

## **DDRB Budget Approval Process**

At its December 18, 2014 board meeting the Developmental Disabilities Resource Board of St. Charles County (DDRB) approved the funding policies and priorities and the application for funds timeline for their FY2016 funding cycle that runs from July 1, 2015 through June 30, 2016.

Funding priorities are established each year by the board. Continuing needed services, addressing unmet needs and the economic outlook are major factors the board must consider when establishing the funding priorities. These priorities help guide the board in its funding decisions and provides current and potential service providers direction for the types of services/programs the board will consider.

For FY2016 the Board established the following funding priorities:

### **Market Rate Adjustment**

If possible, the Board intends to provide a market rate adjustment to agencies submitting renewal applications for supports and services currently funded by the DDRB. The market rate adjustment will be determined prior to the final budget approval in June 2015 and is dependent on available funds.

### **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 purchases. Agencies submitting renewal applications that include a request for growth need to meet this definition of critical need. Agencies must also submit an impact statement detailing the potential negative impact on the individuals, the program and/or the agency, if the request is not funded.

### **New Projects**

The Board will consider new projects that meet the critical need criteria described above. Interested agencies must submit a letter of intent along with an impact statement. New project requests follow the same deadline as those for renewal applications.

### **Priority Service Areas**

Early childhood to school-age services and high school to adult services were identified by the board as priority service areas for potential growth of existing services and/or new program development. These two areas of transition services continue to be a priority focus of the board to provide individuals and their families the information and assistance they need to make informed decisions and plans for their future.

## **DDRB Funding Cycle for FY2016**

### **Agency Kick-Off Meetings**

DDRB staff has scheduled two agency kick-off meetings. The meetings are scheduled for Wednesday, January 14, 2015 from 10:00am-11:30am and again on Tuesday, January 20, 2015 from 2:30pm-4:00pm. Both meetings are held at the DDRB office 1025 Country Club Road, St. Charles, MO 63303. While attendance is not mandatory, agencies are strongly encouraged to attend one meeting. At both meetings staff review the application process, access and navigation of the DDRB Agency Portal, and are available to answer questions.

### **Application Deadline**

Letters of intent for new projects and renewal applications for funds are due by 4:00pm, Tuesday, March 17, 2015.

### **Public Hearing**

In early April a public summary of funding requests is made available for public review. A public hearing is scheduled for Thursday, April 16, 2015 at 7:00pm at the DDRB office to gather public input regarding the services and supports being considered by the board.

### **Agency Hearings**

The board requires an agency hearing for any agency requesting a funding increase, growth of a service or program, or requesting consideration for a new project. Here the agencies are provided the opportunity to directly address the board regarding their requests for an increase and in turn, allows the board to ask clarifying questions. Agencies are notified by the DDRB of their scheduled date and time.

### **Board Working Session**

The board conducts a working session to make final preparations for the FY2016 DDRB Budget. All agencies that have submitted an application for funds are encouraged to have a representative from their organization attend the working session in the event additional information is needed.

### **FY2016 Budget Approval**

Typically the DDRB budget is approved in June at the regularly scheduled board meeting that is held on the third Thursday of each month. The approved budget then takes effect on July 1, 2015.

All meetings are open to the public. Meeting notices are posted to the DDRB website at [www.ddrb.org](http://www.ddrb.org) and can be accessed directly from the home page.