Partner Funding Manual FY2027

EASTERN REGION
ALLIANCE

ST. LOUIS OFFICE FOR Developmental Disability Resources

DDRB
Developmental Disabilities Resource Board of St. Charles County

Developmental Disability Advocates
Connecting Individuals with Resources

PLB
PRODUCTIVE LIVING BOARD

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1 BACKGROUND

1.1 PURPOSE OF PARTNER FUNDING MANUAL

The Eastern Region Alliance (Alliance) created this Partner Funding Manual (PFM) as a central resource for County Boards and partner agencies. It expresses our commitment to ensuring the best possible outcomes for individuals with developmental disabilities by leveraging our relationships and taxpayer dollars in a unique way. We believe that by having redefined how County Boards partner with each other and with agencies, the community as a whole benefits. To do so, we must capitalize on the collective knowledge and capacity of our own teams and community partners and keep our focus on the people whose success depends upon us. We will do this by learning together, challenging the status quo, sharing our best thinking, and continuously seeking to do better.

This manual frames the principles of the Alliance and serves as the tool we all will use to foster shared understanding and support consistent implementation by the four County Boards. It provides an easily navigated, detailed description of processes for seeking funding, funding requirements, service guidelines, invoicing and reimbursement procedures.

1.2 HISTORY OF SB40 BOARDS

The progress of services to people with developmental disabilities and their families on a local, state, and federal level has consistently originated with the efforts of self-advocates, parents, and concerned professionals and citizens. These efforts ensured opportunities for people with developmental disabilities to fully participate and be included in their communities when a state statute, Senate Bill 40 (SB40), was enacted in 1969 that allowed the citizens of each Missouri county to vote on a property tax levy that would dedicate funding for support services for individuals with developmental disabilities. County Boards that were created as a result of this tax levy became commonly known as “SB40 Boards” after the Senate Bill that created them and will be referred to as County Boards throughout this manual. Pike County was the first county to pass SB40 enabling legislation, adopting it in May 1970.

In 1979, the Missouri Association of County Developmental Disabilities Services (MACDDS) was formed. It provides a forum for counties from across the state, each reflecting their local county voices, to share information, discuss common challenges, and advocate cohesively. All four County Boards in the Alliance are members of MACDDS.

Developmental Disability Advocates’ History

In 1978, the ARC campaigned for and Jefferson County voters passed Proposition S, the "Special Ones" to establish a new property tax to fund services for individuals with developmental disabilities. On August 17, 1978, pursuant to Senate Bill 40, the Jefferson County Court established and appointed the Jefferson County Commission for the Handicapped (JCCH), a board consisting of nine members - four board members related to handicapped persons and five members unrelated, to oversee this new property tax. Through the passage of Proposition S, a 10-cent levy was assessed on each $100 of property evaluated. In 1985, the 10-cent levy was rolled back to six cents as a result of re-assessment, and in 1988 with the passage of Proposition H, the levy was increased by four cents restoring the levy back up to the original amount of 10 cents on each one hundred dollars of property evaluated.

St. Louis Office for Developmental Disability Resources’ History

The St. Louis Office for Developmental Disability Resources (DD Resources) was established in August 1980 by a 66% majority vote in the City of St. Louis. The initial vote allowed for five cents per $100

assessed valuation to be collected. In 1988, the City brought forth and passed Proposition D by a 64% vote to increase the tax rate benefitting DD Resources from five cents to 15 cents per $100 assessed valuation.

Developmental Disabilities Resource Board of St. Charles County History

On February 14, 1977 the St. Charles County Association for Retarded Citizens kicked off a campaign to support passage of a SB40 tax in St. Charles County. On April 5, 1977 the levy passed and the Developmental Disabilities Resource Board (DDRB) was established to provide community-based programs and supports for citizens with developmental disabilities. In 1986, voters approved an increase to the levy, for a total of 16 cents per $100 assessed valuation.

Productive Living Board's History

In 1978 the St. Louis Metropolitan Council on Developmental Disabilities began to work toward the passage of a property tax levy in St. Louis County. On April 3, 1979, St. Louis County citizens approved a 5-cent tax for the purpose of developing an SB40 Board to establish support services for people with developmental disabilities, and the Productive Living Board (PLB) was established. This generated approximately $2.5 million in 1979. In 1989, an increase to the levy was passed, for a total of a 9-cent tax per $100 assessed valuation.

1.3 HISTORY AND VISION OF EASTERN REGION ALLIANCE

Exploration and Discovery

Each County Board is guided by a similar mission focused on supporting people with developmental disabilities, within the framework of the state statutes. Each County Board created an organization with a structure that meets the unique needs of its community. Similarly, each County Board also encountered unique challenges and limitations related to data collection, access to services, management processes, and other core operational needs that created inefficiencies for County Boards and agencies alike. The County Boards funded services to the same target population by supporting many of the same organizations while using similar but not identical tools and processes, which resulted in additional inefficiencies and administrative burdens for agencies.

Building on a history of trusting and valuable relationships amongst the County Boards, the Executive Directors decided to explore innovative ways to address the challenges each was facing. From June through October 2018, the four County Boards that now make up the Alliance embarked on a thorough exploration and discovery process that examined opportunities to align the standards, processes, and tools that support their work.

The exploration and discovery process included rigorous review of guiding documents from each County Board including funding manuals, quality standards, eligibility criteria, funding applications and reporting forms as well as related policies, procedures, and reports. Through an inclusive and collaborative process, the County Boards reviewed and clarified the content of these documents and compared each of their key processes related to consumer eligibility, funding applications, invoicing and reimbursement, quality assurance, and project monitoring.

Results indicated that the County Boards were more alike than not, and the leadership of the organizations believed alignment would be beneficial to agencies and County Boards and that taxpayers would support the creation of new efficiencies. They also determined that to fully realize the benefits of

the alignment and provide the support the County Boards were currently each in need of, an integrated information technology system was required.

Execution of Shared Services Agreement

In January 2019, the Alliance entered into a formal Alignment and Integration agreement that solidified a commitment to alignment and officially launched efforts to establish an integrated technology system and a shared technology team. The integrated information technology system was necessary to provide the support that a truly aligned system, with identical billing and reporting procedures, required. This agreement reflected a spirit of a collective willingness to look holistically at the benefits of a collaboration for the region, while ensuring each County Board could demonstrate its accountability and transparency to the community.

The Alliance designed a comprehensive and collaborative process on an aggressive timeline to align the four organizations' agency-related practices. The processes each County Board had were deeply entrenched in each organization's culture and history, and the decision to "let go" of many of those required painstaking evaluation and discussion. County Board staff met at least once weekly throughout 2019 to reach consensus and develop the tools and processes critical to the FY'21 funding cycle. The Alliance invited agencies to take part in the process along the way to ensure the system that was created was one that enhances their ability to provide quality services and mitigates the inefficiencies and inconsistencies of the past.

Since the formal agreement was solidified by the Alliance, a number of milestones have been reached. The first Partner Funding Manual was finalized in November 2019 and the first Alliance Funding Cycle process, using a single portal-based application, was launched in January 2020. Aligned portal-based Invoicing and Eligibility processes began in August 2020. Joint Partner Review Meetings began in September 2020. Agencies reported on standardized Outcomes and Outputs in August 2021, allowing the Alliance to share the impact of their work in measurable and meaningful ways.

The design, development, testing, and execution of each new aligned process requires unflagging commitment from the Boards, and the patience and support of its partner agencies. With this commitment and support, the Alliance continues to work towards achieving its vision.

Vision

Through the Alliance the County Boards will:

- Address the varied challenges each of the County Boards face in achieving their missions efficiently and effectively;
- Manage technology as a strategic resource to securely unleash the power of data in driving process improvement and decision making;
- Relieve administrative burden and reduce costs associated with the duplicative and/or conflicting standards, policies, and processes that are placed on agencies;
- Create an environment and infrastructure that empowers the County Boards, as well as their funded agencies, to examine ways of operating more efficiently while responding to the unique support needs of individuals with intellectual and developmental disabilities and their families;
- Accelerate progress in measuring and articulating the impact of the services in helping people live empowered, meaningful, productive lives.

Guiding Principles

The purpose of our Guiding Principles is to articulate, affirm, and promote the characteristics of quality services and partnerships, to which we and our funded partners are committed and toward which we strive. These principles will guide our implementation of the Alliance's approach, processes, and tools and will be used to foster reflection and self-assessment for ourselves and our partners.

- People-Focused - We and our partners acknowledge the individuality and dignity of those we serve by including, respecting, and responding to their voices and needs as we plan and deliver our services.
- Culturally Responsive - We and our partners value the unique cultures of those we serve and seek to understand and respect those cultures by supporting people to express their identities freely.
- Well-Founded - We and our partners support programs, processes, and services that are founded on research, best practices, and our own learning. We can articulate the rationale and justification for our approaches.
- Goal-Directed - We and our partners ensure that our work is designed to meet specific, measurable goals and is implemented in the ways necessary to achieve results.
- Continuous Improvement - We and our partners gather, reflect on, and use information to continually learn and improve.
- Thoughtful Stewardship - We and our partners recognize that we are entrusted with taxpayer resources and aim to work in efficient and accountable ways that deliver the best possible return on our investments.
- Forward-Thinking - We and our partners strive to spark and support innovation that responds to the changing needs of those we serve and the changing environments in which we operate.
- Trusting and Trustworthy - We and our partners communicate honestly, presume positive intent, and follow-through on our commitments.

2 FUNDING OVERVIEW

2.1 BOARD PRIORITIES

On an annual basis, each County Board determines the availability of funds to contract for services and may establish annual funding priorities for annual rate adjustments, service expansion, and service development. County Board funding, in most circumstances, is used to reimburse agencies for contracted services and expenditures.

2.2 STRUCTURE OF FUNDING FRAMEWORK

The following framework is a guide for County Board funding decisions and funded project service delivery. Each funded project falls within a Core Service, a Service Category, and a Service Type. The structure allows for differences in services, additional eligibility guidelines, caps/limits, methods of billing and guides projects on reporting outputs, outcomes and indicators as outlined in the Service Guidelines in section 3.4. It also supports the creation of a shared vocabulary and an information technology system – including a portal through which agencies submit funding applications, invoices, and reports online.

Agencies seek funding for their Services, which are each classified within a Service Type, Service Category**,** and a Core Service.

Table 1: Example of Funding Framework

Core Service	Employment	
Service Category	Employment Training	
Service Type	Adult Employment Training	
Services	Talent Connect	Vocational Skills Training

Table 2: Funded Services

Core Services	Service Categories	Service Type
Independent Living	**Community Living** services support individuals with establishing, developing, and maintaining skills needed to live in the community.	**Pre-ISLA (Pre-Independent Supported Living Assistance)** services are time limited and support individuals who currently reside in their natural home to build skills needed to transition to live independently.
		ISLA (Independent Supported Living Assistance) services support individuals to live independently in the community. Supports promote the development of skills for independence so the individual can stay in his or her own residence and access the community.
		Independent Living Assistance Fund (ILAF) reimbursements provide individuals living in the community with furnishings and household items.
		Supportive Housing services support individuals and/or families with long-term housing needs.
Community Connection	**Community Integration** services support individuals in accessing community and social life in self-directed, safe, and inclusive ways.	**Camp** services support individuals to access time-limited recreational and leisure activities.
		Socialization services support individuals to develop and/or maintain relationships and connections to their community.
		Retirement Support services support adults to develop and/or maintain relationships, connections to their community and to maintain health, safety, and fulfillment in their retirement years.

Core Services	Service Categories	Service Type
Community Connection	**Professional Services** are provided by qualified professionals and support the physical and/or emotional well-being of the individual and their caregiver(s).	**Therapy** services support individuals to access qualified professionals for Occupational, Physical, Speech, Equine and/or Behavioral Therapy.
		Counseling services support individuals and families to access qualified professionals to address emotional well-being.
		Adaptive Equipment & Assistive Technology services support individuals and families with accessing equipment, assistive technology, vehicle and/or home modifications that improves an individual's ability to safely and independently navigate home and community settings.
	Support Systems services strengthen the individual's natural and formal support systems.	**Family Support** services support individuals and families through education, training, parent-to-parent connections and linking to community and/or financial resources.
		Childcare services support children who require additional staff support to fully participate in school break programs and before and after school childcare.
		Advocacy services educate and seek to promote equality, rights and respect for individuals with developmental disabilities.
		Education Support services support individuals with gaining the knowledge and skills necessary to understand their own developmental disabilities, pursue personal interests, and build healthy relationships with others.
		In-Home Support (respite) services provide intermittent, short-term relief to the primary caregivers.
		Facility-Based Support (respite) services provide intermittent, short-term relief to the primary caregivers in a setting outside of the natural home.
	Community Transportation	**Community Transportation** services support individuals to access the community through safe and reliable transportation.
Employment	**Employment Training** services support individuals, who may or may not be employed, to develop the skills necessary to obtain and maintain employment in the community.	**Youth Employment Training** services are time limited and support youth who are currently enrolled in school to develop the skills necessary to obtain and maintain employment in the community.
		Adult Employment Training services are time limited and support adults, post high school to develop the skills necessary to obtain and maintain employment in the community.

Core Services	Service Categories	Service Type
	Employment Services support working individuals to develop and maintain the skills necessary for employment and/or advancement.	**Sheltered Employment** services provide a supervised employment option with pay based on productivity.
		Supported Employment services support individuals in competitive, integrated work settings.
	Employment Transportation	**Employment Transportation** services support individuals to access employment through safe and reliable transportation.
Agency Supports	**Agency Supports** fund the development and effectiveness of partner organizations.	**Capital Funding** can be used for equipment or assistance with maintenance or construction of facilities used in the delivery of services.
		General Operating Funding can be used for staff supporting delivery of services.
		One-Time Funding is short term, time limited and project specific.
		Emergency Funding is short-term funding for an agency facing an emergency situation which jeopardizes the continuation of services.

2.3 TYPES OF FUNDING

Purchase of Service

A Purchase of Service (POS) Funding Contract funds a unit rate, typically for one hour of in-person support. Agencies may bill in quarter-hour increments. All services may be provided virtually or by phone unless otherwise stated in the Service Guidelines. Annually, County Boards will review the following in order to establish a unit rate for each funded service:

- The agency's County Board Project budget and unit projections submitted with the Funding Application
- Most recent independent audited unit cost
- Comparison of budget/unit cost for similar services within the region
- Current year's County Board contracted unit rate and actual units provided year-to-date
- Previous years' costs and utilization
- Any other factors that may affect the unit cost

If an audited unit rate review results in a rate that is less than the contracted rate, the County may consider requesting a repayment and/or adjusting the current contracted unit rate.

Reimbursement Grant

A Reimbursement Grant funds a percentage of the actual program expenses incurred or specific line items for services/supports. The cost of ongoing services/supports include expenses/fees directly related to the project as listed in the Project budget. Grant funding requests may be approved with, or without, the requirement to list individuals served on the invoice.

Various Grant Types:

1. **Grant** – a Grant does not have any individuals reported by the agency and typically includes capital or administrative services.
2. **Grant with Individuals – Calculating**. This type of invoice allows the agency to enter the number of individuals on an addendum and the system "calculates" individual amounts by dividing the monthly expended amount by the total number of individuals listed on the invoice.
3. **Grant with Individuals – Non-Calculating**. This type of invoice allows the agency to enter individuals on the addendum and report the exact amount of the monthly expenses for each individual. An example of this type of Grant would be Adaptive Equipment.

Stipends or Reimbursements

Various stipends or reimbursements are available for individuals, families, and/or service providers to attend conferences, and other events related to developmental disabilities and the needs of those with developmental disabilities. See DDRB (section 10.3) and PLB (11.3) Appendices.

3 FUNDING REQUIREMENTS

The Alliance supports an array of services for individuals with developmental disabilities and seeks to collaborate with agencies committed to meeting the needs of individuals in ways that ensure they maintain or increase their levels of independence in their communities. In order to be eligible for funding and to demonstrate the Alliance's Guiding Principles, funded agencies and projects will provide the required documentation and demonstrate the following Standards.

3.1 AGENCY ELIGIBILITY REQUIREMENTS

Eligible agencies are not-for-profit corporations, governmental entities, and for-profit agencies recognized by the state of Missouri. Agencies may submit written requests for exemptions of specific corporate documentation 30 days prior to due date. Alliance finance staff will consider the request and notify the agency of an exemption decision. Corporate documentation exemptions are indicated in the portal.

Corporate Information

Agencies must submit or annually affirm the following with the Alliance Funding Application.
Submit documentation annually:

- Certificate of Good Standing (or print screen from Mo. Sec. of State office)
- IRS Form 990 (not-for-profit agencies)
- Upload Certificate for General Liability Policy and Confirm Insurance Information
- Agency Operating Budget and documentation of Board approval (see section 3.2)
- Cost Allocation Methodologies (see section 3.2)
    - Project Costs
    - Administrative Costs

Affirm that there are no changes or submit changes if applicable:

- Articles of Incorporation
- IRS Determination letter (not-for-profit agencies) or IRS Form W-9 (for-profit organizations)
- Bylaws

Agencies must submit the following annually upon completion:

- Audit (within 180 days of the close of agency's fiscal year)
- Six-month unaudited financial statements including Profit and Loss statement and Balance sheet (see section 6.2)

Board Resolution

Agencies must obtain a signed Board Resolution that authorizes the agency to seek County Board funding and identifies those authorized to sign contracts.

Audit and Audited Unit Cost Report

Agencies funded by a County Board and/or having an outstanding loan from a County Board will have an audit performed by an independent firm or individual licensed by the Missouri State Board of

Accountancy and conducted in accordance with generally accepted accounting principles (GAAP) as outlined by the American Institute of Certified Public Accountants.
The audit report should include:

- A statement of functional expenses;
- A management letter and the agency's response to the management letter if recommendations for improvement are cited;
- An audited unit cost report for all services funded through a purchase-of-service agreement. The report may reflect combined activity for same service in all counties within the Alliance and should include all program costs and all units provided and all direct costs and appropriately allocated indirect costs of units of service provided. POS contracts for less than $75,000 are exempt from completing an audited unit cost report. POS Contracts for less than $75,000 are required to submit an unaudited internal unit cost report.

Audited Unit Cost Report

The audited unit cost represents the actual cost per unit for Purchase of Service (POS) projects during the fiscal year. Guidance on how to prepare the report is provided in the Audited Unit Cost Report/Summary Guidance form located in the Alliance Portal. The report/summary form is intended to:

- Assist the agency in ensuring an Audited Unit Cost Report/Summary is completed in a consistent manner; and
- Define various allowable direct and indirect cost categories; and
- Introduce optional Schedules that agencies may find beneficial.

The report/summary form is available in the Alliance Portal for agencies to use for guidance on the audited unit cost report. It is a schedule that categorizes and summarizes the various cost categories and units involved with a funded service. The form has four optional schedules which provide additional details on the larger cost categories. While not required, the report/summary form and summary schedules clearly define and demonstrate the various components of costs incurred with a funded service. Instructions for using the form are available on the first tab of the form.

Feedback

At least quarterly, County Board finance staff will convene to discuss any questions or observations related to ongoing financial reporting and monitoring. The funding counties' finance staff will collaborate to identify items that require clarification or action and document those in a letter to the agency's Finance Director. Agencies will have 10 days to respond to any findings.

- Reimbursement Grant expenses for ongoing services (not capital or one-time) and in excess of $75,000 will be included in the agency's audit report.

  One of the of the following report options is acceptable:

  - Funded program(s) listed separately in the Statement of Functional Expenses
  - A separate schedule of program expenses included in the audit
  - A cost report by program (same as a unit cost report without the units)
  - An alternate cost report agreed upon by the agency or their auditor

Agencies will submit their audited financial statements within 180 days of their agency financial year-end or project ending date. Requests for an extension to the 180-day due date can be made in writing to the finance staff of each County Board contracted with, prior to the 180th day, stating the need for the extension.

Agencies may request, in writing, a waiver of the audit requirement prior to signing the Funding Contract. If waiver is granted, the exempted agency will submit year-end financial statements signed by their board treasurer.

Certificate of Insurance

Agencies will maintain in full force throughout the contract term, at its own cost and expense, one or more policies of Comprehensive General Liability insurance acceptable to the County Board(s), insuring Agency as named insured and County Board(s) as additional insured (and such other person or persons designated by County Board) against liability for injury or death of any person or persons and damage to property in or about the premises.

Each policy will be issued by an insurer having a minimum Best Rating of B+ and will contain provisions that it cannot be canceled or amended, insofar as it relates to the Premises, without at least thirty (30) days prior written notice to the Board.

Insurance Coverages required for all agencies with minimum coverages to be maintained as follows:

Table1: Required Insurance Coverages

Indemnity	Minimum
Commercial General Liability	$1M per occurrence $2M per aggregate
Auto Liability (Bodily Injury, Property)	$1M per occurrence
Employer Liability (Workers' compensation)	$500k per incident
Building and Personal Property	Replacement cost
Directors and Officers Liability	$1M
Fidelity Bond or Crime	Minimum fidelity or crime insurance coverage limits should be equal to the largest amount of any of the County Board Funding Contract.
Umbrella Coverage	$1M

Additional Insurance Coverages required for agencies with funding over $100,000 from any one County Board include:

Table2: Additional Insurance Coverages Required

Indemnity	Minimum
Business Interruption	1 year loss sustained
Employment Practices Liability	$1M
Fiduciary Liability	$1M
Cyber Insurance	Investigate risk and insure accordingly

Annually, agencies must submit certificate of insurance for their general liability policy that meets the above requirements. An agency may submit a letter requesting a waiver for a required level of insurance coverage. Each County Board funding the agency is to receive the same letter which will specify details supporting the request for the waiver. Each County Board staff will review and submit the letter to their Board for consideration. Each funding County Board must approve the waiver for it to become valid.

3.2 STANDARDS

As reflected in our Guiding Principles, the Alliance strives to be a trusting partner that honors the expertise of agencies while also being a thoughtful steward of the public trust and taxpayer dollars. To this end, the Alliance has written standards to allow agencies' maximum flexibility while exercising the oversight necessary to responsibly steward taxpayer dollars and ensure individuals' health and safety. Standards can include one or more types of requirements:

- Required Documentation - These standards describe what documentation agencies must have (policies, procedures, audits, etc.).
- Required Content - In some cases, the Alliance's standards also describe what those required documents must contain in terms of content areas or specific content.
- Required Practices - In very few cases, the Alliance prescribes specific practices or procedures funded agencies must follow.
- Demonstration of Standards or Principles - Whenever possible, the Alliance has written standards that describe what an agency's practices must achieve without specifying how an agency achieves it.

For a description of how agencies will demonstrate and how the Alliance will assess agencies according to Standards, see section 3.5.

Agency Standards

Agency Standards outline the documentation, policies, and practices that the Alliance requires of all funded agencies.

Agency Policies

Background Checks **-** Agencies will have a Board-approved policy and documented procedures regarding the completion of background checks for all staff and volunteers who will be in contact with individuals served with County Board funds. Background checks must be conducted prior to the start of an individual's work (volunteer or paid) with an agency and then annually thereafter. Agencies will use the Family Care Safety Registry (FCSR) to complete background checks. If the FCSR indicates findings, the agency must request the additional information regarding these findings from the FCSR. Agencies will use the Disqualifying Crimes pursuant to the Missouri Revised Statute 630.170 when determining eligibility for employment or utilization of volunteers. The statute requires that agencies will not employ individuals reported as having engaged in disqualifying conduct.

Individual Rights **-** Agencies will have a Board-approved policy regarding the rights of individuals served. Individual rights will be communicated to all individuals receiving services.

Non-Discrimination in Services **-** Agencies will have a Board-approved policy affirming that the agency's services will be available to individuals without regard to race, color, religion, national

origin, sex, disability, age, military or veteran status, sexual orientation, gender identity or any other factor prohibited by law.

Incidents - Agencies will have a Board-approved policy and documented procedure regarding critical incidents. The policy will outline a clear and systematic method of (a) documentation, (b) notification, (c) investigation and (d) follow-up. The following incidents will be classified as critical incidents: death of an individual receiving services; an injury that results in the hospital admission of the injured person; or an injury requiring medical intervention (greater than minor first aid); report of abuse/neglect; elopement with law enforcement contacted or involved; criminal activity reported to law enforcement involving consumer as perpetrator or victim; fire, theft, or natural disaster resulting in extensive property damage, loss or disruption of service.

The agency will contact the respective County Board(s) when there is an incident involving media and/or law enforcement immediately.

Grievance - Agencies will have a Board-approved policy and documented procedure for receiving, processing, and resolving individual complaints. The grievance policy will be communicated to all individuals receiving services.

Record Retention - Agencies will have a Board-approved record retention policy. Agencies will maintain all County Board funded project documentation, including details of actual expenses, individuals receiving services, and dates of service for seven (7) years.

Legal Compliance

Agencies will comply with applicable federal, state and local laws, executive orders, regulations, and policies governing the funded project, including but not limited to those applicable to conflict of interest, harassment, non-discrimination in hiring, anti-terrorism, and privacy.

Annual Budget

Agencies will establish a documented fiscal year operating budget that is approved by its Board on an annual basis.

Financial Controls

Agencies will demonstrate financial management controls and record keeping, reports, systems and procedures for monitoring the fiscal position of their agency, which are reviewed by its Board. These are to be in accordance with Generally Accepted Accounting Principles (GAAP).

Allocation of Project Costs

Agencies will have a documented process for allocating project costs, which will be reviewed by the Alliance, at least annually.

Allocation of Administrative Costs

Agencies will establish the overall cost of general administration of their organizations. These costs will be allocated through a formula that spreads costs equitably to all cost centers within their agency.

The method of allocating these costs will be documented and should be reviewed annually. Actual administrative costs that do not exceed 15% of the agency's total project expenses may be included in the cost of services reimbursed. Administrative costs should not include fundraising costs.

Publicizing Funding

The Alliance values opportunities to educate taxpayers about how tax dollars, through County Board funding, are being invested in community programs that increase the independence and the quality of life for individuals with developmental disabilities. Identifying County Board(s) as a funding partner acknowledges the community's contribution while educating the public on the quality supports and services available to its citizens with developmental disabilities.

Agencies will acknowledge the County Board(s) as a funding source whenever publicizing funded programs in press releases, articles, media reports, interviews, videos, electronic publications, website, oral and poster presentations, printed brochures, exhibits or other materials.

Project Standards

Project Standards outline the Alliance's requirements for the implementation of funded Projects.

Individual Eligibility Requirements

Qualifying Disabilities

The following summarizes the eligibility requirements for the four County Boards.

- 205.968 - 205.972 RSMo (DD Resources and PLB)
    1) A disability which is attributable to an 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: (1) which originated before age eighteen, and (2) which can be expected to continue indefinitely.
    2) "Person with a disability" shall mean a person who is intellectually disabled who is lower range educable or upper range trainable intellectually disabled or a person who has a developmental disability.
    3) Persons having substantial functional limitations due to a mental illness as defined in section 630.005, RSMo shall not be eligible for services under the provisions of section 205.968 to 205.972 except that those persons may participate in services under the provisions of sections 205.968 to 205.972.

OR

- 630.005 RSMo (DD Advocates, DD Resources, DDRB, and PLB)
  A disability which is:
    1) 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 is
    2) Manifested before the person attains age twenty-two; and
    3) Likely to continue indefinitely; and
    4) Results in substantial functional limitations in two or more of the following major areas of life activities:

a. Self-care - Daily activities which enable a person to meet basic needs for food, hygiene, and appearance; demonstrated ongoing ability to appropriately perform basic activities of daily living with little or no assistance or supervision.
b. Receptive and expressive language development – Communication involving verbal and nonverbal behavior enabling a person to understand and express ideas and information to the general public with or without assistive devices; demonstrated ability to understand ordinary spoken and written communications and to speak and write well enough to communicate thoughts accurately and appropriately on an ongoing basis.
c. Learning – General cognitive competence and ability to acquire new behaviors, perceptions, and information and to apply experiences in new situations; demonstrated ongoing ability to acquire information, process experiences, and appropriately perform ordinary, cognitive, age-appropriate tasks on an ongoing basis.
d. Self-direction – Management and control over one's social and personal life; ability to make decisions and perform activities affecting and protecting personal interests; demonstrated ongoing ability to take charge of life activities as age-appropriate through an appropriate level of self-responsibility and assertiveness.
e. Capacity for independent living or economic self-sufficiency – Age-Appropriate ability to live without extraordinary assistance from other persons or devices, especially to maintain normal societal roles; ability to maintain adequate employment and financial support; ability to earn a living wage, net (determined by the interdisciplinary assessment team for each individual), after payment of extraordinary expenses caused by the disability; demonstrated ability to function on an ongoing basis as an adult independent of extraordinary emotional, physical, medical, or financial support systems.
f. Mobility – Motor development and ability to use fine and gross motor skills; demonstrated ongoing ability to move about while performing purposeful activities with or without assistive devices and with little or no assistance or supervision; and

5) 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.

OR

- 178.900 RSMo (DD Advocates, DD Resources, DDRB, and PLB)
  - 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 persons with a developmental disability but whose limited capabilities make him or her non-employable in competitive business and industry, and unsuited for vocational rehabilitation training.

OR

- First Steps Enrollment (DD Resources, DDRB, and PLB)
  - Children ages 0 to 3rd birthday who are enrolled in Missouri First Steps.

Proof of Disability

The Alliance accepts the following as proof of disability:

1) DMH/DD I.D. Number - Individuals determined eligible for Department of Mental Health (DMH) services and have a DMH/DD I.D. number can access services; after the age of 5, if the individual is determined eligible by DMH they remain eligible for services;
2) DESE Certification - Sheltered Workshops may use the DESE Certification, with reference to a developmental disability diagnosis;
3) First Steps Individualized Support Plan (IFSP) - Children ages 0 to 3rd birthday enrolled in MO First Steps Agencies must submit the child's MO First Steps IFSP, page 1 only. After the 3rd birthday, re-evaluation documentation is required.

Proof of disability is only required once, upon enrollment, unless otherwise noted.

On a case-by-case basis, County Boards may approve funding for services to individuals who have not yet been determined eligible. Agencies that choose to provide services are encouraged to track units of services provided and may back-bill for those units if the individual is deemed eligible within the current fiscal year only.

DD Resources and PLB

Agencies serving individuals who do not have one of the three acceptable proofs of disability listed above may provide:

1) A signed statement from a physician, nurse practitioner, psychologist, psychiatrist, LPC or LCSW as proof of a developmental disability.
2) For Supported Employment Services only, agencies may use the VR Disability Verification document, which states one of the following diagnoses: Autism, Cerebral Palsy, Epilepsy, or Intellectual Disability.
3) For school-aged individuals under the age of 22, agencies may use a current Individual Education Plan (IEP) or 504 Plan which states one of the following diagnoses: Autism, Cerebral Palsy, Epilepsy, Intellectual Disability. Re-evaluation documentation is required when the triennial evaluation expires.

Other Project Funding and Waiver Recipients

Agencies will access and utilize all other funding sources (e.g., Medicaid, Department of Mental Health (DMH), insurance, Family Flexible Assistance Program (FFAP) Funding, Vocational Rehabilitation (VR), etc.) when available prior to expenditure of County Board funds.

Residency Requirements

Each County Board's funding is restricted to the residents of its county. County Boards may approve funding on a case-by-case basis for individuals who do not fall within this definition.

Documentation

Agencies will demonstrate that they have sufficient tools and processes to ensure services are designed and delivered in ways to meet individual needs. Agencies must maintain documentation of service delivery that includes information necessary to: a) verify number of billable units, b) demonstrate that invoices align with service guidelines, the funding contract, and the funding application.

Safety

Agencies will demonstrate that their safety procedures address the safety risks and needs of the services provided.

Human Resources

Capacity

Agencies will maintain adequate staffing levels to deliver services according to the Alliance's Service Definitions and in compliance with their Funding Contract.

Training

Agencies will demonstrate that training ensures direct service providers/volunteers have the competencies necessary to deliver the services as described in the funding contract. Additionally, agencies must ensure designated staff are trained in the following areas:

- OSHA/Blood-borne Pathogens – All direct service providers/volunteers
- Abuse & Neglect/Individual Rights – All direct service providers/volunteers
- HIPAA/FERPA – All direct service providers/volunteers
- Behavior Support/Intervention – All direct service providers who serve individuals requiring behavior support
- First Aid/CPR – Agency will determine adequate number to ensure safety
- Medication Administration – All direct service providers who pass medications

Qualifications

Agencies will ensure that employees have the appropriate licensure and/or certification as required for the Service being provided. Agencies will verify and maintain documentation of current license/certification of required staff qualifications as indicated in the job description(s).

3.3 OUTCOMES AND INDICATORS

The Alliance developed a standardized list of Outcomes that reflect the impact it aims to make with the services it funds. The Alliance uses outcome data to measure the impact of funded services, assist in funding decisions, and demonstrate a return on the community's investment.

Outcomes answer the question "What are we trying to accomplish?" Outcomes describe the intended impact of the service on the people being served. Outcomes can often be broadly stated and conceptual in nature.

Indicators answer the question, "What will that look like?" Indicators translate Outcomes into more specific and measurable terms, providing operational definitions of the concepts within an Outcome. The Alliance has defined some measurable Indicators for each Outcome. There are often many possible Indicators that a given Outcome has been achieved; those listed here represent the Indicators most aligned with the goals of each Service Type. Agencies have the option of suggesting alternative indicators.

In the Funding Application for each funded service, agencies will select the Outcomes and Indicators that best capture the impact those services are intended to make. These selections should reflect the service's intentions, design, and focus and align with the description of the program within the application. In the Outcomes and Indicators, agencies set specific numeric goals for how many

individuals *are eligible to* achieve the Indicator (denominator) and how many you expect *will* achieve the indicator (numerator) in that funding year. When completing Year End Results, agencies will report on their actual Outcomes.

The Alliance will provide training, technical assistance, peer learning opportunities, and resources as needed to assist agencies in selecting the Outcomes and Indicators that best fit their project; selecting, adapting, or designing measurement tools that are meaningful and manageable; and collecting data.

Community Living

Community Living services support individuals with establishing, developing, and maintaining skills needed to live in the community.

Community Living projects must report on <u>all</u> the Outcomes and Indicators listed below. However, the Alliance recognizes that every individual's goals and abilities are unique and that service providers tailor services to meet those individual needs. As such, not every Indicator within the list below will be applicable to every individual participating in the project.

Outcome: Individuals have life skills necessary to live independently.

1. Individuals improve/maintain their ability to manage belongings, financial and community resources.
2. Individuals gain/maintain skills for interaction with persons necessary to maintain independent living.
3. Individuals gain/maintain skills for housekeeping.
4. Individuals gain/maintain skills for health and self-care tasks.

Outcome: Individuals have the skills to ensure their safety in their homes and community.

1. Individuals gain/maintain skills to ensure personal safety and healthy boundaries.
2. Individuals gain/maintain skills for following safety procedures.
3. Individuals gain/maintain skills to safely navigate their community.

Outcome: Individuals live independently in the community.

1. Individuals remain living independently in the community. (ISLA services only)
2. Individuals transition to living independently in the community.

Outcome: Individuals are satisfied with the services received.

1. Individuals report satisfaction with this service.

Community Integration

Community Integration services support individuals in accessing community and social life in self-directed, safe, and inclusive ways.

Outcome: Individuals have meaningful and self-directed experiences in the community.

1. Individuals report that their experiences in the community were meaningful.
2. Individuals report that their experiences in the community were self-directed.

Outcome: Individuals experience positive and self-directed social lives.

1. Individuals report increased frequency of positive interactions with people of their choosing.
2. Individuals report increased number of relationships with people of their choosing.
3. Individuals gain/maintain skills for self-advocacy.

Outcome: Individuals have the skills necessary to access and succeed in community and social life.

1. Individuals gain/maintain communication skills.
2. Individuals gain/maintain social skills.
3. Individuals gain/maintain skills for self-management.
4. Individuals gain/maintain "hard" skills.

Outcome: Individuals have skills to ensure their safety in the community.

1. Individuals gain/maintain skills to ensure personal safety and healthy boundaries.
2. Individuals gain/maintain skills for following safety procedures.
3. Individuals gain/maintain skills to safely navigate their community.

Outcome: Individuals are satisfied with the services received.

1. Individuals report satisfaction with this service.

Professional Services

Professional Services are provided by qualified professionals and support the physical and/or emotional well-being of the individual and their caregiver(s).

Outcome: Individuals and their caregivers experience improved emotional well-being

1. Individuals report experiencing fewer emotional and/or behavioral symptoms.
2. Individuals report improved ability to cope with stress.
3. Individuals report improved satisfaction with relationships.
4. Individuals are free from substantiated reports of abuse or neglect.

Outcome: Individuals experience improved physical well-being.

1. Individuals demonstrate improved strength, stability, or motor skills.
2. Individuals experience improved self-regulation and/or sensory processing.
3. Individuals are free from substantiated reports of abuse or neglect.

Outcome: Individuals increase independence.

1. Individuals navigate home and community settings more safely and independently.
2. Individuals complete daily tasks more independently.
3. Individuals increase their skills to communicate their wants and needs.

Outcome: Individuals are satisfied with the services received.

1. Individuals report satisfaction with this service.

Support Systems

Support Systems services strengthen the individual's natural and formal support systems.

Outcome: Individuals and/or their caregivers are able to meet their needs.

1. Participants gain skills for stress management.
2. Participants report less overall stress.
3. Participants report increased confidence in their ability to advocate for and/or seek out services and community supports.
4. Participants increase understanding of their or others' developmental disabilities.
5. Participants gain caregiving skills.
6. Individuals report increased satisfaction with family relationships.
7. Individuals remain in their home.
8. Individuals gain/maintain skills to navigate formal support systems.
9. Individuals gain/maintain skills to pursue their academic and professional interests.

Outcome: Individuals have the skills to ensure their safety in their homes and community.

1. Individuals gain/maintain skills to ensure personal safety and healthy boundaries.
2. Individuals gain/maintain skills to safely navigate their community.
3. Individuals are free from substantiated reports of abuse or neglect.

Outcome: Individuals have necessary supports.

1. Individuals develop/maintain natural supports.
2. Individuals develop/maintain connections to necessary formal supports.

Outcome: Individuals are satisfied with the services received.

1. Individuals report satisfaction with this service.

Employment Training

Employment Training services support an individual, who may or may not be employed, to develop skills necessary to obtain and maintain employment in the community.

Employment Training projects must report on <u>all</u> the Outcomes and Indicators listed below. However, the Alliance recognizes that every individual's goals and abilities are unique and that service providers tailor services to meet those individual needs. As such, not every Indicator within the list below will be applicable to every individual participating in the project.

Youth Employment Training

Outcome: Individuals have the skills necessary to become employed in the community.

1. Individuals gain/maintain "hard" skills necessary for employment.
2. Individuals gain/maintain "soft" skills necessary for employment.

Outcome: Individuals progress toward employment.

1. Individuals gain employment.
2. Individuals who are unemployed at the program's end are connected to opportunities supporting future employment.

Outcome: Individuals are satisfied with the services received.

1. Individuals report satisfaction with this service.

Adult Employment Training

Outcome: Individuals have the skills necessary to become employed in the community.

1. Individuals gain/maintain "hard" skills necessary for employment.
2. Individuals gain/maintain "soft" skills necessary for employment.

Outcome: Individuals who are employed have skills necessary for career development and/or advancement.

1. Individuals accept and manage increasing responsibilities.
2. Individuals demonstrate increasing productivity.
3. Individuals gain skills for career development and/or advancement.
4. Individuals secure employment that utilizes newly developed skills.

Outcome: Individuals progress toward employment.

1. Individuals gain employment.
2. Individuals who are unemployed at the program's end are connected to opportunities supporting future employment.

Outcome: Individuals are satisfied with the services received.

1. Individuals report satisfaction with this service.

Employment

Employment services support individuals with developing and maintaining the skills needed for employment.

Employment projects must report on <u>all</u> the Outcomes and Indicators listed below. However, the Alliance recognizes that every individual's goals and abilities are unique and that service providers tailor services to meet those individual needs. As such, not every Indicator within the list below will be applicable to every individual participating in the project.

Outcome: Individuals have the skills necessary to maintain employment.

1. Individuals gain/maintain "hard" skills necessary for employment.
2. Individuals gain/maintain "soft" skills necessary for employment.

Outcome: Individuals who are employed have skills necessary for career development and/or advancement.

1. Individuals accept and manage increasing responsibilities.
2. Individuals demonstrate increasing productivity.
3. Individuals gain skills for career development and/or advancement.

Outcome: Individuals are satisfied with the services received.

1. Individuals report satisfaction with this service.

Agency Supports

Agency Supports fund the development and effectiveness of partner organizations.

Outcome: The investment provides the agency with the capacity to better serve individuals and their families.

1. The agency completes project activities and deliverables.
2. The agency achieves project goals/objectives.

Outcome: The investment provides the opportunity for individuals to live in the home/environment that meets their needs.

1. The agency completes project activities and deliverables.
2. The agency achieves project goals/objectives.

Outcome: Individuals are satisfied with the services received.

1. Individuals report satisfaction with this service.

Transportation Supports (includes Community and Employment transportation)

Outcome: Individuals are satisfied with the services received.

1. Individuals report satisfaction with this service.

3.4 SERVICE GUIDELINES

Service Guidelines outline the service-specific parameters within which some funded projects must operate including service definitions, caps or limits to the amount or cost of service per individual, billable and non-billable activities, output reporting requirements, and service-specific requirements above and beyond the Project Standards.

Whenever possible, the County Boards within the Alliance have developed shared Service Guidelines that will be applied consistently across the counties. However, in some cases, county-specific Service Guidelines remain, and funded agencies should see county-specific Guidelines in DDA Appendix section 8.3, DDR Appendix section 9.3, DDRB Appendix section 10.3 and PLB Appendix section 11.3.

All forms referenced in this section and throughout the Partner Funding Manual can be found on the Alliance Portal.

Community Living

Community Living services support individuals with establishing, developing, and maintaining skills needed to live in the community.

Pre-ISLA

Pre-ISLA Service Guidelines	
Service Definition	Pre-ISLA services are time-limited and support individuals, who currently reside in their natural home, to build skills needed to transition to live independently.
Output Reporting Requirements	Pre-ISLA projects must report: • Number of individuals remaining in project at the end of the fiscal year • Number of individuals who exited, by reason (moved to independent living without support, moved to ISLA, withdrew for other/unknown reason, other) Pre-ISLA assessment projects must report: • Number of assessments by result (referred directly to ISLA, referred to other service, withdrew for other/unknown reason)
Individual Eligibility Requirements	Individual must be 18 years or older.

ISLA

ISLA Service Guidelines	
Service Definition	ISLA services support individuals to live independently in the community. Supports promote the development of skills for independence for the individual to stay in his or her own residence and access the community.
Caps and/or Limits	Agencies can provide up to 50 hours a month or 600 hours annually, excluding personal care assistance funded by Division of Vocational Rehabilitation (VR) or Department of Health and Senior Services (DHSS). For individuals who have exceeded the monthly cap for three consecutive months: the agency will create a plan of action to support the individual moving forward with their increased support needs. When an individual's support needs exceed the 50-hour cap, the agency will submit the ISLA Cap Form to the respective County Board. The request **must** be approved prior to offering and providing additional hours. Housing will not be owned and/or controlled by the provider agency.
Individual Eligibility Requirements	Individuals who reside with elderly parents/family members, children or spouses, etc. may be eligible for ISLA services. The agency will discuss specific situations with the respective County Board(s) prior to providing services.

Independent Living Assistance Fund (ILAF)

Independent Living Assistance Fund Service (ILAF) Guidelines	
Service Definition	Funds support individuals receiving ISLA to assist with costs associated with living independently.
Agency Eligibility Requirements	Agency has supported the individual to make a reasonable and good faith effort to access all available resources for items that will meet their household needs.
Individual Eligibility Requirements	Individuals receiving Pre-ISLA or are **new** to ISLA services are eligible for **Start-Up Furnishings**. Individuals are eligible to access Start-Up Furnishings funding if they have received ISLA supports for less than one calendar year. Individuals who are existing participants of ISLA services are eligible for **Replacement Furnishings**. Individuals are eligible to access Replacement Furnishings funding after they have received ISLA supports for at least one calendar year. Individuals in Pre-ISLA services or those who are **new** to ISLA must have a signed lease and plan to move into their residence within 30 days. Funds may only be utilized for individuals whose income is limited and who are unable to purchase new or replacement items on their own. ISLA providers will support individuals with seeking all available community resources prior to accessing these funds.
Caps and/or Limits	**DDRB caps and/or limits are available on the DDRB Website/Funding Manual Tab.** **PLB caps and/or limits:** **New** ISLA participants, who are moving out on their own for the first time, are eligible for Start-Up Furnishings in an amount not to exceed $2,500 (this amount includes delivery fees) and to the extent funds are available. These funds are available up to six months after the individual's move-in date. **Existing** ISLA participants are eligible for an annual amount not to exceed $1,000 (this amount includes delivery fees) and to the extent funds are available. ISLA providers should consult with the respective County Board regarding existing individuals who are experiencing extenuating circumstances (for example, but not limited to: fire, bed bugs, etc.) and whose needs exceed the identified caps and/or limits.
Billable Activities	Agencies can bill for the purchase of eligible items as identified on the approved Alliance Checklists. ISLA staff will educate and support individuals with comparison shopping to include purchasing quality items at a fair price.
Eligible Expenses	**New** ISLA participants → Refer to the Start-Up Furnishings Reimbursement Checklist **Existing** ISLA participants →Refer to the Replacement Furnishings Reimbursement Checklist

Independent Living Assistance Fund Service (ILAF) Guidelines	
Funding Worksheets	Agencies will utilize the Start-Up Furnishings Reimbursement Checklist or the Replacement Furnishings Reimbursement Checklist to track all expenses. These forms can be downloaded from the Agency Portal.
Invoicing Procedures	• Agencies will invoice the funding County for reimbursement of purchases. Invoices must be submitted within six (6) months of the date the individual moved into their new residence for **Start-Up Furnishings** and ninety (90) days from the date of purchase for **Replacement Furnishings**. • For DDRB only – Submit New Start-Up Furnishing reimbursement checklist by email. The Replacement Furnishing reimbursement request will be submitted through the portal using an invoice. Agencies will upload and attach copies of: o Completed Start-Up Furnishings Reimbursement Checklist or the Replacement Furnishings Reimbursement Checklist. o Copies of receipts or paid invoices to include date and amount paid. If items are purchased from a community resource such as a garage sale, Facebook Market Place, etc. a written receipt (with date and cost of items) must be obtained.

Supportive Housing Service Guidelines

Supportive Housing Service Guidelines	
Service Definition	Services support individuals and/or families with long-term housing needs.

Community Integration

Community Integration services support individuals in accessing community and social life in self-directed, safe, and inclusive ways.

Camp

Camp Service Guidelines	
Service Definition	Services support individuals to access time-limited recreational and leisure activities.
Billable Activities	A billable unit is an hour of service or event/class/session/voucher directly related to the individual's supports. Services must be provided in person.

Socialization

Socialization Service Guidelines	
Service Definition	Services support individuals to develop and/or maintain relationships and connections to their community.

Socialization Service Guidelines	
Billable Activities	A billable unit is an hour of service or event/class/session/voucher directly related to the individual's supports.

Retirement Supports

Retirement Supports Service Guidelines	
Service Definition	Services support individuals to develop and/or maintain relationships, connections to their community and to maintain health, safety, and fulfillment in their retirement years.

Professional Services

Professional Services are provided by qualified professionals and support the physical and/or emotional well-being of the individual and their caregiver(s).

Therapy

Therapy Service Guidelines	
Service Definition	Services support individuals to access qualified professionals for occupational, physical, speech, aquatic, equine and/or behavioral therapy.
Billable Activities	Occupational, physical, speech, aquatic, and equine therapy services must be provided in person. Behavioral therapy can be provided virtually.

Counseling

Counseling Service Guidelines	
Service Definition	Services support individuals and families to access qualified professionals to address emotional well-being.

Adaptive Equipment & Assistive Technology (see DDA Appendix section 8.3)

Adaptive Equipment & Assistive Technology Service Guidelines	
Service Definition	Services support individuals and families with accessing equipment, assistive technology, vehicle modifications, and/or home modifications that increases and improves their ability to safely and independently engage in daily life in their home, community, and at work.
Billable Activities	Agencies can bill for the purchase of items if otherwise not mentioned in the list below. **Non-billable:** • Improvements to the home unrelated to the home modification (i.e., increase square footage of the home, new carpeting, roof repair, household appliances, central air conditioning, etc.). • Disposable items typically needed for daily living.

Adaptive Equipment & Assistive Technology Service Guidelines	
Caps and/or Limits	This service has an annual individual cap of $27,000: • Adaptive Equipment and/or Assistive Technology: up to $8,500 • Vehicle Modifications: up to $8,500 **For Adaptive Equipment, Assistive Technology, and Vehicle Modifications the cap includes installation, equipment, assessment, maintenance, repair and training*. • Home Modifications: up to $10,000 **For Home modifications cap includes installation, equipment, assessment and training. Home modifications are limited to builder grade materials. Materials other than builder grade are the responsibility of the individual/family.*
Output Reporting Requirements	• Number who participated in the project during the reporting period • Number of assessments completed • Number of maintenance and repairs completed and/or technical assistance provided • Number of home modifications completed • Number of durable medical equipment items provided • Number of enabling technology items provided (i.e. anything that communicates with another system [for example, Wi-Fi]) • Number of sensory items provided • Number of vehicle modifications
Agency Responsibilities	The agency will manage their project within their annual appropriation. The agency will ensure any items that are available through a major retailer are recommended by the appropriate professional (i.e. OT, PT) and are adaptive by design. The agency's funding may not cover all recommended items. Individuals/Families are encouraged to purchase items or contribute to a project when possible. The agency will monitor annual individual caps across providers. The agency will not be a vendor of adaptive equipment/assistive technology, environmental adaptations and/or equipment maintenance and repair. The agency will ensure any modifications to rental property are preapproved, in writing, by the landlord/owner. The agency will ensure vendors are appropriately trained (i.e., universal design, ADA guidelines, etc.), certified, insured and have background checks completed, when applicable.

Support Systems

Support Systems services strengthen the individual's natural and formal support systems.

Family Support

Family Support Service Guidelines	
Service Definition	Services support individuals and families through education, training, parent-to-parent connections and linking to financial resources.
Billable Activities	Services provided directly to individuals or direct contact made with family members (with or without the presence of the family member with a developmental disability) that is directly related to the individual's supports.
Output Reporting Requirements	Designated Family Support projects must report: • Unduplicated number who participated in the project during the reporting period. • Number who attended training/educational and/or presentation sessions. • Number of training/educational and/or presentation sessions provided. • Number who received individual (1:1) support.

Childcare

Childcare Service Guidelines	
Service Definition	Services support children who require additional staff support to fully participate in school break programs and before and after school childcare.
Billable Activities	Services must be provided in person.

Advocacy

Advocacy Service Guidelines	
Service Definition	Services educate and seek to promote equality, rights and respect for individuals with developmental disabilities.
	Designated Advocacy projects must report: • Unduplicated number who participated in the project during the reporting period. • Number who attended training/educational and/or presentation sessions. • Number of training/educational and/or presentation sessions provided. • Number who received individual (1:1) support.

Education Support

Education Support Service Guidelines	
Service Definition	Services support individuals with gaining knowledge and skills needed to understand their own developmental disabilities, pursue personal interests, and build healthy relationships with others.

Education Support Service Guidelines	
Billable Activities	If funded as a POS, a billable unit is an hour of service or event/ session directly related to the individual's supports.
	Designated Education Support projects must report: • Unduplicated number who participated in the project during the reporting period. • Number who attended training/educational and/or presentation sessions. • Number of training/educational and/or presentation sessions provided. • Number who received individual (1:1) support.

In-Home Support and Facility Based Support (Respite) (see DDA and DDRB Appendices)

In-Home Support and Facility Based Support	
Service Definition – **IN-HOME SUPPORT**	Services provide intermittent, short-term relief to the primary caregivers.
Service Definition – **FACILITY BASED SUPPORT**	Services provide intermittent, short-term relief to the primary caregivers outside of the natural home.
Service Delivery	DDR and PLB ONLY • Agency will complete an assessment on each individual to determine the number of hours to be awarded each fiscal year per person. • The number of hours accessed for In-Home and Facility-Based Supports on an annual basis are not an individual or family entitlement. **Alternative In-Home** supports must meet the following: a) Services are provided by a professional (i.e., Nurse, Nurse's Aide, BCBA), as determined through a documented need for specialized supports. b) Services are provided in a home setting, based upon the individual's needs and the availability of resources. c) Individuals must be in the process of registering for the DMH DD Regional Office and/or maintain active status, if eligible.
Billable Activities	DDR and PLB ONLY Supports do not include: • Daily care on an ongoing or regularly scheduled basis. • Daily care (Day Care) while a parent or legal guardian is working. • Support regularly scheduled before and or after school or work. • Care provided by the primary caregivers or any individual less than 18 years of age living in the family home. • Relief to paid support staff in a family home or in the home of the individual. • Care to substitute or supplement personal assistant services. Care provided for an individual in the hospital. • Care provided for a child in foster care. (Department of Social Services, Children's Division funds respite care for children in foster care; Missouri Resource Parent Handbook.) Services must be provided in person.

In-Home Support and Facility Based Support	

Caps and/or Limits	DDR and PLB Only
	
	• Families are limited to 504 hours per person per fiscal year
	• In-Home Supports Reimbursements to Families: Services provided to two or more siblings simultaneously will be reimbursed at the group unit rate **(This does not apply to agencies providing paid staff support in the home).**
	
	Consideration of requests for In-Home and Facility-Based Support beyond the 504-hour maximum is based on family need and to the extent that funds are available on an annual basis. Requests may be considered for circumstances that constitute as unforeseen critical hardships on the individual or family, and that may have a detrimental impact on the family's ability to provide care for their family member with a developmental disability.
	
	• **The agency will complete the Request to Exceed 504 hours and submit it to the County Board. The request for additional hours must be approved prior to offering and providing hours over 504.**The agency will provide evidence that the DMH Regional Office has denied funding for additional In-Home and/or Facility-Based Supports.
	• The following will be considered in this review:
	  ○ need,
	  ○ duration of the need,
	  ○ plan to ameliorate the presenting problem

Agency Responsibility	The agency will monitor annual individual caps across providers.

Community Transportation (see DDA Appendix section 8.3 and DDR Appendix section 9.3)

Community Transportation Service Guidelines	
Service Definition	Services support individuals to access the community through safe and reliable transportation.
Billable Activities	Billable unit is a one-way trip or mileage.

Employment Training

Employment Training services support individuals, who may or may not be employed, to develop the skills necessary to obtain and maintain employment in the community.

Youth Employment Training

Youth Employment Training Service Guidelines	
Service Definition	Services are time limited and support youth who are currently enrolled in school to develop the skills necessary to obtain and maintain employment in the community.
Individual Eligibility Requirements	Individuals will be eligible for only one Employment Training service at a time. Individuals must be 13-21 years old; individuals 18-21 must be returning to high school the following term.

Adult Employment Training

Adult Employment Training Service Guidelines	
Service Definition	Adult Employment Training services are time limited and supports adults, post high school, to develop the skills necessary to obtain and maintain employment in the community.
Billable Activities	Training sites must be developed in the community and be relevant to the individual's career choices. Training will be scheduled and coordinated in close collaboration with the Division of Vocational Rehabilitation (DVR). If the DVR meeting has not been completed, the agency may initiate the DVR meeting once significant progress toward identified training goals is achieved. Supported Employment job development may coincide with this training.
Output Reporting Requirements	Employment Training projects must report: • Number of individuals employed while in training during this FY • Number of individuals who exited the training program by reason (completed, self-identified not ready for employment, health, relocated, logistical barriers prevented participation, terminated, transitioned to another training program, withdrew for other/unknown reason)
Individual Eligibility Requirements	Individuals will be eligible for only one Employment Training service at a time.

Employment Services

Employment Services support working individuals to develop and maintain the skills necessary for employment and/or advancement.

Sheltered Employment

Sheltered Employment Service Guidelines	
Service Definition	Services provide a supervised employment option with pay based on productivity.
Output Reporting Requirements	Sheltered Employment projects must report: • Number of individuals earning wages within specified ranges • Number of individuals who received pay increases for reasons other than a minimum wage increase • Number of individuals working hours per week within specified ranges • Number of individuals with a tenure within specified ranges • Number of individuals receiving benefits (by type) • Number of individuals working in a position of their choice • Number of individuals who left, by reason (relocated, obtained new job, no longer able to work, retired, etc.) • Number of individuals who report wanting competitive community employment • Number of individuals who obtained competitive community employment
Individual Eligibility Requirements	A DESE certification is required and maintained in the individual's file.
Billable Activities	Services must be provided in person.

Supported Employment

Supported Employment Service Guidelines	
Service Definition	Services support individuals in competitive community employment.
Billable Activities	Contact may be with the individual, employer or others as it relates to that individuals' supports. Support may be provided at a mutually agreed upon location.
Caps and/or Limits (all Counties)	Agencies may increase the level of support provided in response to certain circumstances that result in increased support needs, such as: changing job duties, changing supervisors, performance issues, or life crises.
Caps and/or Limits	DDR and PLB Only If utilization will exceed 40 hours in any month, agencies will submit an Employment Cap Form for approval. The request **must** be approved prior to offering and providing additional hours.
Caps and/or Limits	DDRB and DDA Only If utilization will exceed 6 hours in any month, agencies will submit an Employment Cap Form for approval prior to submitting the monthly invoice.

Supported Employment Service Guidelines	
Output Reporting Requirements	Supported Employment projects must report: • Number of individuals earning wages within specified ranges • Number of individuals who received pay increases for reasons other than a minimum wage increase • Number of individuals working hours per week within specified ranges • Number of individuals with a tenure within specified ranges • Number of individuals receiving benefits (by type) • Number of individuals working in a position of their choice • Number of individuals who left, by reason (relocated, obtained new job, no longer able to work, retired, etc.)
Individual Eligibility Requirements	Individuals are eligible if: • The individual has utilized all available funding from the Division of Vocational Rehabilitation prior to receiving ongoing Supported Employment services. • The individual is currently employed and has requested on the job support/retention services from a funded agency. • The individual is a student who has a part-time job and needs minimal job retention services. • The individual is not employed through an AbilityOne provider.
Special Considerations	PLB Only In the event an agency is able to reduce paid support to existing individuals and serve new individuals, it is the agency's responsibility to plan for and budget accordingly to cover the costs to continue providing support to the new individuals on an annual basis within the agency's current appropriation. Individuals receiving Employment services may choose to receive support from another Employment provider. In this event, the funder may transfer funds from the current Employment services provider to the new provider of choice, as long as the agency is a funded Employment services provider.

Employment Transportation (see sections DDA Appendix 8.3, DDR Appendix 9.3, DDRB Appendix 10.3, and PLB Appendix 11.3)

Employment Transportation Service Guidelines	
Service Definition	Services support individuals to access employment through safe and reliable transportation.
Billable Activities	If funded as a POS, a billable unit is a one-way trip or mileage.

Agency Supports

Agency Supports fund the development and effectiveness of partner organizations.

Capital Funding (see sections DDA Appendix 8.3, DDR Appendix 9.3, DDRB Appendix 10.3 and PLB Appendix 11.3)

Capital Funding Service Guidelines	
Service Definition	Capital Funding is for equipment or assistance with maintenance or construction of facilities used in the delivery of services.

General Operating

General Operating Service Guidelines	
Service Definition	General Operating Funding is for staff supporting delivery of services.

One-Time (see DDRB Appendix section 10.3)

One-Time Funding Service Guidelines	
Service Definition	One-Time Funding is short term, time-limited and project-specific.

Emergency Funding

Emergency Funding Service Guidelines	
Service Definition	Emergency Funding is short-term funding for an agency facing an emergency situation which jeopardizes the continuity of services. Emergency is defined as a "need" which if not satisfied/resolved, will be actual and have an immediate detrimental effect for person(s) with a developmental disability, staff, project, Agency, facility, equipment, etc. Detrimental effect shall be clearly, specifically, and concisely stated.
Procedures	**Procedures for emergency request** A. The Agency must contact the Executive Director or Designee of the appropriate Board as soon as possible and briefly describe the emergency/crisis. B. The Agency will submit in writing a request to the Executive Director or Designee. This request must include the following: 1. Provide a brief description of the nature of the emergency/crisis. 2. Identify cause of the emergency/crisis. 3. Describe the detrimental effects for the person(s) with a developmental disability, staff, program, Agency, facility, equipment, etc. Be clear, specific, and concise. 4. Describe efforts already undertaken to resolve the emergency/crisis. 5. Provide detailed information indicating specifically what amount of funds the Agency is requesting and amount of funds to be received from other sources. Include the actual cost and the time frame within which action needs to be taken.

Emergency Funding Service Guidelines	
	C. Following receipt of the request for emergency funding the request will be copied and distributed to members of the Board for their consideration.

3.5 REPORTING & MONITORING

In order to ensure that the Alliance effectively invests taxpayer dollars in services that demonstrate a positive impact on the lives of those they serve, the Alliance collaborates with agencies to enhance agency and project performance. Through processes of self-assessment, appreciative inquiry, and thought partnership, the Alliance and its partners: 1) ensure that agencies and projects are demonstrating the Alliance's standards 2) identify and share promising practices with the network, and 3) build our collective capacity.

Service Reporting and Monitoring Requirements

In addition to the reporting and monitoring requirements below, the Alliance may request documentation at any time to assist in its review processes.

Policy Submissions

Annually, an agency representative must affirm or upload copies of revised agency Board-approved policies via the Alliance Portal, which are required in the Agency Standards (see section 3.2).

Service Update

In the Alliance Portal, agencies will complete a Service Update for each funded service that will provide information regarding the service's utilization, demand, successes, challenges, satisfaction and outcome measurement.

Agency and Project Standards Assessment

In the Alliance Portal, agencies will complete an Agency and Project Standards Assessment that will be used by the agency to ensure its policies and practices meet agency and project standards. It will allow County Board staff the opportunity to review each agency's best practices and ensure standards are met.

Partner Review Meeting

The purpose of the Partner Review Meeting (PRM) is to gather information that can be used to inform funding decisions, strengthen the partnership, and ultimately increase impact. Partner Review Meetings will occur at least every two years. When a project receives funding from more than one County Board, the funding Boards will conduct a combined meeting.

For more specific information regarding the Annual Service Update, Agency and Project Standards Assessments and Partner Review Meeting refer to the Partner Review Guide.

Service Visits

County Board staff may visit the agency to observe the funded service(s), as appropriate. The purpose of this visit is to see, experience, and better understand an agency's services, context, expertise, and challenges.

Year End Results

At the conclusion of each funding year, agencies will report on selected Indicators, project-specific Outputs as required in the Service Guidelines, and submit success stories in the Alliance Portal. Each County Board will aggregate the quantitative data submitted by agencies and create reports for their Boards and external stakeholders that demonstrate the return on taxpayers' investments.

Financial Reporting and Monitoring Requirements

Throughout the funding year, agencies will submit corporate and financial information and reports, which will be reviewed by the funding County Boards' finance staff.

Table 1: Financial Reporting Requirements

Documents Required	Submission Method	Due Date
Six-Month Unaudited Agency Financial Statements - Profit & Loss Statement - Balance Sheet	Alliance Portal	30 days after mid-point of Fiscal Year
Agency's Fiscal Year Operating Budget with documentation of Board approval (see section 3.2)	Alliance Portal	Upon Annual Board Approval

Financial Monitoring Processes

Financial Reviews are intended to assess the overall financial controls and conditions of an agency and occur on an ongoing basis. County Board finance staff will consult and share information with their Alliance counterparts when reviewing jointly funded agencies**.** Financial Reviews include three components, which are outlined below.

Invoice Verification

On an ongoing basis, DDR, DDRB, and DDA will randomly select for review a sample of invoices from the pool of all invoices from all agencies. The Alliance will request supporting documentation to verify the number of units or costs billed for select lines within a selected invoice. County Board finance staff will notify the agency of the invoice integrity upon completion. PLB requires the submission of supporting documentation with every invoice.

Financial Report Review

County Board finance staff will review the required financial reports (see section 3.5) to calculate financial ratios for the purpose of assessing short- and long-term financial stability. County Boards may request to review additional documentation in order to better understand and assess the agency's financial position and thus to ensure effective stewardship and demonstration of standards.

Financial Review Meeting

At least once every three years, finance staff of each County Board funding an agency will conduct a joint Financial Review Meeting with the agency. Meetings may be scheduled more frequently, at the discretion of County Boards, based upon observations or questions that arise during ongoing financial monitoring. County Boards' finance staff will contact agencies to schedule a Financial Review Meeting and provide agencies with information and materials to support their preparation for the meeting, at least 30 days prior to the review. The purpose of the meeting is to gather

information that can be used to further assess the financial position of the agency, strengthen the partnership, and inform funding decisions.

Upon completion of Financial Review Meetings, County Board finance staff will send a letter of review, noting observations, findings, or funding implications to the agency's Executive and Finance Directors and will be maintained in County Board agency general file. Results may also be shared with both the County and Agency board members.

An Observation is a minor deviation from Alliance standards. A Finding indicates a substantial non-compliance with Alliance standards or policies and requires a plan of action. Within 20 business days of receiving a letter containing findings, the agency will respond with an action plan and timeline to address the finding(s). If the agency is unable to prepare an action plan, the issue may be elevated to the County Board Executive Director and/or Board of Directors.

4 FUNDING

Agencies seeking funding must submit a Funding Application for each service within a Project.

4.1 THE ALLIANCE PORTAL

The Alliance Portal represents the culmination of the Alliance's efforts to reduce duplicative and unnecessarily burdensome administrative processes for agencies. This custom-designed, secure website not only supports the collection of data but also supports efficient and effective management with dashboards of real-time data and automated processes. Through the Portal, agencies will seek and manage their funding, enter billing, and submit financial and service reports. Agencies will designate an administrator that is tasked with assigning agency users within the Alliance Portal, which will grant them access to the necessary Portal data and functions. The Agency Administrator will enter and regularly update contact information by project.

4.2 FUNDING APPLICATION

A Funding Application describes a service or agency support for which an agency is requesting funding. Agencies must complete a Funding Application and update as needed annually. Proposed changes must be discussed with the appropriate County Board staff prior to making updates. Additional instructions can be found in the Alliance Portal. The Funding Application may contain the following sections:

- Service Profile - a description of the service or agency support and how it is provided.
    - Impact
    - Program Design
    - Target Population
    - Intensity/Duration
    - Location
    - Level of Support
    - Unit of service
    - Contacts
- Outcomes and Indicators - reflect the service's intentions, design, and focus on the impact the service has on individuals.
- Budget - the proposed revenues and expenses for the service.
    - Revenues
    - Expenses

4.3 APPROVAL PROCESS

Each County establishes and implements its own processes for making market rate adjustments, reviewing and approving Funding Applications, and reviewing and deciding appeals (see sections DDA Appendix 8.4, DDR Appendix 9.4, DDRB Appendix 10.4, and PLB Appendix 11.4).

4.4 FUNDING CONTRACTS

Agencies will contract for services with each County Board separately.

Contract Conditions

County-specific conditions of funding may be part of an agency's funding contract.

Summer Projects

Summer Projects will be funded October 1 - September 30. Agencies will request funding during the annual funding cycle. Summer Projects follow the reporting and due dates of the summer funding cycle.

New Projects

A new project is any project not currently funded by the County Board. New project funding availability varies and will be announced as it becomes available. Agencies requesting funding for new projects will contact the respective County Board to request a meeting to determine the project's eligibility.

The agreements and requirements for new projects may be listed as conditions of funding in the annual Funding Contract. Conditions of funding may include additional reporting requirements and specific guidelines for project implementation including output reporting or outcome measurement. Funding is requested on an annual basis; continuation of annual funding is never guaranteed.

5 INVOICING PROCEDURES

The agency staff approving and submitting the invoice is certifying that the expenditures are true and correct to the best of their knowledge. Funding reimburses agencies for contracted services and expenditures.

For Purchase of Service (POS) or Grants requiring individual to be identified, the agency is required to enter individuals into the system and verify eligibility. To complete the eligibility process agencies will need to obtain the following information: Social Security Number (SSN) and Date of Birth (DOB) OR DMH DD ID Number (DMH ID) and Date of Birth from each individual served. This is required for both POS services and most Reimbursement Grants.

All invoices are submitted via the Alliance portal. If there are no expenditures for a given month, the agency must submit a zero-dollar invoice for that month before the next month's invoice becomes accessible on the portal. Agencies should retain additional supporting detail for all invoices. This detail is subject to periodic review by DDR, DDRB, and DDA. PLB requires the submission of supporting documentation with every invoice. (see section 3.5).

5.1 POS INVOICES

Agencies must enter eligible Individuals into the portal and verify their eligibility before the individual will be accessible on the POS invoice in the portal. Monthly, the Alliance portal generates POS invoices for each project, and agency staff will access the invoice and enter units of service per individual per month on the Purchase of Service Addendum in the portal.

If an agency needs to bill for units from a prior month, the agency will enter the prior month's information on the Purchase of Service Addendum that includes the individual's billing number, number of units, and month of service. Units of service from multiple months for an individual should not be reported collectively on the same line.

5.2 REIMBURSEMENT GRANT INVOICES

Invoices will include the line items as listed on the budget in the Funding Application, or a consolidated version of those line-items. Agencies will bill expenses per line item, and line-item expenditures are not to exceed the annual amounts specified for each. These invoices may or may not (per the approved budget in the Funding Application) require the program participants' names to be listed on the invoice. Each County Board may have its own requirements for supporting documentation, primarily for capital and real estate reimbursements (see sections DDA Appendix 8.3, DDR Appendix 9.3, DDRB Appendix 10.3, and PLB Appendix 11.3).

Line-Item Adjustments

Agencies may request line-item adjustments by submitting a Budget Revision Request Form to the finance staff of the funding County Board(s). Consideration of the request is based on the following:

- overall intent of the project is unchanged, and;
- explanation for adjustment is reasonable and justifiable, and;
- total amount approved for the project is unchanged.

A copy of the completed Budget Revision Request Form will be returned to the agency indicating the status of the request.

5.3 INVOICING TIMELINE

Agencies will submit invoices within the month following the date of service. The agency will receive notification from the County Board regarding any invoicing discrepancies or individual eligibility issues. Invoices will be held until resolved. Agencies have 90 days from the billing month to notify County Boards of billing errors and to make corrections. Invoices submitted over 90 days after the month in which the expenditure was incurred will require the County Board's staff's approval for payment. All billing errors and final invoices for the fiscal year end are due July 31.

5.4 PAYMENT

Prior to disbursement of funds, a signed Funding Contract must be on file with the County Board office and contract conditions must be met. County Boards reserve the right to withhold payment if Service or Financial Reporting Requirements are not met (see section 3.5) and/or if the agency has not adequately demonstrated the Alliance's Standards (see section 3.2).

County Boards will make payments to agencies within 30 days of receipt of invoice.

6 TIMELINES

6.1 ANNUAL FUNDING CYCLE

The chart below provides a general overview of a typical annual funding cycle calendar. The Alliance will notify agencies annually of specific dates.

Table 1: Annual Funding Cycle

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Corporate Information and Funding Applications Due												
Board Resolution Due												
Alliance reviews Corporate Information, Funding Applications and Board Resolution												
Alliance makes & announces Funding Decisions												
Service Update, Agency and Project Standards Assessment & Policy Submissions Due												
Partner Review Meetings												
Final Invoices Due												
Year End Results Due												
Summer Services Only												
Final Invoices Due												
Year End Results Due												

6.2 SUBMISSION REQUIREMENTS

Agencies must submit the following documents and information to the Alliance Portal.

Table 2: Submission Requirements

Due	Requirements
Annually with submission of Funding Application	Certificate of Good Standing (or print screen from Mo. Sec. of State office) Cost Allocation Methodologies IRS Form 990 (not-for-profit agencies Confirm Insurance Information and Certificate for General Liability Policy Agency Operating Budget and confirmation of agencies Board review (current version)
Affirm annually or submit updated version each year if applicable	Articles of Incorporation Bylaws
	IRS Determination Letter (not-for-profit agencies) or IRS Form W-9 (for-profit organizations)
Within 30 days of the midpoint of the agency's fiscal year	Six-month unaudited financial statements including Profit & Loss Statement and Balance Sheet
Within 180 days of the agency's fiscal year end.	Audit and Audited Unit Cost Report

Due	Requirements
Annually, by October 15	Annual Service Update
	Policies required in Agency Standards
	Agency and Project Standard Assessment
July 31st	Final invoice for fiscal year (Note – July invoices for new fiscal year may be delayed due to extended year end billing cycle)
Annually, by August 15	Year End Service Results

7 GLOSSARY

Agency Administrator: Agency representative who assigns users to the Alliance Portal and is responsible for regularly updating the agency's contact information.

Agency/Agencies: For-profit or not-for-profit organization(s) with whom the Alliance contracts for the provision of services.

Articles of Incorporation: Corporate organization documents that establish a corporation as a separate business entity.

Audit Management Letter: An internal control letter that may accompany the financial audit which indicates potential financial control weaknesses and corrective actions.

Audited Unit Cost Schedule: An extra schedule, typically in the financial audit, that the CPA firm prepares for programs funded by a Purchase of Service Funding Contract. The schedule indicates an audited unit cost which is summarized and reviewed by the organization's external auditors.

Best Practice: A technique or methodology that has been shown by research and experience to produce optimal results and that is established or proposed as a standard suitable for widespread adoption.

Board Resolution: Method of authorizing the agency to seek County Board funding. Identifies those authorized to sign contracts.

Bylaws: The corporate rules of an organization, established by the Board of Directors initially during the process of forming a corporation.

Caregivers: Refers to the person(s) who accepts the greatest responsibility for the daily care of a person who cannot complete typical activities of daily living independently. Responsibilities of a caregiver might include managing medications, talking to doctors and nurses on someone's behalf, helping to bathe or dress someone or taking care of household chores, meals, or bills for someone who cannot do these things alone.

Certificate of Good Standing: Certificate provided by the Secretary of State's office that provides formal proof of authorization to do business in the state.

Certificate of Insurance: A document provided by an insurance company or broker indicating types of insurance coverage and associated limits.

COLA: Cost of Living Adjustment

Competitive Community Employment: Employment in a location where the employee interacts with persons without disabilities, where all employees are compensated at a rate that is minimum wage or higher and are eligible for pay, benefits and advancement equal to other employees who have the same or similar positions. Vocational Rehabilitation and the Department of Labor use the terminology: 'competitive, integrated employment'.

Cost Allocation Methodology: A standardized approach for distributing service expenses to various cost centers using logical rationale with the intent of estimating the actual costs of services.

Customer Information Management, Outcomes, and Reporting (CIMOR) : the secure database system Department of Mental Health uses to record individuals' information and services.

Denominator: In the context of outcome reporting, the denominator is the number of people included in the measure who were eligible to achieve an indicator.

Department of Health and Senior Service (DHSS): The Missouri Department of Health and Senior Services plans, coordinates, and delivers a variety of public health services to Missourians. These services include but are not limited to maternal and child health care, services for children with special health care needs, dental health care services, community health nursing and home health care programs.

Department of Mental Health (DMH): The Missouri Department of Mental Health is commonly referred to as DMH, locally known as Regional Office, SLRO, St. Louis Regional Office, Tri-County, and at times, the Division of Developmental Disabilities and DDD. DMH is a state-operated department that provides prevention, treatment/habilitation and promotion of public understanding for Missourians with mental illnesses, developmental disabilities, and addictions. DMH is separated into three divisions. One of which is the Missouri Division of Developmental Disabilities. Local DMH Regional Offices include Tri-County Regional Office includes St. Charles County, Jefferson County and St. Louis City. St. Louis Regional Office serves the St. Louis County region.

Direct Service Provider (DSP): Paid staff (i.e., direct support professionals) and volunteers who work directly with individuals with developmental disabilities.

Division of Vocational Rehabilitation: The Division of Vocational Rehabilitation (also referred to as DVR, VR, Voc. Rehab.) is funded, in part, by the U.S. Department of Education that specializes in employment and training services that can assist individuals with disabilities in becoming employed.

Family Care Safety Registry (FCSR): Family Care Safety Registry (FCSR) helps to protect children, seniors, and the disabled by providing background information. This service is intended to provide information to help families and employers make informed decisions when hiring employees to work with children, the elderly, and the disabled. https://health.mo.gov/safety/fcsr/

Family Educational Rights and Privacy Act (FERPA): The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.

Family Flexible Assistance Program (FFAP): The Family Flexible Assistance Program provides funding for services and supports to individuals with autism and their families in the Northwest and East Missouri Autism Projects. The FFAP allows families and individuals choice and flexibility in accessing resources, supports, and services. This funding is through the Department of Mental Health (DMH) and was previously known as Eastern Missouri Autism Project (EMAP) funding.

Formal Support: Services provided by professionals or trained employees who are typically paid for their work.

Funding Contract: Legal annual contract between County Board and agency for the purchase of services or grant funding, which includes a Statement of Work or Scope of Work.

Hard skills: Knowledge and abilities necessary to properly perform a task. They can also be thought of as job-specific and/or task related skills typically learned through education or training.

Health Insurance Portability and Accountability Act (HIPAA): Health Insurance Portability and Accountability Act of 1996 (HIPAA) is the United States legislation that provides data privacy and security provisions for safeguarding medical information. https://www.hhs.gov/hipaa/for-professionals/security/laws-regulations/index.html

Inclusive: Services and environments that ensure individuals of differing abilities are visibly welcomed, engaged and valued as contributing members of society.

Indicator: Indicators answer the question, "What will that look like?" Indicators translate Outcomes into more specific and measurable terms, providing operational definitions of the concepts within an Outcome.

Individual: A person with a disability who is receiving funded services.

Integrated: Services that ensure persons with disabilities exist in mainstream environments with non-disabled peers without changing the overall system. The adaptations support an individual in an existing setting.

Internal and Financial Controls: A system of process and procedures designed to protect an agency's assets and integrity of financial reporting.

IRS Determination Letter: Sometimes referred to as a 501(c)(3) letter, this letter is from the Internal Revenue Service (IRS) which certifies that the IRS recognized organization as a not-for-profit exempt from taxes.

MRA: Market Rate Adjustment

Measurement Tool: A means of data collection. Examples include surveys, assessments, rating scales, and observation checklists.

Medicaid Waiver: Medicaid Waivers are also known as Home and Community-Based Services (HCBS) Waivers, Developmental Disabilities Waivers or simply 'Waivers'. A state may use Waiver funding for integrated, community-based services for individuals whose care needs would otherwise require services in an institution. The five Missouri Medicaid HCBS Waivers are the Comprehensive Waiver, Missouri Children with Developmental Disabilities Waiver (MOCDD or Sarah Jian Lopez Waiver), Community Support Waiver, Partnership for Hope and Autism Waiver.

Missouri Association of County Developmental Disabilities Services (MACDDS): An association of county Senate Bill 40 Boards. They operate with locally generated tax revenues, which provides a base from which to support and protect the concept of locally based services for individuals with developmental disabilities.

Natural Home: Home setting where an individual resides, typically with parents and/or family as the primary caregivers.

Natural/Informal Support: Unpaid support received from family, friends, community members, etc.

Numerator: In the context of outcome reporting, the numerator is the number of individuals who achieved an Indicator.

Ongoing Services: Services expected to continue on an ongoing annual basis.

Occupational Safety and Health Administration (OSHA): Occupational Safety and Health Administration is the federal organization that has standards regarding Blood-borne pathogens, which are designed to protect at-risk employees from exposure to blood and other potentially infectious materials.

Outcome: Outcomes answer the question "What are we trying to accomplish?" Outcomes describe the intended impact of the service on the people being served. Outcomes can often be broadly stated and conceptual in nature.

Output: Outputs answer the question, "How much did you do? What did you deliver?" Outputs describe what or how much was produced by a project and/or describe the status of an individual on a variable that's not necessarily a reflection of the project's effectiveness or success.

Participant: A person who is receiving funded services, who is not the person with the disability, but benefits from the services (i.e., parents, siblings, school personnel, etc.).

Policy: A documented statement of intent that is implemented via a procedure or protocol.

Purchase of Service (POS): Purchase of Service funding is based on purchasing units of service, typically hours, from agencies at an agreed upon unit cost rate.

Procedure/Process: An established method of accomplishing a task, usually with steps that are performed in a prescribed order.

Project: Projects represent a collection of funded Services within an agency.

Quality Assurance: Quality Assurance (QA) is the practice of designing work (services, processes, etc.) in ways that ensure they will meet customer expectations.

Quality Control: Quality Control (QC) processes and tools monitor the degree to which the work is implemented as intended and the degree to which it actually meets standards.

Reimbursement Grant: Funds a percentage of the actual program expenses incurred or specific line items for services/supports. The cost of ongoing services/supports include expenses/fees directly related to the project as listed in the Project budget.

Self-advocacy: Speaking up for oneself, making decisions about one's life, learning how to get information so that one can understand things that are of interest, knowing one's rights and responsibilities, reaching out to others when help is needed.

Self-directed: Individuals choose their own supports, services and organizations that provide them, and/or have a voice in determining their activity options.

Self-management: Taking responsibility for one's own behavior and well-being.

Self-regulation: Managing one's own behavior, impulses, emotions, and thoughts in the pursuit of long-term goals.

Service: The most specific element of a funded Project, which contains unique interventions and activities.

Soft Skills: Personality traits and behaviors, such as habits, values and attitudes displayed in different situations. Examples include communications skills, reliability, responsiveness, courtesy, problem-solving, creativity, adaptability, work ethic, etc.

Standards: The Alliance's Standards outline the requirements funded Agencies and Projects must demonstrate related to policies, procedures, documentation, and management practices.

Statement of Functional Expense: Expenses Schedule required in the financial audit which reports an agency's expenses by various functional and/or service areas.

Statement of Work and Scope of Work: A contractual document (addendum) narrative description of the service, defines deliverables and timelines for the services to be provided.

Support System: Network of people providing an individual with practical or emotional support.

Unit: A billable unit is one hour of in person service/supports, event/ session, one-way trip or mileage as defined in the Funding Contract.

Unit Rate: Rate of payment for services based on the cost of the services divided into service units.

Utilization: Is inclusive of the number of individuals being served, units used and/or amount of allocation expended and may include past performance of the service.

Vendor: A business/organization that is contracted for goods or services.

8 APPENDIX A: DD ADVOCATES

8.1 DD ADVOCATES INFORMATION

Mission

The mission of Developmental Disability Advocates is to provide resources to create opportunities for individuals with developmental disabilities in Jefferson County to live full and enriched lives.

Vision

The vision of Developmental Disability Advocates is that individuals with developmental disabilities live a life of their choice and are fully included in the community.

Values

Developmental Disability Advocates believes in the following Core Values and will adhere to these values in all that it does on behalf of individuals with disabilities:

Person-Centered:

- Respect & Dignity: All individuals are treated with respect and dignity and their rights are ensured by persons providing them with services and supports.
- Valued: All individuals are viewed holistically as valued members of their family and the community.
- Choice: Individuals and/or the support team design their services to enhance their lives and achieve their personal vision.
- Quality Services: Individuals and/or the support team determine the quality of services based on the outcomes experienced.

Financial Accountability:

- Management: All public and private funds shall be administered with transparency and in full compliance with acceptable accounting standards.
- Sustainability: The financial status of Developmental Disability Advocates, along with those organizations it funds, shall have a strong viability for the short and long term.
- Stewardship: Developmental Disability Advocates shall utilize its available resources in the most efficient and effective manner possible.
- Outcomes: Providers seeking funding from Developmental Disability Advocates shall define and demonstrate their positive impact on the lives of individuals served.

Leadership:

- Staff Excellence: The organization strives to recruit, hire, train and retain employees with the best skill sets and provide opportunities for professional growth.
- Board / Staff Partnership: Board members and staff work together to fulfill the organization's mission, through open communication in a spirit of collaboration and consensus building based on trust and respect of each other's roles and responsibilities.
- Community Partnerships: Developmental Disability Advocates facilitates a service delivery system that maximizes coordination to increase effectiveness and efficiency without infringing on individual choice.

- Creativity / Innovation: Developmental Disability Advocates will explore new service models and trends that represent best practice for consideration and implementation.

Administration

DD Advocates has 42employees – 6 in administration and 36 in service coordination. Key administrative staff include:

- Stacey Ismail, Executive Director, slismail@ddadvocates.org, (636) 282-5500
- David Weiler, Director of Administration, dwweiler@ddadvocates.org, (636) 282-5500
- Dawn Warner, Executive Assistant, dmwarner@ddadvocates.org, (636) 282-5500

DD Advocates operates from the following location:

- 901 Jeffco Executive Dr., Imperial, MO 63028

8.2 BOARD OF DIRECTORS

DD Advocates has a nine-person voluntary Board appointed by the County Executive with the advice and consent of the County Council. A list of current Board members and officers is available on our website.

Board Committees

The Executive Committee consists of the Chairperson, Vice-Chairperson, Secretary and Treasurer. The following committees meet as needed: Finance/Audit Committee, Nominating Committee, Public Awareness Committee and Structural Development (Construction) Committee.

Board Meetings

Board meetings are held the 4th Monday of every month at 6:30 pm, except for May and December.

Appeals Process

An agency Executive Director may submit a written appeal to DD Advocates, through its Executive Director, detailing actions the agency thinks do not comply with DD Advocates' policies/bylaws, within 60 days of the action. Please note, an agency's funding award amount is final and is not subject to appeal. The DD Advocates Executive Director will meet with the Executive Committee within 20 business days of receipt of the appeal to discuss and prepare a recommendation to the full Board, which will be provided at the next regularly scheduled Board meeting. The Board will inform the agency in writing of its decision within 10 working days of the Board meeting. The decision of the Board on all appeals is final.

8.3 SERVICE GUIDELINES

Adaptive Equipment

Caps and/or Limits	DD Advocates has a $5,000 individual cap on both home and vehicle modification projects. Exceptions to this will be considered on a case by case basis. We discourage funding projects in consecutive years for the same individual.

In-Home Support & Facility-Based Support

DD Advocates provides funding to Pony Bird to administer in home support services through the MyCare voucher program.

Community & Employment Transportation

A billable unit is either a daily fee per scheduled route or an hourly fee for demand response trips.

Capital

Capital items are defined as items that are to be requested for reimbursement one-time, have a useful life of more than one year, and which cost at least $2,500 or more. Requests are limited to the actual/direct cost of the item and cannot include allocation of indirect or administrative costs. Requests may be based on actual dollars paid by the agency and may not include funds given in-kind. DD Advocates does not reimburse expenses for costs incurred by the applicant prior to the fiscal year for which the funding is approved. Capital items are classified into one of the following 4 categories:

1) Program Support:
   a) Items requested must cost at least $2,500 and be for direct use of individuals with developmental disabilities or necessary to maintain a direct service program. Items must be necessary to achieve the targeted outcomes of the program.
   b) DD Advocates Grants: up to 80% of actual item purchase cost with a maximum grant of $100,000.
   c) Examples: therapy equipment, furnishings, machinery, renovations necessary for program, computer/software directly used for individuals with developmental disabilities.
2) Administration:
   a) Items requested must cost at least $2,500 and must improve the overall efficiency or effectiveness of the agency which provides a direct service program supporting individuals with developmental disabilities.
   b) DD Advocates Grants: up to 80% of actual item purchase cost with a maximum grant of $100,000.
   c) Examples: management training, cost containment consultation, business office software, building renovations.
3) Vehicles:
   a) DD Advocates will consider granting funds to an agency for no more than 20% of the cost to purchase vehicles that are used primarily for transporting/supporting Jefferson County residents with developmental disabilities. We will consider exceptions to the 20% maximum for agencies not eligible for Section 5310 funding from the Federal Transit Administration.
   b) It is the intent of this policy to encourage the use of other sources of funding available for vehicle acquisition/replacement (e.g., Section 5310 programs).
4) Equity Investment:
   a) DD Advocates partners with Promise Community Homes for the purchase/construction of homes for individuals with developmental disabilities receiving residential supports in Jefferson County, Missouri. DD Advocates contribution is typically 25%-33% of the project cost and we receive either a First or Second Deed of Trust, as applicable. Promise Community Homes owns/maintains the home and leases it to the residents with developmental disabilities. A provider agency operates the residential supports as appropriate for the residents with developmental disabilities.

Agencies must coordinate with Promise Community Homes to request such funding from DD Advocates. DD Advocates intends to budget to fund an average of one such home during each fiscal year.

Disposition of Capital Purchases for Types 1-3 above

All capital items of type 1-3 above which were purchased with DD Advocates funding are the property of the reimbursed agency. There is no formal lien required by DD Advocates. However, the capital funded Agency cannot repurpose, sell, trade, dispose of, in any manner alter the ownership of, or relocate out of Jefferson County such DD Advocates funded equipment/items within 5 years without prior written approval of DD Advocates. If such approval is given, DD Advocates shall be reimbursed for its portion of the acquisition cost. The reimbursement shall be reduced by 20% per year for each year that the capital item was used as originally intended. Therefore, the requirement to reimburse DD Advocates disappears after 5 years of use. DD Advocates may request to see any previously funded capital items during Financial Review Meetings occurring at the capital funded Agency.

Disposition of Capital Purchases for Type 4 above

Disposition of Promise Community Homes owned homes partially funded by DD Advocates will occur as detailed in the specific Deed of Trust and the specific Equity Funding Contract associated with each specific property. It is the intention of DD Advocates that such residential properties be used to support individuals with developmental disabilities in perpetuity.

8.4 APPROVAL PROCESS

Funding requests that are submitted by the due date will be reviewed by the Finance Committee in March/April. If the Finance Committee determines it is necessary to meet individually with a provider agency, this will also be completed in March/April. The Finance Committee prepares funding recommendations for the full Board which are discussed/approved at the regular April Board meeting. Agencies receive notification of awards in May.

9 APPENDIX B: DD RESOURCES

9.1 DD RESOURCES INFORMATION

Mission

DD Resources' mission is to ensure individuals with developmental disabilities in the City of St. Louis have quality services, choices, and full inclusion.

Vision

DD Resources' vision is an inclusive community that maximizes individual abilities.

Values

To help meet its mission, DD Resources has seven core values:

- Person-Centered: We prioritize the well-being of individuals, ensuring their needs, desires, and aspirations are the driving force behind our actions.
- Innovative: We promote a culture of innovation, encouraging creative solutions that are forward-thinking, grounded in research, and aligned with the evolving needs of individuals with developmental disabilities.
- Ethical: We are transparent, trustworthy, and accountable in our practices, building a foundation of confidence and reliability.
- Collaborative: We foster collaborations, working together with partners and stakeholders to find collective solutions and maximize our impact.
- Equitable: We are committed to creating a society that is inclusive, accessible, and diverse, where everyone has equal opportunities to thrive.

Administration

The St. Louis Office for Developmental Disability Resources is located at 2121 Hampton Avenue, St. Louis, MO 63139. The phone number is 314.421.0090. Key members of DD Resource's administration include:

- Executive Director: Shaelene Plank, splank@stldd.org, ext. 601
- Director of Finance: Lisa Briggs, lbriggs@stldd.org, ext. 605
- Director of Agency and Community Relations: Nate Head, nhead@stldd.org, ext. 607
- Agency Relations Representative: Ebony Young, eyoung@stldd.org, ext. 608

9.2 BOARD OF DIRECTORS

A list of our board members and their offices can be found on our website.

Board Committees

The Executive Committee has general supervision of the affairs of the Board between its regular meetings and makes recommendations to the Board as needed. Additionally, it is empowered to act on behalf of the Board in case of an emergency; however, any such action is presented to the Board for ratification at its next regular meeting.

The Nominating/Personnel Committee consists of three members of the Board and submits to the Board names of nominees to fill offices of the Board. The Nominating/Personnel Committee submits to the Board for recommendation to the Mayor, nominees to fill

vacancies on the Board of Directors. The Nominating/Personnel Committee makes recommendations to the Board on matters pertaining to personnel policies of the Board.

Finance Committee is composed of the Treasurer and at least two other directors appointed by the Chairperson of the Board. It is the duty of this committee to oversee the financial policies of the Board and make recommendations to the Board on matters including, but not limited to, the annual budget, financial statements, banking procedures, insurance, and an annual audit.

Program Committee consists of at least three members of the Board. Committee members review funding applications, agency outcomes, and make recommendations to the full Board on matters pertaining to agency programs.

Board Meetings

Board meetings are public meetings and are typically held during the months of February, March, May, June, September, and November. The dates are published on our website along with the agenda. Committee meetings are held as needed. Dates and agendas can be found on the website.

Appeals Process

An agency Executive Director may submit a written appeal to DD Resources, through its Executive Director, detailing actions the agency thinks do not comply with DD Resources' policies/bylaws, within 60 days of the action. Please note, an agency's funding allocation is final and is not subject to appeal. The DD Resources Executive Director will meet with the DD Resources Executive Committee to discuss the appeal and prepare a recommendation to the full Board. The Board will inform the agency in writing of its decision within 10 working days of the Board meeting in which the appeal is discussed. The decision of the Board on all appeals is final.

9.3 SERVICE GUIDELINES

All forms referenced in this section and throughout the Partner Funding Manual can be found on the Alliance Portal.

Community Transportation

Community Transportation Service Guidelines	
Service Definition	Services support individuals to access the community through safe and reliable transportation.
Documentation Requirements	• The "Transportation Provider Trip Tracker" must be approved by the agency benefitting from the services before submitting an invoice. • The "Quarterly Trip Totals Report" should be received by DD Resources by the 10th of the month following the end of the quarter. For example,the July-September Quarterly Trip Totals Report should be received by DD Resources no later than October 10th.

Employment Transportation

Employment Transportation Service Guidelines	
Service Definition	Services support individuals to access employment through safe and reliable transportation.
Individual Eligibility	Eligible individuals: • Have an active case with DMH; • Are employed at a sheltered workshop; and • Require nonpublic transportation
Referral/Enrollment Process	Sheltered Workshops may refer individuals for door-to-door transportation services by following the steps listed below: • Determine there is a need for door-to-door transportation • Determine the individual meets the requirements as listed above • Support the individual with choosing their 1st and 2nd choices of transportation providers • Submit the completed Transportation Referral form to the transportation provider • Provide any additional information needed in order to secure transportation Approved requests will be assigned a provider based on the individual's choice and the provider's capacity. The provider will contact the family/individual to coordinate pick-up/drop-off times and locations.
Caps/Limits	Transportation services are subject to available funds and capacity of Service Provider.
Documentation Requirements	• "Transportation Provider Trip Tracker" must be approved by the agency benefitting from the services before submitting an invoice. • The "Quarterly Trip Totals Report" should be received by DD Resources by the 10th of the month following the end of the quarter. For example,the July-September Quarterly Trip Totals Report should be received by DD Resources no later than October 10th.

Client Emergency and Assistance Response Fund

Client Emergency and Assistance Response Fund Service Guidelines	
Purpose	This program is designed to provide temporary assistance that allows individuals to remain in their homes or establish a new permanent residence. Funds support individuals/families with developmental disabilities who: • Have been impacted by natural disasters such as a flood, tornado, severe weather, etc., that affected their ability to maintain their quality of life, independence and/or access to their community. • Receive ISLA services and need assistance with costs associated with living independently.
Agency Eligibility	The agency must currently be funded by DDR.
Individual Eligibility	Individuals must be receiving DDR-funded services.
Eligibility Requirements	The agency has supporting documentation showing that it has determined the individual/family's financial need, made a reasonable and good faith effort to

Client Emergency and Assistance Response Fund Service Guidelines	
	help the individual/family access community resources, and determined that additional support is needed.
Parameters for Funding	Natural disaster assistance may be used to support individuals'/families' needs in the areas of: Housing (such as): • Utility assistance • Security deposit and Rental assistance • Home repairs • Appliance repair or replacement • Temporary housing assistance Health and Safety (such as): • Mental/emotional health (counseling) Transportation (such as): • Automobile repairs • Public transportation • Personal transportation services Technology (such as): • Phones • Computers • Access to internet service (hotspot) Funding for individuals receiving ISLA services may be for support in the following areas: • Security deposit and/or first month's rent • Utility hookup fees/deposits • Moving expenses • Essential household items, appliances, and furnishings
Caps and/or Limits	Individuals are eligible for an amount not to exceed $5,000 annually, to the extent funds are available. DDR may allow exceptions to the cap on a case-by-case basis.
Request Process	Download the Client Assistance Request form, which can be found on the Alliance Portal, under the Forms and Resources tab. Email the completed request to the agency's DDR Agency Relations Representative.
Review Process	All reimbursement requests will be considered on a first-come, first-served basis within the annual budgeted amount. DDR will notify the agency of the request's status in writing.
Invoicing Procedures	To receive reimbursement, the agency will email receipts with the Client Assistance Invoice form to the agency's DDR Agency Relations Representative within 45 days of the purchase date on the receipt. If items are purchased from a community resource such as a garage sale, Facebook Marketplace, etc., a written receipt (with the date and cost of the items) must be obtained.
Reporting Requirements	No reporting required. Receipts will be used to track results.

Capital

Capital funding may be available to any agency supporting St. Louis city residents with developmental disabilities for projects that add capacity to the organization to fulfill its mission.

Funding is for one-time projects that have a useful life of more than one year and cost at least $5,000 requested from DDR.

Requests are limited to the actual/direct cost of the item and cannot include allocation of indirect or administrative costs. DDR does not reimburse expenses for costs incurred by the applicant prior to the fiscal year for which the funding is approved. Requests must have three (3) competitive bids unless they are single-source. When possible, bids should be sought from St. Louis City merchants/residents, including minority/women-owned businesses (visit St. Louis Development Corporation for more information). A written rationale must be provided when the lowest bid is not selected or there are fewer than three bids. Capital items are classified into one of the following four categories:

- Equity Investment: The purchase of land, buildings, or homes (existing or new construction) and the rehabilitation or enhancement of existing facilities located within the City of St. Louis. Requests for maintenance and repair projects may be considered when circumstances are beyond the agency's control and/or the cost of the project exceeds the agency's depreciation fund or cash reserves.
- Program Support: Items for direct use of individuals with developmental disabilities or necessary to maintain a direct service program. Items must be necessary to achieve the targeted outcomes of the program.
    - Examples: therapy equipment, furnishings, machinery, renovations necessary for the program, and computer/software directly used for individuals with developmental disabilities.
- Administration: Items that improve the overall efficiency or effectiveness of the agency that provides a direct service program supporting individuals with developmental disabilities.
    - Examples: business office software, building renovations.
- Vehicles: Assist in the purchase of vehicles for transporting DDR-eligible individuals. DDR will consider granting funds to an agency for no more than 20% of the cost. DDR will consider exceptions to the 20% maximum for agencies not eligible for Section 5309/5310 funding from the Federal Transit Administration. It is the intent of this policy to encourage the use of other sources of funding available for vehicle acquisition/replacement (e.g., Section 5309/5310 programs).

Equity Investment:

Requests for equity investment should include the following:

1. Justification for the request; justification may include:
    a. Geographical location of the proposed facility for individual accessibility.
    b. Service and program need, including persons to be served.
    c. The impact on the agency and its services.
    d. Useful lifetime of the project, including possible adaptation to other appropriate uses.
    e. Explanation of compatibility of the proposed design with service or program need.
    f. Reports from other bodies that have committed funding showing their support for the project and that their requirements and/or criteria are being met.
2. A summary listing the total funding available/requested for the project from all sources and the portion requested from DDR.
3. The timeline for completion of the project.
4. Information regarding ownership of the project after its completion.
5. A detailed plan, including architect's drawings when required by DDR, of the proposed project. Applicants should not provide nor incur costs for architect drawings until requested and/or approved by DDR. DDR does not reimburse expenses for costs incurred by the applicant prior to DDR approval to fund such expenses.

6. Certification that the proposed project will conform to local zoning, building code, and licensing requirements.
7. Initial and annual certification shall be provided that the proposed project will serve individuals with developmental disabilities; DDR shall be permitted to inspect the project upon providing reasonable prior notice.
8. The vendor shall provide a signed affidavit certifying their independence from the agency's board, employees, and individuals.
9. Proposals may be submitted by a single agency or jointly by two or more agencies to serve a common purpose.

If a request is approved:

1. DDR will have the right to review and approve all original and revised project plans, including but not limited to design, cost, regulatory requirements, zoning issues, and proposed services, and request additional bids at its discretion.
2. All funds allocated shall be expended within a specified time period. Any funds unexpended by the end of the designated period shall revert to DDR and can only be reassigned by subsequent DDR Board action. An agency may request, in writing, an extension of time beyond the original commitment to complete work previously funded by DDR.
3. Allocated funds shall be spent only for the designated purpose, and any surplus shall revert to DDR. A final expenditure report shall be required and sent to DDR after the work is completed.
4. DDR may, at its discretion, monitor or require a supervising architect to monitor the progress of the project. Any major variance from the proposed work schedule or changes in plans which affect compatibility with the program or services to be delivered or cost may be subject to DDR approval. In relation to cost, a "variance" is defined as a 10% variance or more in the total cost of the project.
5. DDR may, at its discretion, disburse funds for a project in phases, with each disbursement based on the completion of the prior phase.
6. A report from a structural engineering firm, if appropriate.
7. DDR may obtain a loan policy of title insurance or require verification of title insurance on all Equity Investments involving the purchase of land, property, buildings, facilities, or homes prior to payment.
8. All required building or occupancy permits must be obtained from the City of St. Louis.
9. DDR will file a Deed Restriction or Deed of Trust and Promissory Note granting DDR a security interest in and to all real estate acquired or renovated, equal to the amount of DDR funds provided for the Equity Investment. A second priority position may be considered upon request if the agency demonstrates financial need, or based on other organizations contributing to the project that may be taking a security interest in the same collateral.
10. DDR's security interest in the purchase of land, property, facilities, buildings, or homes will not be forgiven.
11. DDR's security interest in equity investments that rehabilitate a property, facility, or home will be forgiven over time as follows:
    a. Structural changes such as new walls or partitions, windows, a new roof (not repaired), HVAC, venting, water pipes, driveways, sidewalks, external stairs and railings—20 years (in 5-year increments).
    b. Exterior modifications outside of the primary structure such as landscaping, retaining walls, and fencing – 15 years (in 5-year increments)
    c. Items such as equipment, appliances, fixtures, carpet/flooring, and furnishings that are included in the total cost of the project that are not structural changes and have a limited life – 5 years (DDR's investment will be 100% forgiven at the end of the 5th year)

d. Repairs will be forgiven based on the remaining life of the item being repaired.

12. Upon ceasing to use the property to benefit St. Louis city residents with developmental disabilities, the agency will pay DDR the sum of its investment.
13. The agency shall not encumber or renew existing loan(s) that is/are secured by the property without the written approval of the DDR Board, nor shall the agency sell, trade, dispose of, or in any way alter the ownership of the capital improvement. If the Agency encumbers, sells, trades, or otherwise disposes of or in any way alters ownership of the capital improvement without the written approval of DDR, the agency may require the return of 100% of DDR's equity investment.
14. If the property is sold and the agency reinvests the sale proceeds in another property to be used for the same purpose, subject to DDR's prior written approval of the sale, the agency shall be liable to refund only the excess sale proceeds not reinvested in the new property. This refund shall be limited to the amount of the grant provided to the agency.
15. If the agency ceases to provide the same services at the property but continues to use the property in a manner that would otherwise meet the statutory and policy requirements of DDR, no refund of the grant provided shall be required as long as the agency receives prior approval from DDR. Any change in the services rendered at the property may be made only after application to and written approval from DDR.
16. The agency will maintain full insurance on the property that meets or exceeds the minimum requirement set forth in the security agreement or deed of trust; DDR shall be named as an additional insured.
17. The agency shall maintain the project, and any collateral, in good working order.

Program Support/Administration:

Requests for Program Support and/or Administration must describe how the funding will meet the intended targets of the program or improve the efficiency or effectiveness of the agency.

If a request is approved:

1. DDR will execute a promissory note, security agreement, and/or Uniform Commercial Code (UCC) for the amount of its investment.
2. DDR is not responsible for any maintenance or ongoing expenses related to the item(s) purchased.
3. The agency cannot repurpose, sell, trade, dispose of, in any manner alter the ownership of, or relocate the item(s) out of St. Louis city within five years of the purchase date without prior written approval from DDR. If approval is given, DDR shall be reimbursed for its portion of the acquisition cost. The reimbursement requirement shall be reduced by 20% per year for each year that the item was used as originally intended. The requirement to reimburse DDR is terminated after five years of use.
4. If the agency wishes to dispose of the item(s) and use the proceeds from the sale of the item(s) to purchase other equipment, approval must first be received from DDR. The justification for the purchase of new equipment would be the same as that of a new request and the same stipulations would be in effect for the purchase of other equipment.
5. If the item purchased is found not to have been used during the five years since the purchase date, DDR may demand a return of its investment or require that the agency make the item(s) available to another agency.
6. Agencies shall maintain accurate inventory control procedures of capital items purchased with DDR funds over $5,000.

7. Agencies shall ensure adequate safeguards to prevent loss, damage or theft of property. Any loss, damage or theft of non-consumable property purchased with DDR funds shall be investigated by the agency with written documentation of the investigation findings submitted to the DDR office. A statement describing how agencies will replace the item(s) must be included.
8. All capital items purchased with DDR funds shall be depreciated (forgiven) in accordance with generally accepted accounting principles (GAAP).
9. Initial and annual certification shall be provided that the proposed item will serve individuals with developmental disabilities; DDR shall be permitted to inspect the item upon providing reasonable prior notice.
10. The agency shall maintain the item in good working order.

Vehicles:

DDR will consider granting funds to an agency for no more than 20% of the cost to purchase vehicles that are used primarily for transporting St. Louis city residents with developmental disabilities. DDR will consider exceptions to the 20% maximum for agencies not eligible for Section 5309/5310 funding from the Federal Transit Administration.

DDR will consider serving as a match to other funding sources if: Applicant's vehicle purchase is not eligible for 5309 /5310 funding, Applicant needs a vehicle before it can apply for the next 5309/5310 funding round, or Applicant needs the vehicle before 5309/5310 award fulfillment due to loss of vehicle due to accident, theft, or total mechanical failure not caused by negligent maintenance, and has obtained or will obtain 80% of funds needed to purchase the vehicle within one year of match support request.

If DDR funds are requested to replace existing agency vehicles, DDR may require the agency to reduce the costs to the DDR by the "book" or trade-in value of the vehicle to be replaced, such that DDR would fund up to 20% of the value of the vehicle (as the value of the vehicle is reduced by the book or trade-in value of the vehicle to be replaced).

DDR can provide a support letter that indicates it has a funding category that supports matching grants for vehicle purchases, but DDR will not commit to a specific matching grant award until the applicant has confirmation their vehicle has been ordered and will be delivered within one year. That is, DDR will not hold matching grant award commitments for more than one year.

If a request is approved:

1. The agency will confirm the vehicle purchase and registration with documentation and a photo of the vehicle.
2. DDR will execute a promissory note and security agreement for the amount of its investment.
3. The agency will maintain full coverage insurance on the vehicle that meets or exceeds the minimum requirement set forth in the security agreement; DDR shall be named as an additional insured.
4. DDR is not responsible for any maintenance or ongoing expenses related to the vehicle purchased and expects agencies will ensure the vehicle and any driver(s) are licensed and fully insured at all times.
5. The agency cannot repurpose, sell, trade, dispose of, in any manner alter the ownership of, or relocate the vehicle out of St. Louis city within five years of the purchase date without prior written approval from DDR. If approval is given, DDR shall be reimbursed for its portion of the

acquisition cost. The reimbursement shall be reduced by 20% per year for each year that the vehicle was used as originally intended. The requirement to reimburse DDR is terminated after five years of use.

6. If the vehicle purchased is found not to have been used during the five years since the purchase date, DDR may demand a return on its investment.
7. Initial and annual certification shall be provided that the proposed vehicle will serve individuals with developmental disabilities; DDR shall be permitted to inspect the vehicle upon providing reasonable prior notice.
8. The agency shall maintain the vehicle in good working order.

9.4 APPROVAL PROCESS

Market Rate/Cost of Living Adjustments

Annually, DD Resources reviews forecasted Tax Revenues, the current Consumer Price Index (CPI), and Cost of Living Adjustment (COLA) published by the federal government to determine an appropriate rate adjustment for funded projects. This rate is approved by the board of directors. If applying the rate adjustment increases the reimbursement rate above the agency's annual independent audited unit rate, the rate adjustment is not made to the unit rate.

Board Review & Approval Process

Funding requests are received by DD Resources staff and reviewed with the Program Committee. Agencies may be asked to provide additional information to the Program Committee as needed. All funding recommendations are made by the Program Committee to the full board of directors; the full board may review any funding request as it sees fit. The full board makes final funding determinations.

10 APPENDIX C: DDRB

10.1 DDRB INFORMATION

Mission

Through partnership and direct action, the Developmental Disabilities Resource Board of St. Charles County builds a community that strengthens and includes people with intellectual and developmental disabilities.

Vision

We envision a community that is enriched by the contributions and inclusion of all people.

Administration

The DDRB Office is located at 1025 Country Club Rd., St. Charles, MO 63303. Our phone number is (636) 939-3351.

The Board hires the Executive Director to manage the agency's operations consistent with Board policy and priorities. DDRB Staff's contact information is available on the DDRB Website (www.ddrb.org) in the Contact Us section.

10.2 BOARD OF DIRECTORS

The Board is the policy-setting, accountable body that bears the fiduciary responsibility for all acts of the DDRB. The Board sets the financial and administrative framework for the agency. The Board delegates administrative responsibility and accountability to the Executive Director, while maintaining oversight of the agency to ensure that actions are consistent with Board-approved policies and priorities.

Pursuant to Missouri statute, the Board shall consist of a total of nine members, at least two of whom shall be related by blood or marriage within the third degree to a person with a developmental disability as defined in statute and four of whom shall be public members.

The DDRB members are appointed to three-year terms by the St. Charles County Executive and confirmed by the St. Charles County Council. The terms of Board members expire on January 31. Members of the Board can be reappointed at the discretion of the County Executive and may continue to serve until replaced.

Board and Committee Meetings

The DDRB holds public meetings at the DDRB Office 1025 Country Club Rd, St. Charles, MO 63303 (unless otherwise noted on the meeting agenda). Meeting agendas are posted on the DDRB website (www.ddrb.org) at least 24 hours prior to the meetings.

10.3 SERVICE GUIDELINES

All forms referenced in this section and throughout the Partner Funding Manual can be found on the Alliance Portal and the DDRB website (www.ddrb.org).

Community Living

Pre-ISLA

DDRB Pre-ISLA Service Guidelines	
Service Definition	Pre-ISLA services are time-limited and support individuals who currently reside in their natural home to build skills needed to transition to live independently.
Caps and/or Limits	Agencies can provide up to 27 hours a month or 324 hours annually, excluding personal care assistance funded by the Division of Vocational Rehabilitation (VR) or the Department of Mental Health and Senior Services (DHSS). Individuals may receive the service for up to 2 years before transitioning to living independently.
Output Reporting	Pre-ISLA projects must report: • Number who participated during the reporting period, July 1 – June 30. • Number of individuals who remain in project at the end of the fiscal year. • Number of individuals per status upon exit (moved to independent living without support, moved and transitioned to ISLA services, self-identified they were not ready, exited due to health, moved or relocated, exited due to logistical barriers preventing participation, terminated, withdrew for unknown reason, exited for other) • Number of assessments by result (referred directly to ISLA, referred to other services, withdrew for other/unknown reason)
Requirements Related to: -Comprehensive Assessment -Staff Qualifications	A comprehensive assessment must be completed by a qualified professional (defined by the agency) for individuals referred to Pre-ISLA services. The comprehensive assessment is to include, but not limited to: • Money Management/Consumer Awareness • Food Management • Personal Appearance and Hygiene • Health E Housekeeping • Housing • Transportation • Educational Planning • Job Seeking Skills • Job Maintenance Skills • Emergency and Safety Skills • Knowledge of Community Resources • Interpersonal Skills • Legal Skills • Pregnancy Prevention/Parenting and Child Care (if applicable)
Individual Eligibility Requirements	Individuals must be 18 years or older.

Start-Up

Residential Living Assistance Fund	
Purpose	Funds support individuals receiving DMH funded residential services provided by a qualified agency, or individuals accessing DMH funded self-directed residential services. Funds assist with costs associated with furnishing your living space. Items purchased using Residential Living Assistance Funds are owned by the individual receiving the support.
Agency's Role	Funds may only be utilized for individuals whose income is limited and who are unable to purchase new items on their own. Agencies are responsible for the following: 1. Support individuals with accessing all available community resources before accessing these funds. 2. Educate and support individuals with comparison shopping to include prices and longevity/quality of items that will meet their household needs. 3. The agency's role is strictly as a fiscal facilitator, managing the financial transaction but not claiming ownership of the items.
Individual Eligibility Requirements	1. Individual receives DMH-funded residential services or DMH-funded self-directed residential services. 2. The individual is new to receiving residential services and has received services for six months or less. 3. Individual must have a signed lease and plan to move into their residence within 30 days.
Caps and/or Limits	**Funding Preapproval and Reimbursement Conditions** • **Preapproval for funds must be obtained before individuals become eligible for reimbursement.** • **Approved funds will be authorized for a specific period.** • **If a reimbursement request is not submitted within the approved timeframe, funding may not be guaranteed.** **DDRB funds are available based on annual funding allocation. Email AgencyRelations@ddrb.org to obtain preapproval.** Funds are available up to six months after the individual's move-in date. The DDRB establishes lifetime caps annually. Refer to the DDRB Residential Living Assistance Funds Reimbursement Checklist for lifetime limits.
Billable Activities	Items eligible for reimbursement are identified on the approved DDRB Residential Living Assistance Funds Reimbursement Checklist. If items are purchased from a community resource such as a garage sale, Market Place, etc. a written receipt (with date and cost of items) must be obtained and submitted with the request.
Invoicing Procedures	Requests for reimbursement must be submitted within six (6) months of the date the individual moved into their new residence. This is a one-time reimbursement; no funds are available after the one-time reimbursement checklist is submitted. The following are required to receive reimbursement: • Completed current Residential Living Assistance Funds Checklist. • Legible copies of receipts and/or paid invoices include date and amount paid.
Reference Forms available at www.ddrb.org	• DDRB Residential Living Assistance Funds Reimbursement Checklist

Family Support

Conference Reimbursement Fund for Individuals and Families

Conference Reimbursement Fund for Individuals and Families	
Purpose	The DDRB encourages individuals with developmental disabilities and their families to participate in opportunities that advance their knowledge and understanding related to their disability. Conference reimbursement funds provide an opportunity to attend educational conferences or seminars that might otherwise be cost-prohibitive.
Eligibility	1. An individual with a developmental disability as defined in the Alliance Partner Funding Manual, or, 2. Immediate family member of an individual with a developmental disability. Agencies requesting reimbursement on behalf of a group of individuals need to contact the DDRB Agency Relations team prior to the event at agencyrelations@ddrb.org.
Qualifying Conference/Events	1. Seminar/training is generally defined as a single or specific topic of one or half-day duration. 2. Local conferences are generally defined as a locally sponsored, full-day events with breakout sessions. 3. National conferences are generally defined as nationally sponsored events of more than one day with multiple breakout sessions. Conferences may not include customized consultative services.
Qualifying Expense	Conference registration fee minus co-pay. Fees related to late registration, travel, lodging, and other expenses do not qualify for reimbursement by the DDRB.
Reimbursement Amounts	A co-pay of $25 is required for each registration fee. The DDRB will reimburse the remaining registration fee, up to the following amounts, for the following types of events: • Seminar/Training $150 • Local Conference $350 • National Conference $500 Individuals are eligible for an annual maximum of $500 per person per fiscal year. Waiver of the $25 co-pay (based on need) requires DDRB Agency Relations Director approval. **DDRB funds are available based on annual funding allocation.**
Reimbursement Request and Required Documents	Submit the following to the DDRB, 1025 County Club Road, St. Charles, MO 63303: 1. Completed Reimbursement Request Form 2. Copy of conference/event brochure including registration costs 3. Copy of paid receipt 4. Completed Conference Evaluation Form
Reimbursement Approval	Request for reimbursement should be emailed to AgencyRelations@ddrb.org Completed requests, along with supporting documentation, must be submitted to the DDRB within 60 days after the event. Late or incomplete applications will not be processed.
Payment	A reimbursement check is sent to the applicant after attendance at the event and receipt of required documents.
Form(s) Available at: www.ddrb.org	Conference Reimbursement Fund for Individuals and Families • Application for Reimbursement • Evaluation Form

Emergency Housing Assistance Program

Emergency Housing Assistance Program	
Purpose	The DDRB assists individuals with developmental disabilities who may become homeless due to an event that has interrupted their ability or the ability of a related household provider to sustain their independence. This program is designed to provide emergency/temporary assistance that allows individuals to remain in their home or establish a new permanent residence.
Eligibility	1. Individuals must be eligible for services through the Department of Mental Health, 2. Be a current resident of St. Charles County, 3. Meet the annual income limit established by the DDRB.
Application Guidelines	1. Applications are submitted by the DDRB case manager, DMH service coordinator, or DDRB designated agency. 2. Supporting documentation, outlined in the Application Instruction sheet, must be included with the application. 3. Action items and referrals are required for future eligibility of the program.
Qualifying Expenses	1. Rent and utility deposits, 2. Rent and mortgage payments, 3. Utility payments including gas, electric, water/sewer, trash, 4. Moving expenses, 5. Other expenses to establish a household unit. 6. Penalties and late fees are excluded.
Qualifying Deductions	Established deductions may be included for: 1. Each dependent, 2. Each family member with a developmental disability. Refer to the Application Instruction Sheet for deduction amounts.
Annual and Lifetime Assistance Amounts	**DDRB funds are available based on annual funding allocation.** The DDRB establishes fiscal year limits and lifetime caps annually. Exceptions may be granted for extenuating circumstances by the Agency Relations Director. Refer to the Application Instruction Sheet for annual fiscal year and lifetime limits.
Reference Form(s) available at www.ddrb.org	1. DDRB Application 2. Application Instruction Sheet 3. AMI (Average Median Family Income) Reference Sheet 4. Emergency Housing Assistance Program Application

Support Systems

In-Home Support and Facility-Based Support (Respite)

In-Home Support and Facility-Based Support	
Service Definition – IN-HOME SUPPORT	Services provide intermittent, short-term relief to the primary caregivers. DDRB Contracts with Community Living, Inc. for this service. Contact Community Living, Inc. for more information https://www.communitylivingmo.org/
Service Definition – FACILITY-BASED SUPPORT	Services provide intermittent, short-term relief to the primary caregivers outside of the natural home. DDRB Contracts with Community Living, Inc. for this service serving all ages. Contact Community Living, Inc. for more information https://www.communitylivingmo.org/ DDRB Contracts with St. Louis Crisis Nursery for this service serving ages birth to 12. Contact St. Louis Crisis Nursery for more information https://www.crisisnurserykids.org/

Employment Transportation

Transportation Reimbursement Fund

Transportation Reimbursement Fund	
Purpose	The DDRB Transportation Reimbursement Fund temporarily supports an individual's transportation needs. This funding is not intended to cover total transportation costs, but to enhance options and opportunities while individuals explore long-term transportation solutions.
Eligibility	Individuals who meet the following criteria are eligible to access the Transportation Reimbursement Funds: • **DMH/IDD number:** Individual has been determined eligible for DMH/IDD services and has a DMH/IDD number • **St. Charles County resident:** Individual resides in St. Charles County • **Employed:** Individual is competitively employed in the community and has qualifying expenses related to transportation. and/or • **Post-Secondary Student** or enrolled in **Employment Training:** Individual is enrolled in a post-secondary school and/or receives Adult Employment Training services from a DDRB-funded program or other community employment training program and has qualifying expenses related to transportation. ***Reference the Transportation Reimbursement Form Checklist for a complete list of qualifying items and expenses that are eligible for reimbursement.**

Transportation Reimbursement Fund	
Role of Supported Employment Agency/Case Manager/Service Coordinator	The role of Supported Employment Agency/Case Managers/Service Coordinators is to educate individuals about the Transportation Reimbursement Fund. 1. **Individuals who receive Adult Employment Services from a DDRB-funded Supported Employment agency** must submit the Transportation Reimbursement Fund Checklist with valid receipts to their employment agency. The employment agency will submit the request for reimbursement to the DDRB. The Employment agency is responsible for reimbursing the individual and maintaining a copy of the checklist along with supporting documentation for all reimbursement requests. 2. **Individuals with a DDRB case manager/DMH service coordinator** must submit the Transportation Reimbursement Fund Checklist with valid receipts to their case manager/service coordinator. The case manager/service coordinator will submit the request for reimbursement to the DDRB via email at AgencyRelations@ddrb.org. The DDRB will reimburse the individual directly.
Requesting Reimbursement	**Funding Preapproval and Reimbursement Conditions** • **Preapproval for funds must be obtained before individuals become eligible for reimbursement.** • **Approved funds will be authorized for a specific period.** • **If a reimbursement request is not submitted within the approved timeframe, funding may not be guaranteed.** **DDRB funds are available based on annual funding allocation. Email AgencyRelations@ddrb.org to obtain preapproval.** The DDRB establishes lifetime caps annually for each fund (Employment and Employment Training/Education). Refer to the Transportation Reimbursement Fund Checklist for lifetime limits. Individuals may request reimbursement for both funds in tandem and/or back-to-back if eligibility criteria are met. If the maximum amount allowed is not fully utilized, the individual's balances will remain available for use at a later time. Employment and Employment Training/Education funds cannot be combined. **Individuals who do not receive employment support from a DDRB-funded agency or have an active DDRB case manager/DMH services coordinator** must submit the Transportation Reimbursement Fund Checklist with valid receipts directly to the DDRB. The DDRB will reimburse the individual directly. Request for reimbursement to the DDRB must be made within 90 days from the date the expense was incurred. It is recommended that individuals access the reimbursement funds, track amounts reimbursed and their remaining lifetime balance.
Reference Form(s) available at www.ddrb.org	DDRB Transportation Reimbursement Fund Checklist

Agency Support

Capital Funding-Equity Investments

Capital Funding-Equity Investments	
Purpose	Equity funds may be available to any agency supporting St. Charles County residents with developmental disabilities for the purchase of land, buildings or homes (existing or new construction) or building and home renovations within St. Charles County.
Requesting Equity Investment Funds	**Agencies not currently funded by the Board** are required to schedule an appointment with the DDRB Agency Relations Director and/or Finance and Operations Director to review any proposed request, prior to formal and final submission to the board. **Agencies currently funded by the Board** must submit 1) a letter of intent to request DDRB equity investment funds and 2) a Board Resolution for a not-to-exceed amount must also be submitted. The letter of intent must include a description of the investment, a statement of need, fit with the agency/program targets and the DDRB strategic plan, total cost, other funding partners, and projected DDRB funds needed. , For home purchases, the letter of intent must include how the purchase addresses at least one of the DDRB's housing priorities: 1) critical need – necessary for the health and safety of an individual, 2) affordability – improves access to affordable safe housing, or 3) accessibility – individual's needs require home modifications not available elsewhere. DDRB investment in home renovations/improvements must meet the following conditions: 1) three written bids must be secured 2) the renovations/improvements must increase the value of the home as demonstrated by an independent appraisal and present a final appraised value used to determine the percentage of equity the DDRB has in the property. The agency must submit a business plan with 3–5-year financial projections (income and expenses) for operations and other relevant information not originally included in the letter of intent.
Approval	Approval of expenditures for equity investments is dependent upon the availability of funds and fits with the DDRB mission and Board-designated priorities. Agencies are requested to explore other funding sources prior to making a request to the DDRB. The request will be presented at a regularly scheduled Board meeting after initial review by the Finance Committee. Upon Board approval, the DDRB would designate funds for the project, pending bank approval of a Letter of Credit (an instrument issued by a bank to the agency by which the bank substitutes its own credit for that of the agency), if required. Upon bank issuance of the Letter of Credit, the DDRB will release the designated funds, secured by the Letter of Credit. Conditions of the equity investment and for drawing under the Letter of Credit will include specific project targets for the investment.

Capital Funding-Equity Investments	
	The DDRB will order (at DDRB's expense) Title Insurance on all Equity Investments prior to payment.
Funding Guidelines	**The DDRB investment maximum** is $250,000 or 25% of the project cost, whichever is less, and may be secured with a Bank Letter of Credit with the DDRB as beneficiary. *The DDRB can ONLY draw upon the Letter of Credit if the agency fails to perform stated criteria related to the project. Upon completion of the project targets, the Letter of Credit shall be released. Project targets will be time-specific and may include, but not be limited to, construction milestones, capacity goals, and numbers of individuals served.
Investment Conditions	As a condition of the investment, the agency shall grant to the DDRB, by a contract secured by a Deed Restriction or Deed of Trust, the following rights in the real estate and renovations/improvements* that are the subject of the investment: 1. Upon the cessation of use of the property for purposes to benefit St. Charles County citizens with developmental disabilities, the DDRB shall have the option to purchase the property at fair market value reduced by the amount of the investment, plus the Fair Market Value Adjustment**, or the agency will pay to the DDRB the sum of the amount of the investment, plus the Fair Market Value Adjustment**. 2. If the agency elects to sell the premises, the DDRB shall have the right of first refusal to purchase the property for the same sale price as any contract to buy the premises from a third party, reduced by the amount of the investment, plus the Fair Market Value Adjustment**, or the agency will pay to the DDRB the sum of the amount of the investment, plus the Fair Market Value Adjustment**. **Fair Market Value Adjustment for purposes of this section shall be defined as the principal amount of the investment multiplied by a percentage proportionate to the increase or decrease in the fair market value of the real estate and improvements from the date of the investment until a triggering event, including cessation of its use for the benefit of St. Charles County citizens with developmental disabilities, a sale of the property, or the election of the agency to return the investment to the DDRB. The percentage shall be calculated as the quotient where the numerator is the difference between the fair market value at the time of investment and the fair market value at the time of the triggering event, and the denominator is the fair market value at the time of investment. The adjustment is then determined by multiplying the principal amount of the investment by the change in fair market value percentage. Fair market value at the time of the investment for purposes of this calculation shall be stipulated in the contract at the time of the investment. A Missouri-certified appraiser, agreed upon by the parties, shall determine the fair market value at the time of the triggering event. If the parties cannot agree upon an appraiser, they shall each select one appraiser, and then the two appraisers shall select a third appraiser whose appraisal shall determine the fair market value.
Changes/Transferring Equity	Any change in equity investment will require DDRB Board approval.

One-Time

One-Time Funding-Program Support and Administration

One-Time Funding-Program Support and Administration	
Purpose	One-time funding items are defined as items that are to be requested for reimbursement one-time. Requests are limited to the actual/direct cost of the item and cannot include allocation of indirect or administrative costs or gifts given in-kind. Expenses incurred prior to DDRB approval may not be funded.
One-Time Categories	**One-time funding** items are classified into one of the following 2 categories: **1. Program Support** Items must cost at least $2,500 and be for direct use of individuals with developmental disabilities or necessary to maintain a direct service program. Items must be necessary to achieve the targeted outcomes of the program. **DDRB Grants: up to 80% of actual item purchase cost. Up to $100,000** Examples: specific/specialized equipment that will be utilized by individuals with developmental disabilities: therapy equipment, specialized furnishings, accessibility items, etc. **2. Administration** Items requested must cost at least $2,500 and must improve the overall efficiency or effectiveness of the agency as it relates to the program outcomes. **DDRB Grants: up to 50% of the actual item purchase cost. Up to $100,000** Examples: business office software for program efficiencies, accessible renovations, vehicles that support DDRB funded programs etc.

One-Time Funding-Program Support and Administration	
How to Make a One-Time Funding Request	Agency will complete a Funding Application; the agency will describe the general one-time needs for each Program including administration and describe how the one-time funding will meet the intended outcomes for each program for the fiscal year. Requests to the Board should describe how the one-time funding 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. If an agency is submitting a request for more than one item, the items should be prioritized by need. A Board Resolution for a not-to-exceed amount must also be included. Agencies not currently funded by the Board are required to schedule an appointment with the DDRB Agency Relations Director and/or Finance and Operations Director to review the request prior to submission of a request.
One-Time Funding Guidelines	Approval of expenditures for one-time items is dependent upon the availability of funds and fit with the DDRB mission and Board-designated priorities for the funding cycle. One-time funds are available to any agency providing support to St. Charles County residents with developmental disabilities. Agencies are encouraged to explore other funding sources prior to making a request to the DDRB. For equipment that will be shared with customers who live outside of the St. Charles County area or shared with individuals without disabilities, the DDRB will adjust the base cost of the expenditure to reflect the percentage of St. Charles County citizens with developmental disabilities who will be supported. • For program items, funding will not exceed 80% of the adjusted cost. • For administrative items, funding will not exceed 50% of the adjusted cost. **Bid Requirements** Item(s) exceeding $5,000 require at least three written bids to be obtained by the agency. Copies of bids must be kept until the next DDRB financial review of the agency. Exceptions may be granted, waiving the three-bid requirement, contact DDRB Finance and Operations Director for consideration.

One-Time Funding-Program Support and Administration	
Board Ownership	All one-time items which were purchased with DDRB funding are the property of the agency. There is no formal lien required by the DDRB. The Agency cannot repurpose, sell, trade, dispose of, in any manner alter the ownership of, or relocate out of St. Charles County such DDRB-funded equipment/items within 5 years without prior written approval by the Finance Committee of the DDRB. If such approval is given, DDRB shall be reimbursed for its portion of the acquisition cost. The reimbursement shall be reduced by 20% per year for each year that the capital item was used as originally intended. The requirement to reimburse DDRB is eliminated after 5 years from the date of purchase. DDRB may request to see any previously funded one-time items during Financial Review and/or Partner Review meetings when conducted with the Agency.
Invoicing	Agencies must submit detailed receipts with the invoice and all bids received (when applicable).

10.4 APPROVAL PROCESS

Board Review & Approval Process

The DDRB's annual Strategic Plan guides funding decisions. Each year the DDRB sets a budget of available funds. Funds available include, but are not limited to, tax revenue, interest and other income. The DDRB also establishes annual funding priorities which may include market rate adjustments, service expansion, and priority service development.

Annually, the Board schedules agency hearings and financial working sessions prior to final funding approval. These meetings are open to the public and dates and times are posted on the DDRB website. The final budget is approved by the Board in May/June.

Appeals

If the agency disagrees with a decision of the DDRB, the following are procedures for the agency to appeal a decision by the DDRB:

a. The Board of the agency must vote in a Board meeting to appeal the decision of the DDRB.
b. Within 60 days of the DDRB's decision, a letter must be received by the DDRB from the President/Chair of the agency stating the agency's decision to appeal and a copy of the minutes of the Board meeting stating the vote of the Board to appeal.
c. The letter from the President/Chair of the agencies must state, in specific terms, the reason(s) for the appeal.
d. The DDRB will review the appeal and provide a written response within 60 days from receipt of appeal.

10.5 INVOICING

Year-End Deadline

Year-end invoices are due July 31. The Agency should contact DDRB Finance and Operations Director prior to July 31 if an extension is needed.

11 APPENDIX D: PLB

11.1 PLB INFORMATION

Mission

PLB funds quality services, fosters collaboration, and drives innovation to create opportunities for people with intellectual and developmental disabilities in St. Louis County.

Vision

People with intellectual and developmental disabilities are empowered to live the lives they choose.

Administration

Key Administrative staff include:

- Becky Herschbach, Executive Director
- Glen Goldstein, Chief Information and Technology Officer
- Don Kaufmann, Director of Finance and Administration
- Amy Meyer, Director of Agency and Community Relations

11.2 BOARD OF DIRECTORS

The Board is the policy-setting, accountable body that bears the fiduciary liability for all PLB actions. It establishes the financial and administrative framework and appoints and directs the Executive Director to conduct the everyday operations of the agency. The Board provides oversight to assure that actions follow Board-established policies and procedures. The Board operates in partnership with the agency's staff, using their advice to deliberate decisions on agency policies and/or objectives.

Pursuant to RSMo 205.970, the Board shall consist of nine members, of whom a minimum of two shall be related to a person with a developmental disability and four shall be public members. At least seven of the board members shall be residents of the County. Productive Living Board members are appointed to three-year terms by the County Executive and confirmed by the County Council. The terms of three members of the Board expire in April of each year. Members of the Board can be reappointed for an unlimited number of terms.

Board Committees

The work of the Board originates within the structure of working committees. The Chairperson of the Board establishes committees (including standing committees and, as needed, *ad hoc* committees) following the general organizational structure of the agency itself in order to assure maximum coordination. All committees are advisory in nature.

The Board has established the following standing committee structure:

- Executive Committee
- Administration Committee
- Community Services Committee
- Employment Services Committee

Board Meetings

The PLB usually holds its regularly scheduled full Board meetings on the second Monday of the month in March, May, June, July, September, October and December. Meetings are held at times and locations established by the PLB at the beginning of each fiscal year. If a holiday should fall on the day of a regularly scheduled meeting, the PLB Chairperson will reset the meeting date.

Meetings of the PLB are conducted according to Robert's Rules of Order. In compliance with Missouri's Sunshine Law 610.010 to 610.035 RSMo, PLB meetings are open to the public, and the date, location, and time of meetings are prominently posted in the PLB office and on the PLB website at www.plboard.com.

All interested agencies, individuals with developmental disabilities, and other parties are invited and encouraged to attend the Board meetings. It is suggested that persons interested in attending the meetings contact the PLB office to confirm the specific meeting date, time, and location. Information regarding PLB meetings can be obtained by visiting the PLB website at www.plboard.com. or by calling (314) 726-6016.

Copies of agendas and minutes of PLB meetings are available to the public at no charge upon written request. The minutes of the meetings of the Board and/or its committees are also available for review by the public at the PLB office during regular business hours, 8:00 a.m. to 4:30 p.m., Monday through Friday or by visiting the PLB website at www.plboard.com.

Appeals Process

An agency may submit a written appeal to the PLB detailing actions the agency thinks do not comply with the PLB's policies, within 60 days of the action. Upon submission of the appeal, the Executive Director will conduct a review of the allegations. The Executive Director will submit a report to the Executive Committee within ten working days of receipt of the appeal. At the Executive Committee meeting, the agency will be permitted, at the discretion of the Executive Committee, to respond to questions and the findings of the Executive Director's report. The Executive Committee will make its recommendation to the full Board at the next regularly scheduled Board meeting. The Board will inform the agency in writing of its decision within ten working days of the Board meeting. The decision of the Board on all appeals is final.

11.3 SERVICE GUIDELINES

All forms referenced in this section and throughout the Partner Funding Manual can be found on the Alliance Portal.

Education/Training Reimbursement

Individual/Family: Education/Training Reimbursement

Education/Training Reimbursement Guidelines	
Service Definition	Education/Training Reimbursement is for individuals and family members to improve their knowledge of services and supports as well as their ability to make informed choices in selecting services to meet their needs. This reimbursement is available to help defray the cost of attending national, state and/or local seminars, conferences or educational workshops.

Education/Training Reimbursement Guidelines	
Eligibility Requirements	Agency making the request on behalf of the individual/family must be a current PLB funded provider. Individual/Family must reside in St. Louis County and individual/family member must have a qualifying developmental disability. Following the seminar, conference or educational workshop, each individual/family member approved for funding shall complete the Evaluation of Conference/Seminar form.
Eligible Expenses	Reimbursement for registration cost (full or partial) to a seminar, conference or educational workshop, hotel and/or travel costs.
Caps and/or Limits	Financial reimbursement is available for up to $1,000 of eligible expenses annually per individual/family.
Request Process	Requests for reimbursement must be made through a PLB funded agency on behalf of the individual/family. Agency shall submit an "Education/Training Request for Reimbursement" form on behalf of the individual/family at least 30 days prior to the date of the program to the Director of Agency and Community Relations.
Review Process	Consideration of all requests for reimbursement will be made on a first come, first serve basis within the annual amount budgeted for Education/Training Reimbursement. PLB will notify the agency of the status of the request in writing.
Reimbursement Procedures/Invoicing Procedures	To receive reimbursement, the agency will submit the individual/family's receipts of payment, Education/Training Reimbursement Invoice form and Evaluation forms to the Director of Agency and Community Relations within 90 days of the training. The payment is made to the agency upon approval.

Staff: Education/Training Reimbursement

Education/Training Reimbursement Guidelines	
Service Definition	Education/Training Reimbursement is for qualified applicants to help defray the cost of registration fees for national, state and/or local seminars, conferences or educational workshops.
Eligibility Requirements	Agency must be a current PLB funded provider. Staff must be employed by a current PLB funded provider. Board member must be a current member of the PLB funded provider's Board. Following the seminar, conference or educational workshop, each person approved for funding shall complete the Evaluation of Conference/Seminar form.
Eligible Expenses	Reimbursement of registration cost (full or partial) to a seminar, conference or educational workshop for staff and/or board member to gain skills and knowledge

Education/Training Reimbursement Guidelines	
	of best practices in the field of developmental disabilities and improve the quality and effectiveness of their agency's services and supports.
Caps and/or Limits	Financial reimbursement is available for the registration fee for up to $1,500 per agency annually. Reimbursement is not intended to cover the cost of agency required training.
Request Process	Applicants seeking reimbursement shall submit an Education/Training Request for Reimbursement form at least 30 days prior to the date of the program to the Director of Agency and Community Relations.
Review Process	Consideration of all requests for reimbursement will be made on a first come, first serve basis within the annual amount budgeted for Education/Training Reimbursement. PLB will notify the agency of the status of the request in writing.
Reimbursement Procedures/Invoicing Procedures	To receive reimbursement, the agency will submit the receipts of payment, Education/Training Reimbursement Invoice form and Evaluation forms to the Director of Agency and Community Relations within 90 days of the training. The payment is made to the agency upon approval.

See the Education/Training Reimbursement Request form

Natural Disaster Emergency Individual/Family Reimbursement

Natural Disaster Emergency Individual/Family Reimbursement Guidelines	
Service Definition	Natural Disaster Emergency Individual/Family Reimbursement is intended to be a supplemental support for individuals/families who experienced an emergency which has affected their ability to maintain their quality of life, independence and/or access to their community due to a natural disaster such as flood, tornado, severe weather, etc.
Agency Eligibility	Agency must currently be funded by PLB.
Individual Eligibility	Individuals must be eligible for PLB funded services.
Eligibility Requirements	Agency has supporting documentation showing they have determined the individual/family's financial need, they have made a reasonable and good faith effort supporting the individual/family to access community resources, and there is a need for additional support.

Natural Disaster Emergency Individual/Family Reimbursement Guidelines	
Parameters for Funding	Assistance may be used to support individuals'/families' needs in the areas of: Housing (such as): • Utility assistance • Security deposit and rental assistance • Home repairs • Appliance repair or replacement • Temporary housing assistance Health and Safety (such as): • Mental/emotional health (counseling) Transportation (such as): • Automobile repairs • Public transportation • Personal transportation services Technology (such as): • Phones • Computers • Access to internet service (hotspot)
Caps and/or Limits	Individuals are eligible for an amount not to exceed $5,000 annually, to the extent funds are available. PLB may allow for exceptions for the cap.
Request Process	Applicants seeking reimbursement shall submit the Natural Disaster Emergency Individual/Family Assistance Reimbursement form to the agency's PLB Agency and Community Relations representative.
Review Process	Consideration of all requests for reimbursement will be made on a first come, first serve basis within the annual amount budgeted. PLB will notify the agency of the status of the request in writing.
Invoicing Procedures	To receive reimbursement, the agency will submit the individual/family's receipts of payment, with the Natural Disaster Emergency Individual/Family Reimbursement Invoice form by email to the agency's PLB Agency and Community Relations representative within 90 days of purchase. The payment is made to the agency upon approval.
Reporting Requirements	No reporting required. Receipts will be used to track results.

Assigned Funds for ISLA and Supported Employment

Assigned Funds Service Guidelines	
Service Definition	Assigned funds for ISLA and Supported Employment services, which may be available to agencies who have supported individuals in excess of their annual appropriation.
Agency Eligibility Requirements	Agency must be a currently funded ISLA or Supported Employment provider. It is the agency's responsibility to plan for and budget accordingly to cover the costs to continue providing support to the new individuals on an annual basis within the agency's current appropriation. When additional funds are needed, the agency must document the need for additional units to support a new individual or an existing individual with increased support needs.
Request Process	The agency must apply for additional units using the Request for Assigned Funds form. The agency must project the additional units to be requested for the remainder of the fiscal year per person. Applicants seeking reimbursement shall submit the Request for Assigned Funds form to the Director of Agency and Community Relations.
Review Process	PLB staff will review the request and verify the need for additional units based on year-to-date utilization and funds available. PLB staff will submit their recommendation for additional funds to the appropriate Committee and notify the agency of the Board's decision. If additional units are approved, PLB staff will transfer the approved units from the Assigned Funds to the agency's project.

Employment Training/Supported Employment Transportation Reimbursement

Employment Training/Supported Employment Transportation Reimbursement Guidelines	
Service Definition	Transportation Reimbursement is intended to be a time-limited supplemental support for the transportation needs of individuals receiving PLB funded Employment Training or Supported Employment services to get to/from their training or employment sites.
Agency Eligibility Requirements	Agency must be a current PLB funded Employment Training/Supported Employment provider.
Individual Eligibility Requirements	Individuals must meet PLB eligibility criteria. Individuals must be receiving either PLB funded Employment Training or Supported Employment services. Individuals have sought all available community resources (i.e., Vocational Rehabilitation, DMH, Employer-based funding, reduced bus fares, etc.), prior to accessing these funds.

Employment Training/Supported Employment Transportation Reimbursement Guidelines	
	Funds may only be utilized for individuals whose income is limited and who are unable to afford the cost of transportation to get to/from their training or employment sites.
Eligible Expenses	Agency will receive reimbursement of the following transportation costs to support individuals in Employment Training or Support Employment projects. • Transportation provided by public transit, cab Uber/Lyft, etc. • Private transportation provided by a friend, family, co-worker, etc. The individual cannot reside with the eligible individual. • Driver instruction courses
Caps and/or Limits	Individuals are eligible for an amount, not to exceed, $1,000 annually and to the extent funds are available. Transportation reimbursements are not intended to cover the cost in its' entirety but should be used as a supplement for the cost of transportation as the individual develops a long-term solution.
Request Process	Applicants seeking reimbursement shall submit the Employment Training/Supported Employment Transportation Reimbursement Request form to the Director of Agency and Community Relations.
Review Process	Consideration of all requests for reimbursement will be made on a first come, first serve basis within the annual amount budgeted for Employment Training/Supported Employment Transportation Reimbursement. PLB will notify the agency of the status of the request in writing.
Invoicing Procedures	To receive reimbursement, the agency will submit the individual's transportation receipt within 90 days of service and the Employment Training/Supported Employment Transportation Invoice form to the agency's PLB Agency and Community Relations representative. If transportation is provided by a friend, family, co-worker, etc., a handwritten receipt with dates and costs must be submitted. The payment is made to the agency upon approval.

Employment Transportation

Employment Transportation Service Guidelines	
Service Definition	Employment Transportation services support individuals to access employment through safe and reliable transportation.
Eligibility Criteria	The Productive Living Board (PLB) allocates and administers funds (both SB 40 and SB 3) for the purpose of transporting eligible St. Louis County individuals to sheltered employment sites. Individuals employed in a sheltered workshop are expected to meet their transportation needs independently, via family and other generic means or by use of public transportation services at their own expense. Individuals who require transportation services to obtain or maintain sheltered employment may receive transportation funded by PLB under the following conditions: • The family is not able to meet the transportation need; • Other resources are unavailable;

Employment Transportation Service Guidelines	
	• Independent use of public transportation poses risk to the safety of the individual; and • Individual/family has made a reasonable and good faith effort to access alternative transportation systems and services. Individuals in the DMH, Division of Developmental Disabilities Medicaid Waiver program are not eligible for transportation services funded by the PLB. Transportation services for these individuals are the funding responsibility of DMH/St. Louis Regional Office.
Qualification Requirements	Individuals active with the St. Louis Regional Office or Center for Human Services will complete the Transportation Screening Tool with their Service Coordinator to assess and determine the individual's eligibility for transportation services. • St. Louis Regional Office, Agency and PLB staff review the Transportation Screening Tool Packet or • Transportation is offered if the provider has a route available and funding to cover the individual's transportation need for a fiscal year. Transportation services are subject to available funds and capacity of Service Provider. Individuals who are not active with the St. Louis Regional Office or Center for Human Services will complete the PLB Transportation Screening Tool with a staff from the Workshop and guardian to assess and determine the individual's eligibility for transportation services. • Sheltered Workshop staff will email requests to the agency's PLB Agency and Community Relations representative and Director of Agency and Community Relations. PLB staff will review the Transportation Screening Tool to ensure it is completed correctly. • Service Provider and PLB staff review the Transportation Screening Tool Packets. • Transportation is offered if the provider has a route available and funding to cover the individual's transportation need for a fiscal year. Transportation services are subject to available funds and capacity of Service Provider.

Interpreter Services Reimbursement

Interpreter Reimbursement Service Guidelines	
Service Definition	Language Services Reimbursement is intended to be a supplemental support for the communication needs of individuals who utilize sign language or languages other than English receiving PLB funded services to communicate with their respective provider.
Agency Eligibility Requirements	Agency must be a current PLB funded service provider.

Interpreter Reimbursement Service Guidelines	
Individual Eligibility Requirements	Individuals must meet PLB eligibility criteria. Individuals must be receiving PLB funded services. Funds may only be utilized in situations in which individuals utilize sign language or for those whose primary language is not English.
Eligible Expenses	Agency will receive reimbursement of the following translation or interpreter costs to support individuals utilizing PLB funded projects. • Support provided by any PLB funded partner. • For services provided to individuals who utilize sign language or for those whose primary language is not English. • Language services may be provided face-to-face or through a virtual platform. PLB funded providers will support individuals with seeking all available community resources (i.e., natural supports or embedded (within a community provider) translation or interpreter services, etc.), prior to accessing these funds.
Caps and/or Limits	Individuals are eligible for an amount, not to exceed, $1,000 annually and to the extent funds are available.
Request Process	Agency will submit the Request for Language Services Reimbursement form. Applicants seeking reimbursement shall submit the Language Services Reimbursement form to the agency's PLB Agency and Community Relations representative.
Review Process	Consideration of all requests for reimbursement will be made on a first come, first serve basis within the annual amount budgeted for Language Services Reimbursement. PLB will notify the agency of the status of the request in writing.
Invoicing Procedures	To receive reimbursement, agency will submit language services receipts, the Language Services Invoice form to the assigned PLB Agency and Community Relations representative. All documentation must be submitted to the PLB for reimbursement within 90 days of purchase date on receipt.

Capital

Funding may be considered for one-time capital expenses such as acquisition of property, vehicles for transportation, and equipment that adds capacity to the organization to fulfill its mission. The following guidelines apply to all capital expenses:

1) Agencies shall obtain and submit three (3) bids with the invoice when requesting payment for purchase of non-consumable capital items including equipment, property acquisition, construction,

renovations, vehicles, and other capital requests when the unit cost is $1,000 or more. Agencies shall utilize the following bid protocol when obtaining bids on capital items with a unit cost of $1,000 or more and a useful life of more than one year:

a) Bid specifications shall be written in sufficient detail to assure consistent response to the agency's request for bids.
b) Agency bid requests shall be submitted to similar vendors.
c) Agencies shall submit a copy of the bid specifications and a minimum of three (3) signed bids specifying agency bid preferences to the PLB. The vendor shall provide a signed affidavit certifying their independence in relation to the agency's board, agency's employees, and agency's individuals.
d) Monitor the progress of the renovation and, at the PLB's discretion, certify satisfactory percentage of completion prior to funds disbursement.
e) In the event that agencies do not select the lowest bid, a written rationale must be provided for approval, prior to work being performed, or items purchased.
f) In the event that there are limited (fewer than three) or sole source vendors responding to bid requests, agencies must request a waiver of policy from the PLB prior to purchasing the item(s).

2) Agencies shall execute a First Deed of Trust, Loan Agreement and Promissory Note and give and grant to the PLB a security interest in and to all real estate acquired, equal to the amount of PLB funds provided to or received by the Agency for construction for facility expansion or major renovation. A second priority position shall be considered upon request if agency demonstrates financial need. For PLB funding, construction for facility expansion or major renovation is defined as projects that; a) extend the square footage of the building; and/or b) substantially change the use or purpose of the original space; and c) exceed $500,000.
3) Loans and Promissory Notes related to construction for facility expansion or major renovation shall be partially forgiven based on the following guidelines and conditions.
   a) Agency must remain in compliance with the Alliance Partner Funding Manual including PLB specific provisions and PLB Funding Contract.
   b) The standard loan provision will be for a 30-year term and will be reduced by 50% over a 15-year period. These terms are defined in the detailed loan agreement.
   c) In the event the term of the loan is greater or less than the standard 30 years, 50% of the loan balance will be forgiven and the principal reduced over the first half of the term of the loan. The annual principal payment will be forgiven and reduce the overall principal on the loan each year.

   This policy will be implemented with all new loans related to construction for facility expansion or major renovation after March 13, 2017 and will not impact loans prior to that date.
4) In the case of residential property, the Agency shall execute a Deed of Trust, Loan Agreement and Promissory Note and give and grant to the PLB a security interest in and to all real estate acquired, equal to the amount of PLB funds provided to or received by the Agency where the Agency's contribution and their commercial loan are equal to or exceed 70% of the acquisition cost. The Deed of Trust shall be in a second position to a commercial mortgage if it is part of the property acquisition funding. If there is no commercial mortgage, PLB shall have a first priority position on the Deed of Trust.
5) Agencies shall maintain accurate inventory control procedures of capital items purchased with PLB funds over $5,000. Agencies are required to clearly identify items by specific PLB service and component numbers.
   a) Agencies shall complete the PLB Agency Inventory Tracking Report on an annual basis for as long as the capital items are owned by the agency. All non-consumable capital items purchased with PLB funds must be listed on this report. In the year of disposition, the date, method of disposition and proceeds (if any) shall be reported on the PLB Agency Inventory Tracking Report.

b) Agencies shall conduct an annual physical inventory of PLB funded property and the results reconciled with their Inventory Control Record. Any discrepancies must be reported to the PLB office immediately.
c) Agencies shall maintain a control system to ensure adequate safeguards to prevent loss, damage or theft of property. Any loss, damage or theft of non-consumable property purchased with PLB funds shall be investigated by agencies with written documentation of the investigation findings submitted to the PLB office. A statement describing how agencies will replace the item(s) must be included.

6) All capital items purchased with PLB funds shall be depreciated in accordance with generally accepted accounting principles (GAAP).
7) Agencies will have and maintain adequate comprehensive property insurance for all capital items purchased, constructed, or renovated in part or in full with PLB funds to assure replacement of the agency's capital assets in the event of a loss due to an insurable event. Documentation of insurance shall be submitted to the PLB on an annual basis.
8) PLB approval is required prior to selling, trading or reassigning any capital items purchased, constructed or renovated with PLB funds. The date and method of disposition shall be reported on the annual PLB Agency Inventory Tracking Report.
9) If capital items purchased with PLB funds are no longer being utilized by PLB eligible individuals, the agency shall be required to repay to PLB the pro-rated, net-book value of the capital items, or make the capital items available to the PLB for reassignment to another agency. (The repayment amount will be the PLB portion of the cost of the capital items less the depreciation charged against the assets by the agency on its books during the period of ownership.) Any sum due the Board under this provision shall be paid in full within ninety (90) days from the date of disposition.

Vehicle Acquisition

The PLB will consider granting funds to an agency for no more than 20% of the cost to purchase vehicles that are used primarily for transporting St. Louis County residents with developmental disabilities to St. Louis County sheltered workshops. The PLB will consider exceptions to the 20% maximum for agencies not eligible for Section 5309 or 5310 funding from the Federal Transit Administration. If PLB funds are requested to replace existing agency vehicles, PLB may require the agency to reduce the costs to the PLB by the "book" or trade-in value of the vehicle to be replaced.

1) If funds appropriated remain at the end of the fiscal year, they will carry over to future fiscal years until utilized.
2) All accessible vehicles purchased with PLB funds must comply with the standards of the Federal Transit Authority, pursuant to Title II of the Americans with Disabilities Act.
3) Applications for funds will be considered for replacement of agency vehicles only when the odometer reading is at least 150,000 miles and the vehicle is five (5) years old, or it can be demonstrated that the vehicle is inoperable due to accident or total mechanical failure not caused by negligent maintenance.
4) It is the intent of this policy to encourage the use of other sources of funding available for vehicle acquisition/replacement (e.g., Section 5309 and 5310 programs).
5) Agencies are required to provide the PLB with vehicle serial numbers and other appropriate identifying information on vehicles purchased with PLB funds, for purposes of monitoring the application of this policy. For vehicles purchased entirely with PLB funds, the vehicle must be titled with the PLB listed as the first lien holder and PLB will physically hold the title for the duration of time the agency owns the vehicle. For vehicles purchased with Section 5309 or 5310 funding from the Federal Transit Authority, the vehicle must be titled with PLB listed as the

second lien holder. The Missouri Department of Transportation will physically hold the title. A copy of the lien must be submitted to the PLB. (see the Vehicle Addendum form)

6) Agencies are required to submit an annual PLB Agency Inventory Tracking Report as long as the vehicle is in service, including service as a backup vehicle.
7) Unless a vehicle purchased with PLB funds is sold outright or traded in at the time of replacement, the vehicle must be maintained in use for St. Louis County residents with developmental disabilities. In cases where vehicles have been partially purchased with federal or Missouri Highway and Transportation Department funds, their property management standards shall prevail, with remittance of the sale price to the PLB equal to the PLB's percentage match.
8) Agencies must submit a request in writing for PLB's permission to dispose of a vehicle purchased with PLB funds. Vehicles may be sold outright to a third party, transferred to another not-for-profit agency for similar use, or sold by the agency to itself for replacement into another service. The PLB reserves the authority to determine a reasonable sale price and shall use the wholesale value of the vehicle as specified in The Official Bus Blue Book by Bus Solutions, in consideration with straight-line depreciation methods. If a vehicle is sold outright to the agency itself, the agency shall remit the sale proceeds (less $100 for agency expense) to the PLB within ten (10) days of the sale.

Down Payment Assistance

The PLB will accept applications for one-time funding for down payment assistance for community-based affordable housing for St. Louis County residents with developmental disabilities. Funding will be in the form of down payment assistance for properties purchased to support St. Louis County residents. This down payment assistance shall be used to reduce the overall cost of the mortgage on the home in an effort to create a more affordable option for the residents.

Down payment assistance shall be provided with consideration of the number of individuals in the residence and the total purchase price/construction costs, and in no event exceed 30% of the purchase price/construction costs of the property.

1) PLB reserves the right to determine the amount of down payment assistance based on the budget for the property and the occupants' ability to pay the rent charged from their earned and unearned incomes.
2) PLB approval is required prior to selling, trading or re-assigning any property purchased with PLB funds.
3) In accordance with the executed Deeds of Trust, Loan Agreements and Promissory Notes, if the Agency either sells, trades, or ceases to use the property(ies) for the purpose represented in this project, all PLB funds disbursed to the Agency for this project, less any amounts previously repaid, shall be repaid to the PLB.

Housing shall be acquired subsequent to the identification of the residents so that their specific needs and choices such as location, proximity to their jobs and community services, transportation and accessibility are addressed. In addition, in order to preserve the dignity of individuals and their right to privacy, housing should be shared by no more than what is typical for the non-disabled population (i.e., three or four people), and every adult should have a separate bedroom unless he or she requests to share a bedroom with another adult in the same household.

Housing shall not be owned or controlled by the lead Agency providing services, to ensure that residents will not be forced to move if/when they choose to change support providers.

Down payment assistance requests are limited to the availability of funds. (See the Application - Residential Capital Down Payment Assistance form)

Housing Renovation and Repair

PLB will consider funding applications for renovations/repairs to residential housing located in St. Louis County and occupied by St. Louis County residents with developmental disabilities.

Consideration will be given to funding proposals for residential renovations/repairs that address at least one of the following:

1) Improvement in sub-standard housing that will significantly improve the health and safety of St. Louis County residents with developmental disabilities;
2) Need for more accessible housing due to age and/or health status of the individuals;
3) Other significant life circumstances as determined by the PLB.

Requests for housing renovations/repairs will be considered with the following general priority and subject also to the priorities in paragraph 1:

1) Priority will be given to requests from applicants where the PLB has provided a loan/down payment assistance to purchase the property (housing).
2) Priority will also be given to housing where residential supports are provided through the PLB's Independent Supported Living Assistance (ISLA) Program.
3) Consideration will also be given to requests from applicants where the PLB has had no financial investment in the property (housing) and/or the residential supports provided to the individuals served.

Housing renovations/repairs requests are limited to the availability of funds.

(See the Application - Residential Capital Renovations and Repairs form)

Sheltered Workshop Capital Improvement and Equipment

The PLB may consider funding Sheltered Workshop Capital Improvement and Equipment located in St. Louis County for the following capital needs:

- Capital expansion
- Capital improvements
- Equipment that has an essential business function

The Sheltered Workshop Capital Improvement and Equipment pool will be allocated based on the square footage of each sheltered workshop to the total square footage of all St. Louis County sheltered workshops. The purpose of these funds is to maintain the health and safety of the workshop facilities and provide equipment to support the employment of St. Louis County residents with developmental disabilities.

Each sheltered workshop's Capital Improvement and Equipment Fund balance will be capped annually at two (2) times their FY'12 allocation (after transfer of 35% to operations). Annual balances will be determined as of June 30 each year. Any capital improvement and equipment expenditures approved prior to June 30, but paid after June 30 will be deducted from the June 30 balance before determining the annual appropriation from each workshop's annual allocation, not to exceed their established cap.

Funds approved and not expended by the end of the fiscal year that exceed the two (2) year cap will be canceled.

A request to carryover funds not expended by the end of the fiscal year that exceeds the two (2) year cap may be submitted for consideration if identified capital needs exceed the agency's June 30 capital appropriation balance. The request must identify the business justification for the specific capital improvements and/or equipment, the cost of the items requested and a timeline for expenditure, not to exceed one year. Funds not expended within the specifications of the original request will be canceled.

These funds will be administered with the following conditions:

1) Requests will be considered for one-time costs for capital improvements to sheltered workshop facilities and capital items that have an essential business function.
    a) Sheltered workshops shall provide a statement of business justification and anticipated outcomes from the acquisition of production equipment with the application for funds. The outcomes should address the sheltered workshop's ability to retain contracts, acquire new contracts, hire additional employees and projected annual return on investment (increase in sales divided by the cost of the equipment).
2) Costs will be reimbursed upon submission of a PLB Invoice of Expenditures and the following required documentation:
    a) Three bids for the purchase of non-consumable capital items including equipment, construction, renovations and other capital requests when the unit cost is $1,000 or more. The bid protocol for Capital Items will apply. (Policies Related to Capital Items, General Guidelines)
    b) Statement of business justification for production equipment. (Policies Related to Capital Items, General Guidelines)
    c) Paid invoice(s) for the item(s) purchased.
    d) Lien waivers will be provided for any building construction and renovations.
    e) To accommodate cash flow difficulties, a request to pay the vendor directly may be submitted.
3) The monthly PLB Invoice of Expenditures provides the original amount of funds approved, year-to-date expenditures and remaining balance.

Sheltered Workshop Construction and Renovation

The PLB may consider funding Sheltered Workshop Construction and Renovation for new construction, renovation and/or repair following these guidelines.

For Sheltered Workshop construction and renovation requests, (Sheltered Workshops Checklist and Procedures for Construction/Renovation Projects), (Sheltered Workshops Funding Request Procedure Guidebook), and (Sheltered Workshops Sample Construction Bid Document).

1) The PLB and/or its agents reserve the right to:
    a) Review and approve all contractual agreements related to the projects;
    b) Review and approve all original and revised project plans, including but not limited to design, cost, appraisal, regulatory requirements, zoning issues, and proposed services;
    c) Monitor the progress of the renovation and, at the PLB's discretion, certify satisfactory percentage of completion prior to funds disbursement.

2) The verification of the sheltered workshop's waiting list must be completed and submitted with the sheltered workshop's request for expansion. (Procedure for Verification of Sheltered Workshop Waiting List)
3) All construction and renovation projects shall comply with the requirements of Chapter 290 RSMo. as they apply to public works (construction and renovation projects paid for wholly or in part out of public funds).
4) In accordance with the executed Deeds of Trust, Loan Agreements and Promissory Notes, if the Agency either sells or trades the facility that was purchased, constructed and/or renovated with PLB funds, or ceases to provide the same services at such facility, all PLB funds disbursed to the Agency for this project, less any amounts previously repaid, shall be repaid to the PLB.
5) In accordance with the Restrictive Covenants, if the Agency either sells or trades the facility that was purchased, constructed and/or renovated with PLB funds, or ceases to provide the same services at such facility, then all or part of PLB funds disbursed to the Agency for this project shall be repaid to the PLB. The amount of funds to be repaid to the PLB will be calculated as follows: Total amount of funds disbursed, less one tenth per year for each year the property is used for the purpose represented in the project. The PLB reserves the right to require an Agency to repay the total amount of funds granted for renovations if the Agency sells their facility or ceases to provide the same service.
6) If the facility is sold and the PLB has provided prior approval of the Agency's plans to reinvest the sale proceeds in another facility to be used for the same purpose, the Agency shall be liable to refund only the excess sale proceeds not reinvested in the new facility. This refund shall be limited to the amount of the grant provided to the Agency.
7) If the Agency ceases to provide the same services at such facility but continues to use the facility in a manner that would otherwise meet the statutory and policy requirements of the PLB, no refund of the grant provided shall be required as long as the Agency receives prior approval from the PLB. Any change in the services rendered at the facility may be made only after application to and written approval from the PLB.

11.4 APPROVAL PROCESS

Funding Applications are received and evaluated by PLB staff. Agencies may be asked to provide additional information as needed.

Funding Applications information and staff evaluations are forwarded to the applicable PLB committee for review. Agencies will be notified in advance of committee meetings and are encouraged to attend as they may be asked to answer questions related to their Funding Request. Committees will formulate a recommendation to the full Board for approval or denial. The Board takes action on the committee recommendations. Action may involve approval, deferral, or denial of the Funding Application, or referral back to the committee for further review and clarification. The full Board makes final determinations. A Funding Contract will be sent to the agency, with Statements of Work for each approved service.