

Developmental Disabilities Resource Board

FY14 Application Timetable

December 20, 2012	FY14 Application/Priorities/Policies Approved
January 4, 2013	FY14 Funding Manual Posted on Website
January 9, 2013 (9:00 a.m. - 11:00 a.m.)	Kick-Off Meeting (not mandatory) Location: Community Commons-Spencer Rd. Library
Or	
January 17, 2013 (2:00 p.m. - 4:00 p.m.)	Kick-Off Meeting (not mandatory) Location: Community Commons-Spencer Rd. Library
January 31, 2013	Corporate Information Due from Agencies
January 28 to March 15, 2013	Agencies meet with Program Director and Finance Director
March 19, 2013 at 4:00 p.m.	<u>Letters of Intent for New Projects Due</u> (Paper Submission)
March 19, 2013	<u>ALL Applications Due</u> (DDRB Portal)
April 4, 2013	Public Summary of Funding Requests Available
April 18, 2013 at 7:00 p.m.	FY14 Budget Public Hearing Location: Community Commons
April 1 to April 30, 2013	Board Kick-Off Meeting: Date, time and location to be announced.
April / May / June 2013	Agency Hearings/Working Session *
May 1, 2013	Summer Programs-Revised Requests Due
May / June 2013	FY14 Budget Approved: Operations and Capital/One-Time

* Up to three agency hearings may be scheduled in addition to the Board Kick-Off Meeting, working session and regularly scheduled board meetings.

DDRB FY14 Timetable/Priorities

A. FY14 Renewal Application

Funding Priorities:

Market Rate Adjustment (MRA) The DDRB intends to provide a MRA on existing contracts, if possible. Existing agencies should submit FY14 funding applications with no MRA included. The DDRB will determine the MRA prior to final budget approval in May/June 2013.

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. For services on the DMH waiting list, a summary of Utilization Review Priority of Need scores should be provided with the impact statement.

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

B. New Projects

See current strategic plan for priorities. If an agency has identified a **critical need**, or new project, and is interested in applying for funds for a new/pilot project, a letter of intent (including an impact statement) must be submitted by 4:00 p.m. on March 19, 2013. **Agencies submitting New Project requests are required to have a hearing with the Board.**