approved application from the DDRB before authorizing transportation funds for their customer. No funds can be spent until the lead agency has received an approved application from the DDRB.~~

DDRB payments are made to the lead agency within the current approved invoicing and payment cycle.

~~If the total eligible amount is not fully utilized the individual's balance remains available for use at a later date.~~

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Developmental Disabilities Resource Board Best Practices Conference Program

Policy Origination: October 7, 2015

Policy Revision Effective: July 1, 2017

Policy Revision Approval: November 17, 2016

Policy Reviewed: November 17, 2016

Purpose:

The DDRB encourages provider agencies to develop innovative approaches to meet the needs of individuals with developmental disabilities. The DDRB Best Practices Conference Program is intended to provide funding assistance to designated agency staff, by category of service or overall quality enhancement, to attend conferences that focus on methods and techniques that have consistently proven to have superior results than those achieved by current means.

Since service delivery can vary between agencies that provide the same service, service category workgroups will be established to encourage a team approach. Service category workgroups research and identify the conference to attend. Workgroup members identify the agency representatives to attend the conference. Each member agency is limited to one staff per conference to provide greater agency representation. In addition, having a variety of agency attendees provides opportunities for participation in multiple break-out sessions (if applicable) and encourages dialog amongst the agency representatives to develop new methodologies that improve the lives of individuals with developmental disabilities.

Qualifying Expenses:

1. Conference Registration
2. Lodging
3. ~~Mileage reimbursement~~ Travel expenses, including mileage, vehicle rental and airfare
4. Meals

Eligibility:

The applicant must be an active member of a service category workgroup. Applicants must work in a program/service that receives DDRB General-operational funding or an agency that provides Residential or Day Habilitation services in St. Charles County and receives DMH funding for these services. Individuals must be directly involved in ~~provide-providing~~ these services in St. Charles County.

Conference Criteria:

The conference must be professionally recognized and service category related.

Application:

Applications must be turned in 30 – 90 days prior to the conference start date. The employee's supervisor is required to approve the application.

Submit applications to: DDRB, 1025 Country Club Road, St. Charles, MO 63303, Attention: Program Director.

Approval:

Applications are approved by the DDRB based on eligibility criteria and available funding. Once reviewed by the DDRB, the original application is returned to the applicant with the final funding decision and if approved.

Follow-Up:

Individuals receiving funds must submit to the DDRB, all receipts relating to DDRB expenses and the Conference Feedback form. Individuals attending the conference will be required to

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participate in developing and presenting recommendations for program implementation to the DDRB Program Committee and DDRB Board.

Conference Stipend ~~Program~~ for Individuals and Families ~~Policy~~

Policy Origination: September 12, 1996

Revision Effective: July 1, ~~2016~~2017

Revision Approval: ~~December 17, 2015~~November 17, 2016

Policy Reviewed: ~~October 5, 2015~~November 17, 2016

Purpose:

The DDRB values the strengthening of supports for individuals with developmental disabilities and their families. Individuals and family members are encouraged to participate in conferences and educational opportunities, which are designed toward enabling an individual with developmental disabilities to progress toward normal living or to develop his or her capacity, performance, or relationships with other persons. The Conference Stipend program gives individuals and family members the opportunity to attend trainings and seminars that they might otherwise not be able to attend.

The Conference Stipend Program for Individuals and Families:

- Eligibility:** The applicant must be an individual with a developmental disability as defined in DDRB ~~Funding Guidelines policies~~ or is an immediate family member of an individual with a developmental disability. Agencies requesting stipends on behalf of a group of individuals need to contact DDRB office.
- Event:** Conferences must be sponsored by a professional organization and/or be a presentation by a professional recognized in their field and directly related to the individual's and/or family member's developmental disability.
- Amount:** The individual pays the first \$25.00 for each conference. The DDRB will pay the remaining registration fee, up to a maximum of \$500.00 ~~per-per fiscal~~ year, per person. Fees related to late registration, travel, lodging and other expenses are not covered.
- Approval:** Approval is based on available funding and compliance with the policy. Waiver of the \$25.00 co-pay (based on need) and policy exceptions require DDRB ~~Board~~ Program Committee approval. Applications are considered on a first-come-first-served basis. The fiscal year end invoice deadline is not applicable.

Application for Registration Fee:

Submit completed applications to the DDRB, ~~Conference Stipend Program~~Office, 1025 Country Club Road, St. Charles, MO 63303. A brochure or copy of the brochure from the conference/event must be attached. Application and evaluation forms can be downloaded from DDRB website www.ddrb.org or call the DDRB office at 636-939-3351 to request forms.

Reimbursement:

Requests can be made from 14 – 90 days prior to the event or within ~~30-60~~ days after the event. Approved stipends can be paid by choosing one of the following:

- 1.) The DDRB can write a check payable to the organization hosting the event and send it to the individual making the request. ~~who will in turn send the check along with other registration materials to the conference organizers~~The individual is responsible for mailing the check, their co-pay portion and registration materials to the conference organizers,

OR:

- 2.) The DDRB can reimburse the individual by check for requests received within ~~30-60~~ days after attending the event. An itemized paid receipt from the event organizers must accompany the request to receive payment.

Evaluation follow-up required:

Individuals receiving stipends are required to complete and return an evaluation of the event to the DDRB office within 60 days after the conference. Additional stipends will be contingent upon receipt of evaluations.

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Developmental Disabilities Resource Board

Training Stipend ~~Program Policy~~ for Direct Support Professionals

and their Immediate Supervisors

Policy Origination: December 9, 1999

Revision Effective: July 1, ~~2016~~2017

Revision Approved: ~~December 17, 2015~~November 17, 2016

Policy Reviewed: ~~December 17, 2015~~November 17, 2016

Purpose:

The DDRB values the role of direct support professionals and their immediate supervisors in providing supports to meet the needs of individuals with developmental disabilities. Direct support professionals and their immediate supervisors are encouraged to participate in conferences and educational opportunities that improve their quality of life as well as the individuals they serve. The Training Stipend program gives direct support professionals and their immediate supervisors the opportunity to attend trainings, seminars and classes that are not required as part of their job and that they might otherwise not be able to attend.

The Training Stipend Program for Direct Support Professionals (DSP) and their Supervisors:

- Eligibility: The applicant must work in a program/service that receives DDRB ~~General~~ operational funding or an agency that provides Residential or Day Habilitation services in St. Charles County and receives DMH funding for these services. Individuals must provide these services in St. Charles County.
- Eligibility: DSP The applicant must be a direct support professional whose job responsibilities require at least 85% face-to-face direct support of individuals with developmental disabilities. The staff member must have been employed for one year (full-time equivalent) or 2,080 hours.
- Eligibility: Supervisors The applicant must be an immediate supervisor of direct support professionals whose job responsibilities require at least 25% face-to-face direct support of individuals with developmental disabilities. The staff member must have been employed for one year (full-time equivalent) or 2,080 hours.
- Training Criteria: Training must be professionally recognized and job-related. College credit courses are allowed for individuals pursuing undergraduate studies. The applicant must exhaust employer-based tuition benefits prior to applying for DDRB training stipend funds. Future stipend consideration will be based on course completion with a final grade of C or better.
- Amount: A co-pay of 20% (not to exceed \$25.00) of the registration and related materials are required for each training or class. The DDRB will pay the remaining fee, up to a maximum of \$500.00 per fiscal year per person. Supplies and other expenses directly related to the training may be included.
- Approval: The employee's supervisor must approve the application. Applications are approved based on eligibility criteria and available funding. Additional information maybe requested, as needed. ~~Notification of the funding decision is sent to the applicant within 15 business days of receipt to the location listed in the personal information section of the application.~~
- Payment: Applicants can choose to be reimbursed directly or can request the DDRB issue a check made payable to the organization/educational institution conducting the training. ~~In each instance the DDRB will mail the payment to the applicant within 15 business days of receipt.~~

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Application:

Submit applications to: DDRB, 1025 Country Club Road, St. Charles, MO 63303, ~~Attention: Training Stipend Program~~. Original applications are returned with the final funding decision within 15 days of receipt. Applications are considered on a first-come-first-served basis.

Follow-Up:

Individuals receiving stipends must submit to the DDRB within 60 days of course completion the documentation of their final grade and/or certificate of completion along with the Training Feedback form in order to be reimbursed or considered for future stipend funds.

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Developmental Disabilities Resource Board Emergency Housing Assistance Policy

Policy Origination: July 1, 2010

Revision Effective July 1, ~~2015~~2017

Policy Reviewed: ~~July 1, 2016~~November 17, 2016

Scope of Emergency Housing Assistance Program

The DDRB provides funds to assist individuals with developmental disabilities and families with a child with a developmental disability to prevent homelessness or displacement. The availability of these resources ~~will~~ allow individuals and families with developmental disabilities to receive assistance with rent and utility deposits; rent and mortgage payments; utility payments, moving expenses and other expenses to establish a household unit. Individuals and families will be connected to other local community services and resources to help sustain their independence. This program is designed to provide emergency/temporary assistance and not yearly ongoing assistance.

Eligibility

Individuals must have active case management services through Missouri Department of Mental Health Division of Developmental Disabilities and be a current resident of St. Charles County. Individuals and families must meet the annual income guidelines according to the AMI (Average Median Family Income) for St. Charles County. Individuals and families cannot have a **combined** annual household income above 50% of the AMI with deductions for eligible family members. Families with a dependent **may deduct from the annual total** an additional \$480 for each dependent and an additional \$400 for ~~a~~**each** family member with a **developmental** disability.

Guidelines

1. Applications are obtained through and submitted by the individual's case manager or service coordinator **by DMH or DDRB**. ~~If an individual and/or family member has a case manager from DMH or DDRB his/her case manager will complete the EHAP Application. If an individual or family does not have an active case manager the DDRB administrative staff will provide assistance with completing the EHAP Application.~~
2. Supporting documentation of income and expenses must be included with the application to verify and ensure accuracy of the application.
3. All payments will be made directly to the vendor and not the individual applying for funds.
4. Individuals and families are eligible for a maximum of \$1200 per fiscal year- starting July 1 and ending June 30 each year. Each individual/family has a lifetime maximum of \$3600. Recipients prior to July 1, 2015 are eligible for the revised lifetime maximum.
5. Individuals and families are referred to community resources to meet ongoing support needs such as Missouri Division of Vocational Rehabilitation or the Missouri Job Center for employment services North East Community Action Corporation for utility assistance, independent living services, etc.

Reference Forms:

[DDRB Application Instruction Sheet](#)

[AMI \(Average Median Family Income\) Reference Sheet](#)

Emergency Housing Assistance Program Application

~~AMI (Average Median Family Income) Reference Sheet~~

~~DDRB Application Instruction Sheet~~

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Developmental Disabilities Resource Board FY18 Application Timetable

November 17, <u>2016</u>	<u>FY18 Application</u> /Priorities/Policies Approved
December <u>2, 2016</u>	<u>FY18</u> Funding Manual Posted on Website
January 19 December <u>7, 2016</u> 2:00pm <u>10:00am</u> (experienced staff/agencies); 3:00pm <u>11:00am</u> (new staff/agencies)	Kick-Off Meeting (not mandatory) Location: DDRB Office
Or January 21 December <u>13, 2016</u> 10:00am <u>2:00pm</u> (experienced staff/agencies); 11:00 am <u>3:00pm</u> (new staff/agencies)	Kick-Off Meeting (not mandatory) Location: DDRB Office
February 1, 2016	Corporate Information Due from Agencies
<u>January 17 to February 24, 2017</u>	Agencies meet with Program Director and Finance Director
March <u>3, 2017</u> at 4:00 p.m.	<u>Letters of Intent for Pilot Projects Due</u> (Paper Submission)
March <u>3, 2017</u>	<u>ALL Applications Due</u> (DDRB Portal)
April 1, 2016<u>2017</u>	Public Summary of Funding Requests Available
April (<u>3-7</u>), 2016<u>2017</u>	Board Kick-Off Meeting: Date, time and location to be announced.
April <u>20, 2017</u> at 7:00 p.m.	<u>FY18</u> Budget Public Hearing Location: DDRB Office
April <u>10</u> through May <u>5, 2017</u> (2 hearings and 1 working session)	Agency Hearings/Working Session
May <u>1, 2017</u>	Summer Programs-Revised Requests Due
May <u>18, 2017</u>	<u>FY18</u> Budget Approved: Operations and Capital/One-Time

DDRB FY18 Timetable/Priorities

FY18 Renewal Application

Funding Priorities:

Market Rate Adjustment (MRA) The DDRB intends to provide a MRA on existing contracts, if possible. More information will be provided after the January Board meeting.

CRITICAL NEEDS: Renewal applications requesting growth need to 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.

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.

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

Pilot Projects See current strategic plan for priorities. If an agency has identified a **critical need**, or a new pilot project, and is interested in applying for funds for a pilot project, a letter of intent (including an impact statement) must be submitted by 4:00 p.m. on March 3, 2017. **Agencies submitting Pilot Project requests are required to meet with the Program Committee.**

Name of Person Submitting Info: _____

Phone No: _____

Developmental Disabilities Resource Board of St. Charles County Corporate Information (for Application for Funds)

Please complete the following:

Agency Name	_____	Phone	_____
Address	_____	Fax	_____
	_____	TTY	_____
Agency Executive Director	_____	Email	_____
Vice President	_____	Email	_____
Director of Operations	_____		
Financial Contact Person	_____	Email	_____
Agency Board President	_____		

The DDRB maintains a permanent documents file for each funded agency. The following records are in your file. If a more current version is available please include the update with the corporate information packet.

	On file with DDRB	Update Included (please circle)	
Agency By-Laws	_____	Yes	No
Articles of Incorporation	_____	Yes	No
Certificate of Corporate Good Standing	_____	Yes	No
<u>Licensing Certificate</u>	_____	<u>Yes</u>	<u>No</u>
<u>Certification(s)</u>	_____	<u>Yes</u>	<u>No</u>
Accreditation Certificate(s) & Report	_____	Yes	No

The following documents should be updated annually.

Please submit one copy of revised documents/missing documents listed below.

	On file with DDRB	Update Included (please circle)	
Board Roster	_____	Yes	No
Mission Statement and Strategic Plan	_____	Yes	No
Most Current Audit	_____	Yes	No
POS Services: Unit Cost Reports	_____	Yes	No
Audit Management Letter	_____	Yes	No
IRS Form 990	_____	Yes	No
Annual Report (if applicable)	_____	Yes	No
Liability Insurance (to include a blanket fidelity bond)	_____	Yes	No

This completed form and all documents are due to the DDRB by: January 31, 20176.

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Distribution List Contacts

DDRB Contact Information

Yes No

Yes No

This completed form and all documents are due to the DDRB by: January 31, 20176.

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Developmental Disabilities Resource Board Application for Funds (AFF) Renewal Application

Program Narrative Instructions

Revision Effective: July 01, ~~2016~~2017

Policy Reviewed: ~~February 18, 2016~~November 17, 2016

The streamline application is targeted at programs with no major changes within program design or service delivery from the prior years' service.

Program Narrative Instructions

1. Complete the following information on each program for which funding is requested.
2. Write a narrative that includes information as outlined in each of the categories listed below. The questions provided are to be used as a guideline to complete each section.
- ~~2-3.~~ The Renewal Application must be submitted using the agency portal.

A. Outcome to be Achieved:

Identify the overall outcome of this program.

B. Description of Program:

Describe the service ~~you~~ provided and whom ~~you~~ it serves.

C. Timeframe Parameters:

Provide context for when the program will occur. Examples include: year-round, summer, Monday-Friday, weekends, etc.

D. Targeted Number of Customers to be Served:

Describe total number of customers to be served. Include how this number will be reported on semi-annual program and financial reports. Examples include: number served per session, duplicated, unduplicated, etc.

E. Population Served Parameters:

Describe who will be served including age and any other relevant program criteria.

F. Location:

Provide the location where the service(s) are provided, including type of facilities or specific locations.

G. Is the program provided in an inclusive environment?

Select Yes or No.

H. How do customers enter the program?

Describe how customers access the program. Examples include: Case Manager refers customer to the program, customer accesses the program by calling the agency directly, etc.

I. Is a case management status of "active" required?

Select Yes or No.

J. Is transportation provided? If yes, please explain.

If yes, describe how transportation is provided. Examples include: Yes, door to door; Yes, meet up in commuter lot; Yes, to activity; etc.

Performance Targets

K. Identify 1-3 priority targets in which the DDRB will invest.

Targets define success for the program. A performance target represents a change for the customer. It is always defined in terms of the customer, not in terms of your activities. Your targets should reflect how the program 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. Performance targets are bound in time (when will the intervention and change occur?). **Targets are stated in measurable terms.** Please keep in mind that not all customers served will reach your intended target(s). Each outcome must have targets; the goal is to achieve them within the fiscal year.

L. Verification of Targets

Describe how you confirm your targets have been reached?

Verification simply asks you to explain how you will know that you have or have not reached projected targets. What are your measurement tools? Whom does the information come from? Include samples of surveys, etc.

M. Milestones

List the critical customer milestones people need to reach so that you know you are on course to achieving the performance target. Each performance target must include milestones. Effective programs and their investors need a way to track progress to ensure that an initiative is on course to reach its performance target. They also need something to prompt timely course corrections if they find they are off-track. The target hinges not on the agency's actions but on those of the customer. Milestones focus on the customer and represent those critical points of accomplishment that they will reach. These behaviors can be defined sequentially. First, the customer does this... and then... and then. Step into the customer's shoes and define, for your program, the important customer milestones you are looking for. Milestones are connected to your performance targets. They are the steps to the target. Each performance target must include milestones.

You will be required to report on the progress of your milestones. (See Program Report Format) While targets are created as results to be achieved that indicate success for a program, milestones can be changed and reworked.

N. Billable Unit Definition:

Provide a detailed description of billable activities and duties.

~~**O. Capital/One-Time Funding:**~~

~~If the agency is requesting capital items as outlined in the Capital Funding Policy, a general description of capital needs for each program for the fiscal year are to be included within this narrative. Describe how the capital needs will meet the intended targets for each program.~~

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~~General capital needs for administrative, or equity investment for this fiscal year are to be included within this narrative and should describe how the capital needs relate to the targets for the programs.~~

Financial ~~Instructions~~Application

~~For each program, submit one copy of the Financial Application Worksheet. Instructions and the form are available on the agency portal. This form must be submitted using the agency portal.~~

Funding Justification

~~For each program with a request that does not meet the annually established priority guidelines, a Funding Justification Form is required. Instructions are available on the agency portal. This form must be submitted using the agency portal.~~

Board Resolution

~~Each agency is required to submit a Board Resolution for all funds being requested by the agency. Each program should be listed on a separate line with the amount requested for each program. The Board Resolution should also include any capital requests. The resolution must be submitted using the agency portal upload feature.~~

Capital Request

~~Each agency requesting capital funding is required to submit a Capital Request Form. For more detail please refer to the Capital Funding Policy. This form must be submitted using the agency portal.~~

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Developmental Disabilities Resource Board

Funding Justification Form

(Required for any programs not meeting the annually established priority guidelines)

Fiscal Year: 2018

Agency Name:

Program:

Current Budget:

Requested Budget:

Reimbursement Grant: Current % of total budget

Requested % of total budget

Purchase of Service: Current Unit Rate/# of units

Requested Unit Rate/# of units

1. Describe the reason for the need of increased funding.
2. Describe the proposed approach or solution to address the identified need for increased funding.

3. Describe the desired outcome that will be achieved by receiving the increased funding.

3-4. Impact Statement – What would the impact be if increased funding was not received?

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Developmental Disabilities Resource Board Pilot Project Policy

Policy Origination: July 1, 2000

Revision Effective: July 1, ~~2016~~2017

Revision Approval: ~~December 17, 2015~~November 17, 2016

Policy Reviewed: ~~December 17, 2015~~November 17, 2016

A Pilot Project is defined as a new program or service in St. Charles County 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 three year 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 is considered.

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Developmental Disabilities Resource Board Letter of Intent Pilot Project

Agency: _____

Contact Person: _____

Project Name: _____

Estimated Total Project Cost: _____

Estimated DDRB Share: _____

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

E. Three ~~Year~~ projection ~~Projection~~ of ~~income~~ Income and ~~expenses~~ Expenses

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Developmental Disabilities Resource Board

Application for Funds (AFF)

New Application

PROGRAM NARRATIVE INSTRUCTIONS

Revision Effective: July 01, 2017

Policy Reviewed: November 17, 2016

This format is to be completed by new agencies (not previously funded by the DDRB) or for new programs.

New Application Instructions

1. Complete the program information for each program which funding is requested. [This is submitted on the agency portal.](#)
2. Write a narrative that includes information as outlined in each of the 9 categories (A-I) listed below. The questions given are to be used as a guide to complete each section.
3. Complete the financial information for each program which funding is requested. [This is submitted on the agency portal.](#)
- 3-4. [Complete a Board Resolution and submit using the upload feature on the agency portal.](#)

Program Narrative Instructions

A. History/Guiding Philosophy --

Discuss the history of this program/service.

(This section History/Guiding Philosophy applies to new agencies only).

How long have you been providing the service? How many customers overall do you serve within this program? How many staff do you have providing support to your customers? What is your philosophy/vision for this program? What is your agency mission? What agency values are reflected within this program?

B. Program Design –

Describe the essential elements of your program design

Delivery Model: Describe, step by step, the process your customer goes through while in your program. Describe how the service is delivered to your customer. What are your customer's behaviors that your program has an effect upon? What is changing for those you serve as a result of your intervention? Describe your program or service as a product with certain features and characteristics uniquely fitted to your customers. The value of this perspective is that the product connects to the customer who is to gain from it.

Intensity/Duration

Describe the intensity and duration of your service. How often do you work with your customers and how long? Are services more intensive up-front then faded out?

Alternatively, are they intensive throughout?

Comparative Advantages vs. Similar Options. What makes your program unique? What are the specific core features that describe the "product" for your customer that are different from other products offered?

Need for the Program

Demonstrate the need for your program. Look at the elements of creating a marketing plan for a product or service. Gather actual data to demonstrate the need.

Critical Issues; Short/Long Term

Identify what your barriers are to providing the service. It may be lack of flexible funding, transportation issues, or a new trend. Some issues may be short term and others longer term.

Person Centered Planning

How will you ensure that what you do is included in your customer's person centered plan, and/or Individual Education Plan or Individual Family Service Plan?

C. Description of Customers:

Describe your customers by the characteristics and attributes which are relevant to program implementation

Who are the customers for the program? Customers are the persons who directly interact with your organization's product and its implementers. They are the people whose lives you are trying to change. They are the people who are the subject of your performance targets. Think about your customers in terms of what sets them apart from others you might support. Even within the broad population that you are eligible to serve, there are frequently sub-sets of people who are best suited to your particular approach or model of service. Give specific scenarios of typical individual profiles and describe them.

D. Outcomes to be Achieved: -

Identify the overall outcome of this program.

E. Performance Targets

Identify 1-3 priority targets in which the DDRB will invest.

Targets define success for the program. A performance target represents a change for the customer. It is always defined in terms of the customer, not in terms of your activities. Your targets should reflect how the program 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. Performance targets are bound in time (when will the intervention and change occur?). **Targets are stated in measurable terms.** Please keep in mind that not all customers served will reach your intended target(s). Each outcome must have targets, the goal is to achieve them within the fiscal year.

F. Verification of Targets

Describe how you confirm your targets have been reached?

Verification simply asks you to explain how you will know that you have or have not reached projected targets. What are your measurement tools? Whom does the information come from? Include samples of surveys, etc.

G. Milestones

Each performance target must include milestones.

List the critical customer milestones people need to reach so that you know you are on course to achieving the performance target. Effective programs and their investors need a way to track progress to ensure that an initiative is on course to reach its performance target. They also need something to prompt timely course corrections if they find they are off-track. The target hinges not on the agency's actions but on those of the customer. Milestones focus on the customer and represent those critical points of accomplishment that they will reach. These

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behaviors can be defined sequentially. First, the customer does this... and then... and then. Step into the customer's shoes and define, for your program, the important customer milestones you are looking for. Milestones are connected to your performance targets. They are the steps to the target.

H. Key Implementers:

List the key individuals responsible for implementation of the program.

Provide their name and function; briefly describe special skills and experience they bring to the program.

You will be required to report on the progress of your milestones. (See Report Format) While targets are created as results to be achieved that indicate success for a program, milestones can be changed and reworked.

~~I. Capital/ One-Time Funding Requests:~~

~~If the agency is requesting capital items eligible as outlined in the Capital Funding Policy, a general description of capital needs for each program for the fiscal year are to be included within this narrative. Describe how the capital needs will meet the intended targets for each program.~~

~~General capital needs for administrative, or equity investment for this fiscal year are to be included within this narrative and should describe how the capital needs relate to the targets for the programs.~~

~~If the agency will be participating in a National Accreditation Survey for this fiscal year, include within this narrative those one-time needs for the survey as outlined in the National Accreditation Policy.~~

Financial InstructionsApplication

For each program, submit one copy of the Financial Application Worksheet.

Board Resolution

Each agency is required to submit a Board Resolution for all funds being requested by the agency. Each program should be listed on a separate line with the amount requested for each program. The Board Resolution should also include any capital requests. The resolution must be submitted using the agency portal upload feature.

Capital Request

Each agency requesting capital funding is required to submit a Capital Request Form. For more detail please refer to the Capital Funding Policy. This form must be submitted using the agency portal.

**DEVELOPMENTAL DISABILITIES RESOURCE BOARD OF ST. CHARLES COUNTY
CONTRACT TO PURCHASE AND PROVIDE SERVICE
WITH**

AGENCY NAME

THIS CONTRACT, made and entered into this 1st day of July ~~2016~~2017, by and between the Developmental Disabilities Resource Board of St. Charles County, a government body organized pursuant to Sections 205.968 through 205.972 of the Revised Statutes of Missouri, hereinafter referred to as "**BOARD or DDRB**" and **agency name**, a not for profit Missouri corporation, organized and operated under the provisions of Chapter 355 of the Revised Statutes of Missouri, hereinafter referred to as "**AGENCY.**"

WHEREAS, the BOARD, under the provisions of Section 205.970(3) of the Revised Statutes of Missouri is empowered to contract to provide supports for St. Charles County ~~handicapped~~ persons with developmental disabilities, as defined in Sections 178.900 and 205.968 of the Revised Statutes of Missouri, and for such purposes may expend the tax funds or other funds, and

WHEREAS, AGENCY, has submitted a complete Application for Funds (AFF) to the BOARD detailing the supports or other activities to be provided along with the expected cost to the AGENCY thereof; and

WHEREAS, the BOARD has approved the Application for Funds (AFF) in whole or part as hereinafter set forth.

NOW THEREFORE, in consideration of the mutual promises, agreements and covenants herein contained, and parties hereto agree as follows:

FUND ALLOCATION FOR SERVICES RENDERED BY AGENCY

The AGENCY is expected to seek and use all available alternative funding resources prior to, and after, applying for DDRB funds. The AGENCY shall periodically, upon request, furnish to the DDRB information as to its efforts to obtain such other sources of funding.

1. AFF-Funding Guidelines:— The Funding Guidelines of the DDRB and all funding policies are to be taken as a part of this formal contract. The AGENCY will perform the services and carry out the activities as set forth in the targets and milestones of the Application for Funds. Board approved contract changes (deletions/additions of units or funds, etc) will be sent to the agency via written letter from the Program Director or Finance Director and are considered a part of the agency's contract.

2. Applications For Funds: The AGENCY agrees to, and understands that services performed under this Agreement are limited to the Application For Funds and shall be allocated as follows in Fund Allocation.

23. Fund Allocation:

<u>Description:</u>	<u>Total Funds</u>	<u>Type of Contract</u>	<u>Unit Cost</u>	<u>#Units</u>
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Additional Conditions of Funding: (Indicate 'none' if not applicable)

Automatic Renewal (Summer Programs Only):

This agreement automatically renews for up to two additional one-year periods, subject to appropriation. Should the DDRB fail to appropriate funds in any fiscal year that may be allocated for the payment of this contract, the Agreement will terminate on the first day of the fiscal year for which funds are not appropriated. In that event, the parties will have no further obligations (including any charges otherwise assessed for early termination) after that termination, aside from obligations which are intended to survive any termination of the Agreement.

34. Billing.

For both Purchase of Service (POS) contracts (based upon a mutually agreed to unit rate) and Reimbursement contracts (based on a percent of actual expenditures), the AGENCY agrees to submit the monthly/quarterly invoice to the DDRB.

DDRB authorized operations, equipment purchases or one-time services must be expensed during the fiscal year (between July 1 and June 30) for which they were approved and all final invoices for DDRB payment are to be submitted to the DDRB by close of business August 15.

Requests to 'carryover' funds into the new fiscal year for the same purpose are due in writing to the DDRB by close of business June 1 for DDRB consideration at the June Board meeting.

45. Payment Cycle. Checks will be issued the first and third week of each month. Invoices received ten days prior to the first and third week will be processed and paid.

56. Capital Funding. The DDRB may provide funding for equipment, furnishings, educational materials, renovations/repairs, and AGENCY Accreditation fees. Funding decisions are made on such items in the annual application cycle. Pilot Project funding may also be considered during the annual application process. The current DDRB policy regarding Capital Funding is applicable and follows the above noted payment cycle.

67. Bidding Requirements. An item or purchase, under the program supports capital category, exceeding \$5,000 requires at least three written bids to be obtained by the agency. Copies of bids must be kept until the next DDRB financial review of the agency.

78. Availability of Funds. Payments under this Contract are dependent upon the availability of funds of the DDRB. The DDRB reserves the right to make adjustments in funding based on availability of funds or as otherwise determined by the DDRB.

REPORTING, MONITORING AND MODIFICATION

1. Reporting. The DDRB shall utilize the approved Application for Funds, as submitted by the AGENCY to monitor service delivery and program expenditures. The AGENCY agrees to submit to the DDRB a semi-annual AGENCY Program Report and a semi-annual AGENCY Financial Report (for each DDRB funded program). Semi-Annual Reports-reports for the period of covering the July 1 through December 31 period and are due by the close of business on January 31. The AGENCY agree to submit to the DDRB an end of the year AGENCY Program Report and an end of the year AGENCY Financial Report (for each DDRB funded program). End of the year Reports-reports for the period of July 1 through June 30 are due by the close of business on August 15. If the deadline falls on a weekend the reports will be due by the end of the next business day. Variations to these dates may be requested by the AGENCY and, if so stipulated, are noted on this contract document. Payments will be withheld from an AGENCY if reports designated here are not submitted on time.

2. Audit Report, Management Letter and IRS Form 990. The AGENCY also agrees to submit to the DDRB 1 copy of its annual audit, Management Letter and IRS Form 990 within 6 months after the close of the AGENCY'S fiscal year. AGENCIES with a fiscal year ending December 31, audits, Management Letter and IRS Form 990 are due on June 30. AGENCIES with a fiscal year ending June 30, audits, Management Letter and IRS Form 990 are due December 30. If the deadline falls on a weekend the required documentation will be due by the end of the next business day. The audit must be performed by an independent individual or firm licensed by the Missouri State Board of Accountancy in accordance with generally accepted accounting principles. The audit is to include a complete accounting for funds, by program, covered by this agreement a DDRB program/unit cost audit report must also be submitted, if applicable. The DDRB Finance Director is able to grant exceptions to agencies not able to provide an audit or an audited unit cost after consultation with the Finance Committee, and if so stipulated are noted

on this contract. Payments will be withheld from an AGENCY if reports designated here are not submitted on time, unless otherwise approved by the Board.

3. Monitoring. The Agency agrees to permit the DDRB, or designee(s) to monitor, survey and inspect the Agency's services, activities, programs and client records, to determine compliance and performance with the Contract Agreement, except as prohibited by laws protecting client confidentiality. In addition to the aforementioned, the Agency hereby agrees that, upon notice of forty-eight (48) hours, it will make available to the DDRB or its designee(s) all records, facilities and personnel, for auditing, inspection and interviewing, to determine the status of the service, activities and programs covered hereunder and all other matters set forth in the Contract Agreement.

4. Modification or Amendment. In the event the Agency requests to make any change, modification or amendment to funded services, one-time items, activities and/or programs, a request of the proposed modification or amendment must be submitted in writing to the DDRB for Board approval, if necessary. A Board Resolution must be included with requests when the request includes increasing funds. Requests to the Board must be submitted in writing at least 2 weeks prior to the Board meeting to the DDRB office.

5. Demand for Services. The DDRB must be informed immediately if the AGENCY experiences a substantial increase in the number of individuals requesting services. By substantially increasing the number of individuals it is serving, the AGENCY may be put in the position of requesting a large increase in funding from the DDRB to meet the service need. The DDRB and the AGENCY must plan together if this occurs to determine if funds are going to be available to serve the increased demand, and to determine if the increase in demand is within the priorities of the DDRB. The AGENCY shall not develop a new program or service, or expand an existing program or service for which the AGENCY may at some future time request funding without consulting and informing the DDRB in writing before such a program/service is started.

If the AGENCY provides summer programs that experience an increase in demand after the annual application deadline, the AGENCY may submit an amended application by May 1 to request approval for additional individuals.

OTHER TERMS OF THE CONTRACT

~~1.~~ ~~1.~~ Violation of Client Rights. Any alleged case of a violation of a client's rights in a program funded by the DDRB shall be investigated in accordance with the AGENCY'S policies and procedures and in accordance with the state/federal regulations. AGENCY agrees to notify the DDRB Executive Director of any such incidents that have been reported to the appropriate governmental body and must also authorize the governmental body to notify the DDRB of any substantiated allegations. AGENCIES must comply with Missouri law regarding confidentiality of client records.

~~1.2.~~ Good Standing. The AGENCY agrees to notify the DDRB Executive Director immediately if an agency loses good standing with any of the following entities: State of Missouri, Accrediting and/or Licensing bodies.

2. Discrimination. The AGENCY agrees that it has adopted and will enforce policies and practices to insure that it will not discriminate either in employment or in the provision of services in violation of any applicable federal, state, county or municipal statutes or ordinances.

3. Conflict of Interest. The AGENCY agrees that no member of its Board of Directors or its employees now has, or will in the future, have any conflict of interest between himself/herself and the AGENCY, and this shall include any transaction in which the AGENCY is a party, including the subject matter of this Contract. "Conflict of Interest" as this term is used herein, shall be defined by Missouri law.

4. Board Ownership. If the AGENCY ceases to be funded by the DDRB or ceases to provide programs and services for St. Charles County citizens with developmental disabilities, all capital equipment, materials and buildings purchased with DDRB funds shall be returned to the DDRB in compliance with the

Capital Funding Policy or unless so otherwise approved by a majority vote of the DDRB. In addition, if the agency no longer uses capital equipment, materials, and buildings purchased with DDRB funds for its original intent, the agency will need DDRB approval to re-direct its use.

If an agency chooses not to contract annually with the DDRB all capital equipment purchased with DDRB funds will be reviewed for remaining useful life. If the remaining useful life of the equipment will continue to be used to serve individuals with developmental disabilities it will remain with the agency otherwise it is to be returned to the DDRB.

5. Overpayment

1. **POS Contract** – If the negotiated Purchase of Service rate reflects an overpayment according to an annual audit and DDRB review, the DDRB Finance Committee will review the overpayment utilizing Board approved criteria and may recommend to the full DDRB a repayment and/or a rate adjustment for the current year. If the negotiated Purchase of Service rate is a percentage of the full unit rate the DDRB staff will apply that percentage to the audited unit rate to determine if an overpayment has occurred. If such overpayment has occurred, the DDRB Finance Committee will review the overpayment, utilizing Board approved criteria, and may recommend to the full DDRB a repayment and/or a rate adjustment for the current year.
2. **Reimbursement Contract** – If the negotiated Reimbursement rate reflects an overpayment according to an annual audit and DDRB review, the DDRB Finance Committee will review the overpayment utilizing Board approved criteria and may recommend to the full DDRB a repayment and/or reimbursement rate adjustment for the current year.

6. Failure to Perform/Default. In the event the AGENCY, at anytime, fails or refuses to perform according to the terms of this Contract, as determined by the DDRB, such failure or refusal shall constitute a default hereunder, and the DDRB will be relieved of any further obligation to make payments to the AGENCY as set out herein. The contract will be terminated at the option of the DDRB.

7. Termination. The DDRB or the AGENCY may terminate this contract, with or without cause, provided that either party provides 30 days notice in writing.

8. Standards. The AGENCY will comply with all state/federal certification and licensing requirements and all applicable federal, state, and local laws.

9. Eligible Service Recipients. Individuals with developmental disabilities as defined in Missouri Revised Statutes, and residents of St. Charles County are eligible to receive services funded by the DDRB. The Agency shall not utilize DDRB funds to provide services to ineligible recipients.

10. Indemnification. The AGENCY agrees to hold harmless, defend and indemnify the DDRB for any and all liability for personal injury and or property damage stemming from any acts, negligence, misfeasance or omissions arising out of the AGENCY'S performance of this Agreement. The AGENCY agrees it has or shall obtain liability insurance, including a blanket fidelity bond, in form and amount sufficient as determined by the DDRB pursuant to this clause for indemnification, and that it shall provide the DDRB with documentation evidencing this insurance.

~~**11. Publicity By Agency.** The AGENCY shall comply with the DDRB Publicity By Agency Policy.~~

112. Appeal. If the AGENCY disagrees with a decision of the DDRB, the following are procedures for the AGENCY to appeal a decision by the DDRB:

- a. The Board of the AGENCY must vote in a Board meeting to appeal the decision of the DDRB.
- b. Within 60 days of the DDRB's decision, a letter must be received by the DDRB from the President/Chair of the AGENCY stating the AGENCY'S decision to appeal and a copy of the minutes of the Board meeting stating the vote of the Board to appeal.

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- c. The letter from the President/Chair of the AGENCY must state, in specific terms, the reason(s) for the appeal.
- d. The DDRB will review the appeal and provide a written response within 60 days from receipt of appeal.

123. Term. This Contract commences on the 1st day of July ~~2016~~2017, and remains in effect until the 30th day of June ~~2017~~2018, unless sooner terminated pursuant to agreements contained herein. The laws of the state of Missouri shall govern the interpretation, validity, performance and enforcement of this Agreement.

134. Notice. Any written notice or communication to the DDRB shall be mailed or delivered to the Developmental Disabilities Resource Board of St. Charles County, 1025 Country Club Road, St. Charles, MO 63303. Any written notice or communication to the AGENCY shall be mailed or delivered to:

Agency
Agency Address
Agency City, State Zip

This contract constitutes the complete understanding of the parties hereto with respect to the subject matter and may be modified or amended only by a written instrument executed by the parties.

IN WITNESS WHEREOF, the parties hereunto set their hands:

AGENCY

**DEVELOPMENTAL DISABILITIES
RESOURCE BOARD - ST. CHARLES COUNTY**

By: _____
Agency Representative

By: _____
DDRB President/Date

Title: _____

DDRB Executive Director/Date

Date: _____

DDRB Program Director/Date

Witness: _____

DDRB Finance Director/Date

**DEVELOPMENTAL DISABILITIES RESOURCE BOARD OF ST. CHARLES COUNTY
RESIDENTIAL START-UP CONTRACT
WITH**

AGENCY NAME

THIS CONTRACT, made and entered into this first day of July ~~2016~~2017, by and between the Developmental Disabilities Resource Board of St. Charles County, a government body organized pursuant to Sections 205.968 through 205.972 of the Revised Statutes of Missouri, hereinafter referred to as "**BOARD or DDRB**" and **AGENCY**, a not for profit Missouri corporation, organized and operated under the provisions of Chapter 355 of the Revised Statutes of Missouri, hereinafter referred to as "AGENCY." Any written notice or communication to the AGENCY shall be mailed or delivered to:

AGENCY
Street Address
City, State and Zip Code

WHEREAS, the BOARD, under the provisions of Section 205.970(3) of the Revised Statutes of Missouri is empowered to contract to provide supports for St. Charles County handicapped persons, as defined in Sections 178.900 and 205.968 of the Revised Statutes of Missouri, and for such purposes may expend the tax funds or other funds, and

WHEREAS, AGENCY, will submit a complete Reimbursement Form for Start Up Funds to the BOARD detailing the items purchased along with the proper receipts; and

WHEREAS, the BOARD approves reimbursement in whole or part as hereinafter set forth, as outlined in policy,

NOW, THEREFORE, in consideration of the mutual promises, agreements and covenants herein contained, and parties hereto agree as follows:

FUND ALLOCATION FOR SERVICES RENDERED BY AGENCY

The DDRB agrees to reimburse the agency for startup costs as set forth in the Start-up Reimbursement Request. The DDRB relies on the representations made in the Start-up Reimbursement Request, and said representations are material to the DDRB's decision to fund the start-up costs. The AGENCY is expected to seek and use all available alternative funding resources prior to, and after, applying for DDRB funds. This includes but is not limited to family/individual resources and/or donations. The AGENCY shall, at the time of application, furnish to the DDRB information as to its efforts to obtain such other sources of funding.

- 1. RFP-Funding Guidelines.** As outlined in the Start-up Funding Policy, the Funding Guidelines of the DDRB and all funding policies are to be taken as a part of this formal contract.
- 2. Fund Allocation:** As outlined in the Start-Up Funding Policy.
- 3. Billing.** As outlined in the Start-Up Funding Policy. Requests are limited to the actual/direct cost of the item and cannot include allocation of indirect or administrative costs.
- 4. Payment.** Checks will be issued the first and third week of each month. Invoices received ten days prior to the first and third week will be processed and paid.

~~5. **Bidding Requirements.** Any piece of equipment purchased with funds provided to the AGENCY under this Contract costing one thousand dollars (\$1,000.00) or more shall be subject to public bid in accordance with Missouri statutes. All bids must accompany receipts for reimbursement of such items.~~

56. Availability of Funds. Payments under this Contract are dependent upon the availability of funds of the DDRB. The DDRB reserves the right to make adjustments in funding based on availability of funds or as otherwise determined by the DDRB.

REPORTING, MONITORING AND MODIFICATION

1. Modification or Amendment. In the event the AGENCY desires to request an item not listed in the Start-Up funding policy, a formal request must be made in writing to the DDRB, prior to the purchase of the item.

2. Demand for Services. The DDRB must be informed immediately if the AGENCY experiences a substantial increase in the number of individuals who may request start-up funds.

OTHER TERMS OF THE CONTRACT

1. Violation of Client Rights. Any alleged case of a violation of a client's rights in a program funded by the DDRB shall be investigated in accordance with the AGENCY'S policies and procedures and in accordance with the state/federal regulations. AGENCY agrees to notify the DDRB Executive Director of any such incidents that have been reported to the appropriate governmental body and must also authorize the governmental body to notify the DDRB of any substantiated allegations. Agencies must comply with Missouri law regarding confidentiality of client records.

2. Discrimination. The AGENCY agrees that it has adopted and will enforce policies and practices to insure that it will not discriminate either in employment or in the provision of services in violation of any applicable federal, state, county or municipal statutes or ordinances.

3. Conflict of Interest. The AGENCY agrees that no member of its Board of Directors or its employees now has, or will in the future, have any conflict of interest between himself/herself and the AGENCY, and this shall include any transaction in which the AGENCY is a party, including the subject matter of this Contract. "Conflict of Interest" as this term is used herein, shall be defined by Missouri law.

4. Failure to Perform/Default. In the event the AGENCY, at ~~anytime~~ any time, fails or refuses to perform according to the terms of this Contract, as determined by the DDRB, such failure or refusal shall constitute a default hereunder, and the DDRB will be relieved of any further obligation to make payments to the AGENCY as set out herein. The contract will be terminated at the option of the DDRB.

5. Standards. The AGENCY will comply with all state/federal certification and licensing requirements and all applicable federal, state, and local laws.

6. Eligible Service Recipients. Must be individuals with developmental disabilities as defined by R.S. Mo. 205.968 and or Handicapped persons as defined by R.S. Mo 178.900, and residents of St. Charles County. The AGENCY shall not utilize DDRB funds to provide services to non-St. Charles County residents or perform DDRB services outside of St. Charles County without first consulting and informing the DDRB in writing and receiving approval of the DDRB.

7. Indemnification. The AGENCY agrees to hold harmless, defend and indemnify the DDRB for any and all liability or damages, including but not limited to personal injury and/or property damage stemming from any acts, negligence, misfeasance or omissions arising out of the AGENCY'S performance of this Agreement.

~~8. **Publicity By Agency.** The AGENCY shall comply with the DDRB Publicity By Agency Policy.~~

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- 89. Appeal.** If the AGENCY disagrees with a decision of the DDRB, the following are procedures for the AGENCY to appeal a decision by the DDRB:
- a. The Board of the AGENCY must vote in an open session of a Board meeting to appeal the decision of the DDRB.
 - b. Within 60 days of the DDRB's decision, a letter must be received by the DDRB from the President of the AGENCY stating the AGENCY'S decision to appeal and a copy of the minutes of the Board meeting stating the vote of the Board to appeal.
 - c. The letter from the President of the AGENCY must state, in specific terms, the reason(s) for the appeal.
 - d. The DDRB will review the appeal and provide a written response within 60 days from receipt of appeal.

102. Term. This Contract commences on the 1st day of July ~~2016~~2017, and remains in effect until the 30th day of June ~~2017~~2018, unless sooner terminated pursuant to agreements contained herein. The laws of the state of Missouri shall govern the interpretation, validity, performance and enforcement of this Agreement.

104. Notice. Any written notice or communication to the DDRB shall be mailed or delivered to the Developmental Disabilities Resource Board of St. Charles County, 1025 Country Club Road, St. Charles, MO 63303.

This contract constitutes the complete understanding of the parties hereto with respect to the subject matter and may be modified or amended only by a written instrument executed by the parties.

IN WITNESS WHEREOF, the parties hereunto set their hands:

AGENCY

By: _____
Agency Representative

Title: _____

Date: _____

Witness: _____

**DEVELOPMENTAL DISABILITIES
RESOURCE BOARD - ST. CHARLES COUNTY**

By: _____
DDRB President/Date

DDRB Executive Director/Date

DDRB Program Director/Date

DDRB Finance Director/Date