

**New Partner Agency Admissions Opportunity
July 1, 2021**

In an effort to identify and support emerging needs of people with intellectual and developmental disabilities (IDD) and the local agencies that support them, the Productive Living Board (PLB) is launching a **Partner Agency Admissions** process. PLB is seeking new partner agencies for annual funding to begin January 2022.

Requests for up to \$100,000 per year will be accepted through **Friday, September 3, 2021** from agencies that do not currently receive annual funding from PLB.

Eligible agencies are not-for-profit corporations, governmental entities, and for-profit agencies recognized by the state of Missouri. Requests must be for ongoing services that fall within the Funded Services and Service Guidelines outlined in the FY'22 Partner Funding Manual located on the PLB website.

PLB is accountable to taxpayers for its funding and has rigorous oversight processes to ensure exceptional services. Interested agencies are strongly encouraged to review the Partner Funding Manual as it includes information regarding PLB's guiding principles, funding framework, eligibility requirements, quality assurance processes, standardized outcomes and other information that should be considered prior to completing a request for ongoing funding.

Agencies located outside of St. Louis County may apply, but the service for which funding is requested must be provided to individuals that reside in St. Louis County.

To make a request:

1. A letter of intent is required to determine if the agency will be invited to submit a full request for funding. The letter must include:
 - Description of the service and how it increases independent living, employment opportunities, skill development, and/or community involvement. Identify the Service Type using the Partner Funding Manual (p. 8-10) and clearly demonstrate that the service fits within the service guidelines (p. 20-37).
 - Identification of the needs the service addresses and the target population (include if the service will support unserved or underserved individuals).
 - Specific description of how funds will be used.
 - Goals for the service and anticipated impact on people with IDD. In addition to the organization's goals, identify at least two outcomes from the Partner Funding Manual (p. 20-25) that fit the service.
 - Timeline for implementation.
 - Total projected service budget with revenue and expenses.

The complete Letter of Intent, including budget, should not exceed four pages. Requests that meet the above requirements will be provided to the Board in their entirety for review.

Letters of Intent should be emailed in PDF format to Kim Kopff, Director, Agency and Community Relations at kkopff@plboard.com by **September 3, 2021**. Questions regarding this opportunity should also be emailed to Kim Kopff.

2. If the Letter of Intent is accepted by the Board, agencies will be required to submit the information below via PLB's online portal.

- Certificate of Good Standing
- IRS Determination Letter
- IRS Form 990 (most recent)
- Certificate of Insurance*
- Board Resolution

* Insurance coverage requirements:

Indemnity	Minimum coverages
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 PLB Funding Contract.
Agency may request a waiver of certain coverages that may not be applicable.	

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

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

3. If the above documents are accepted, the agency will be invited to submit a full request for funding via PLB's online portal. The Board will review the request and make a final funding determination at the December 13, 2021 Board meeting.

The above process may change if the agency is currently funded by an Eastern Region Alliance partner.