

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

CHECKLIST

The following items should accompany any applications for agency funding through the ACSDDB.

Forms:

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

Corporate Information:

- (X) Board Member List

Agency Financial Information:

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

Please return completed application and all accompanying documents to the ACSDDB at least two weeks prior to the next scheduled board meeting.

Adair County SB40
314 E McPherson
Kirksville, MO 63501

**Adair County SB40 Developmental Disability Board (ACSDDDB)
AGENCY APPLICATION FOR FUNDING**

A.

Legal Name of Requesting Agency:		
Name: Learning Opportunities/Quality Works, Inc.		
Address: 201 North Locust Street, P.O. Box 254		Phone: (573) 735-4282
City: Monroe City	State: MO	Zip: 63456
E-mail: whays@loqw.com		Website: www.loqw.com

B.

Board Chair: Mary Kendrick (Human Resources Manager, Manchester Tank)		
Address: 2770 Laredo		Phone: (573) 248-6916
City: Monroe City	State: MO	Zip: 63456

C.

Agency Director: Wendy Hays, Executive Director		
Address: 201 North Locust Street, P.O. Box 254		Phone: (573) 735-4282, ext. 110
City: Monroe City	State: MO	Zip: 63456

D.

Total Amount of Funds Requested from ACSDDB: \$6,450.00
Funding Period: FROM May 1, 2018 TO June 30, 2018

E.

<p>General purpose for which funds are requested:</p> <p><input type="checkbox"/> Establish a new program or service</p> <p><input checked="" type="checkbox"/> Expand an existing program or service</p> <p><input type="checkbox"/> Maintain an existing program or service</p> <p><input type="checkbox"/> Other (Specify) _____</p>
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F.

Present annual budget of requesting agency	\$2,873,600
Cash reserves on hand	\$360,000
Amount necessary to maintain six (6) month reserve:	\$1,400,000.00 (approximate)
Based on total expenses from most recent fiscal year including capital expenses but not depreciation.	

G.

History and background of requesting agency is required of all agencies not previously funded. Attach narrative description of agency's mission, past and present programs, individuals served, statistical/anecdotal evidence of success, etc., if not already submitted for prior funding.
Previously funded? <u>Yes</u> No
Please also see updated Agency Resume attached.

H.

List grants previously funded by ACSDDDB:
Youth Exploration for Success (YES Summer Program) – This program continues and is now operated by the Adair County SB40 Board.
Job Clubs in local schools – These will continue to be provided, starting up again this Fall for school year 2015/2016.
Vehicle for Community Skills Program – This vehicle continues to be located in Kirksville and is utilized daily to provide services to Adair County residents.
CPI Trainer Certification – We partnered with the Adair County SB40 Board to train their Summer Program staff and we continue to maintain current CPI certifications of all LOQW personnel.
SET-works – This funding was used to support the initial purchase and implementation of SET-Works, a web-based application for managing human services. Our transition into electronic documentation continues to grow. SET-works has allowed us to improved efficiency of services and our SET-works “team” continues to work to make improvements that improve our ability to support our customers. LOQW recently expanded its use of SET-works to include all personnel records as well.
Local Match for Vehicle for Kirksville & Adair County Area –Vehicle continues to be located in Kirksville and is utilized daily to provide services to Adair County residents.

Accessible Ramp & Pad for Kirksville Office and Conference Room upgrades –

Building improvements have greatly improved accessibility into our building for individuals and family members, community partners, and others. Conference Room upgrades have helped us improve communication and training with the Kirksville team, allowed us more efficiently connect Kirksville with other locations via WebEx and other similar programs. It has also created a space usable for meeting with individuals and families supported by the organization and Adair County SB40 Board.

I.

Describe the need or problem to be addressed by proposed project, and the anticipated goals and outcomes. Include applicable statistics and examples.

Attach separate page if necessary.

LOQW is requesting funds to support certification of two staff in Workplace Supports employment training. Certification in an approved employment training is required by the Missouri Department of Mental Health (DMH) for those providing DMH funded employment services. This training package is approved by both DMH and Missouri Division of Vocational Rehabilitation (DVR).

LOQW plans to utilize a curriculum developed and tested by the Inclusion Coalition for Employment (ICE). Sponsored by Maryville University, and the SB40 Boards in St. Louis City and County as well as Jefferson and St. Charles Counties. This material was adapted from original materials developed by Darla Wilkerson of The CSI Network in partnership with University of Missouri's former TACE center.

This training is designed as an introduction to workplace supports and is developed and maintained by Maryville University in St. Louis to include best practice information pertaining to workplace support delivery which includes relevant information on the history of employment, facilitating natural supports, teaching strategies, and techniques for fading supports and promoting ongoing career planning and development.

This curriculum and having certified trainers on staff will allow us to ensure that we are providing high quality training to our staff, meeting all DMH requirements, and most importantly promoting improved employment and career planning services to the residents of Adair County.

This training will include all curriculum materials and mentoring tools to deliver the 4 part training, provide the follow up mentoring to participants, and documentation required to meet all DMH funding requirements. (DMH requirements include 14 hours of approved classroom training + 6 hours mentoring with a credentialed employment professional. DVR has similar requirements so this will also meet compliance to deliver their

services.)

The classroom training includes the following 4 modules:

Session #1: History (3.5 hours)

Session #2: Natural Supports (3.5 hours)

Session #3: Teaching Strategies (3.5 hours)

Session #4: Fading and Continued Career Development (3.5 hours)

The mentoring piece involves face to face time with a certified employment professional to review and practice implementation of the training, problem solving, and networking with other employment professionals.

LOQW anticipates training 40 to 50 new employment professionals a year. These numbers are an estimate based on past need and depend on locally hiring and turnover rates as well as interest from other local organizations in this training.

LOQW is willing to open up the classroom training piece to other providers in the area. We will not provide the mentoring piece to those organizations that are direct competitors of LOQW at this time as that would be sharing proprietary information. However the classroom training would be an environment that would promote cross learning between organizations which would only benefit the people served by ACSDDDB and us all in Adair County. LOQW would be happy to help connect the other organizations with other potential mentors in other areas if requested.

LOQW is requesting the funds outlined in the budget in Section K to fund the initial certification of 2 trainers. This "train the trainer" session will allow us to continue to meet the training requirements of the funding agencies and ensure that the information is of the highest quality and makes sense for our local workforce by delivering it ourselves. LOQW would like to tentatively plan this train the trainer session of Workplace Supports for mid May 2018.

J. Information regarding individuals to be served:

1) Number of persons with developmental disabilities from Adair County presently served in existing program (if applicable): 53.

2) Number of additional persons with developmental disabilities from Adair County to be served in new or expanded program: 0 additional individuals - No new consumers served / will serve all existing customers and new referrals as they arrive.

3) Prospective ages of persons with developmental disabilities from Adair County to be served by this existing/new/expanded program:

 0 – 4 5 – 15 16 – 20 21 – 55 56 – older

K. Please list all anticipated sources of funding for this project and the amounts requested from each source.

Source of funding	Amount of funding requested	Prospective or committed?
ACSDDDB	\$5,000.00 (ICE Trainers)	Prospective
ACSDDDB	\$450.00 (Mileage)	Prospective
ACSDDDB	\$500.00 (LOQW Trainers)	Prospective
ACSDDDB	\$400.00 (Meals)	Prospective
ACSDDDB	\$100.00 (Building Rental)	Prospective
Total projected funding	\$6,450.00	

I affirm that I have reviewed this report and to the best of my knowledge, the information furnished is true, correct and complete. My signature below authorizes this application for funding through the Adair County Senate Bill 40 Developmental Disabilities Board.

Mary Kendrick Date: 4-2-18
Signature of Board Chair

WJ Date: 4-2-2018
Signature of Executive Director