

Agency Funding

Policy Purpose

The following policies describe Adair County SB40 (“the SB40 Board”) guidelines for funding agency requests and the procedures to be followed by agencies making applications for funding.

Interested agencies may access funding policies and application materials at the SB40 Board website or by contacting the SB40 Board office. Applications may be submitted to the SB40 Board office at any time during business hours; however, applications will not be reviewed by the Board until all requested information has been provided (see “checklist” below).

Agency Eligibility

1. The Agency must be registered as a not-for-profit corporation in the State of Missouri. In the case of not-for-profit corporations in existence for a period exceeding one year, the corporation must be recognized as being in "Good Standing" with the State of Missouri.
2. The Agency shall not discriminate in the hiring or employment of staff on the basis of race, color, national origin, sex, religion, familial status or disability.
3. The Agency shall establish and maintain a system of client rights as provided by Chapter 630, Sections 630.110 through 630.200, RSMo, and the Department of Mental Health's rules and regulations.
4. The Agency services shall be available to persons without regard to sex, race, color, creed or national origin.
5. The Agency shall have a Conflict of Interest policy consistent with the Missouri Ethics Commission Chapter 105, RSMo. If a conflict of interest should be identified, a statement of full disclosure should be on record with the Agency.
6. The Agency representatives shall demonstrate that they have a sound financial management system with fiscal management controls and record keeping in accordance with generally accepted accounting principles as promulgated by the American Institute of Certified Public Accountants.
 - *The Agency Application must provide financial information, including a copy of the Independent Financial Audit from the last fiscal year.*
 - *The Agency must be able to document at least a 60 day operational reserve fund in liquid assets*
7. The Agency representatives must demonstrate that they have the programmatic, technical expertise, and facilities to accomplish the Agency's stated goals.
8. The Agency shall meet, at a minimum, those mandatory standards promulgated pursuant to Local, State and Federal statutes. Agencies are encouraged to strive to a level of excellence in service beyond that viewed as minimum/mandatory.
9. The Agency and/or its services must be located within Adair County.

Any agency submitting a request for funding will be notified in advance of the date of the ACSDD Board meeting where the agency’s application will be reviewed so that the agency may send representatives to the meeting to answer questions and provide further information regarding their request.

Project/Service Eligibility

1. Target population for proposed projects or services must be individuals with developmental disabilities or who qualify as persons with disabilities as defined:

"Developmental Disability" - shall mean either or both paragraph (A) or (B) below:

A. "A disability which is attributable to intellectual disability, cerebral palsy, autism, epilepsy, a learning disability related to a brain dysfunction or a similar condition found by comprehensive evaluation to be closely related to such conditions, or to require habilitation similar to that required for intellectually disabled persons; and,

1) Which originated before age eighteen; and,

2) Which can be expected to continue indefinitely." (RSMo 205.968 to 205.972)

B. "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;

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." (RSMo 630.005)

" Person with a disability" - shall mean either or both paragraph (A) or (B) below:

A. "A person who is lower range educable or upper range trainable intellectually disabled or a person who has a developmental disability" (RSMo 205.968 - 205.972)

B. "A lower range educable or upper range trainable developmentally disabled or other disabled person sixteen years of age or over who has had school training and has a productive work capacity in a sheltered environment adapted to the abilities of the mentally retarded but whose limited capabilities make him or her nonemployable in competitive business and industry and unsuited for vocational rehabilitation training" (RSMo 178.900)

2. Target population for proposed projects or services must be residents of Adair County (refer to the SB40 Board Residency Requirements Policy).

3. The SB40 Board may, at its discretion, impose limitations with respect to individuals to be served and services to be provided. Such limitations shall be reasonable in the light of available funds, needs of the persons and community to be served as assessed by the Board and the appropriateness and efficiency of combining services to persons with various types of disabilities.

4. The SB40 Board reserves the right to establish the conditions of the funding agreement when funding is provided for a project and/or service on a seasonal basis.

Agency Application Process

Interested agencies may access funding policies and application materials at the SB40 Board website or by contacting the SB40 Board office. Applications may be submitted to the SB40 Board office during business hours no less than 10 calendar days prior to the upcoming Board meeting. Applications will not be reviewed by the Board until all required information has been provided.

Any agency submitting a request for funding will be notified in advance of the date of the SB40 Board meeting where the agency's application will be reviewed so that the agency may send representatives to the meeting to answer questions and provide further information regarding their request.

Appeal Procedure

If the agency requesting funds disagrees with the funding decision of the Board, the following procedures are to be used by the agency for appealing such decisions:

- a. The Board of the agency requesting funds must vote in an open session of a Board meeting to appeal the decision of the SB40 Board.
- b. Within 30 days of the SB40 Board's decision, a letter must be received by the SB40 Board from the presiding officer of the agency's Board, stating the agency's decision to appeal, along with a copy of the minutes of the agency's Board meeting minutes documenting the vote of the agency Board to appeal.
- c. The letter from the presiding officer of the appealing agency's Board must state, in specific terms, the reason(s) for the appeal.
- d. The SB40 Board will review the appeal and provide a written response within 30 days from receipt of the letter requesting appeal.

Funding Agreement

All Agency grants approved by the SB40 Board will be detailed in a written Funding Agreement delivered to the Board of Directors of the requesting Agency. The Funding Agreement shall include the terms and conditions of the grant. Terms and conditions will include the date by which the funds must be utilized, what the funds may be utilized for and the conditions for which unused funds must be returned the SB40 Board. Disbursement of grant funds approved will occur in accordance with the Funding Agreement upon return of the signed Funding Agreement accepting the terms and conditions of the grant.

Reporting & Monitoring

In order to ensure that the SB40 Board is carefully and effectively investing taxpayer dollars in services that demonstrate a positive impact on the lives of those they serve, the Board collaborates with agencies to enhance agency and project performance. Through processes of self-assessment, appreciative inquiry, and thought partnership, the Board and its funded grantees: 1) ensure that grantees and projects are demonstrating the SB40 Board's standards, 2) identify and share promising practices, and 3) build our collective capacity. Funded projects will be assessed and progress reports submitted to the SB40 Board in accordance with the Terms and Conditions of the Funding Agreement related to the grant. Such reporting requirements may include budget variance analysis, financial projections, detailed expense reports, service utilization data, demands for services, waitlists, successes, challenges and data documenting outcome measurement. Self-Assessment by the Agency will be reviewed by the SB40 Board for each funded project, and will be used by the Board to ensure project standards and terms of the Funding Agreement are met. For specific information regarding the reporting and monitoring requirements of the grant, the Grantee should refer to the Funding Agreement.

The SB40 Board or designated staff may visit the grantee operations to observe the funded project(s).

Unused Funds

Any funds unused at the end of the grant period will be returned to the Adair County SB40 Board.

In the case of the dissolution of the funded grantee within 24 months of grant distribution, the grantee agrees to reimburse the Grantor for dollars granted in cash payment or through proceeds generated from the sale of Grantee assets. The amount to be reimbursed will be prorated according to time lapsed following distribution of the grant. 100% of funds will be returned if dissolution occurs within 12 months of disbursement; 50% of funds will be returned if dissolution occurs after 12 months and before 24 months of grant distribution.

**Adair County SB40 Developmental Disability Board
AGENCY APPLICATION FOR FUNDING**

CHECKLIST

The following items should accompany any applications for agency funding through the Adair County SB40 Board.

Forms:

- () Completed Agency Application for Funds
- () Signature of Board Chair to authorize application for funding (on application form)

Corporate Information:

- () Board Member List
- () Copy of Agency By-Laws
- () Certificate of incorporation as a non-profit
- () Copy of Agency charter

Agency Financial Information:

- () Copy of Current Year operating budget
- () Copy of Proposed operating budget
- () Copy of most recent report on Income and Expenses
- () Copy of most recent Balance Sheet
- () Copy of Audit from last full fiscal year

Please return completed application and all accompanying documents to the ACSDDDB at least 10 work days prior to the next scheduled board meeting.

Adair County SB40
314 E McPherson
Kirksville, MO 63501