

Developmental Disabilities Resource Board
Pilot Project

Policy Origination: July 1, 2000
Revision Effective: July 1, 2017
Revision Approval: November 17, 2016
Policy Reviewed: November 16, 2017

A Pilot Project is defined as a new program or service in St. Charles County that tests a 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.

**Developmental Disabilities Resource Board
Letter of Intent
Pilot Project**

Agency: _____

Contact Person: _____

Project Name: _____

Estimated Total Project Cost: _____

Estimated DDRB Share: _____

Strategic Plan Outcome: Describe how this Pilot Project supports the DDRB Strategic Plan

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 of Income and Expenses