



## **Agency Funding Policy and Guidelines**

### **12/1/2017 (Updated 2/8/2018)**

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

#### **I. Agency Eligibility**

1. The Agency must be registered as a nonprofit corporation in the State of Missouri, and recognized as being in “Good Standing” with the State of Missouri.
2. The Agency shall not discriminate in the hiring or employment of staff on the basis of race, color, national origin, sex, religion, familial status or disability.
3. The Agency shall establish and maintain a system of client rights as provided by Chapter 630, Sections 630.110 through 630.200, RSMo, and the Department of Mental Health’s rules and regulations.
4. The Agency services shall be available to persons without regard to sex, race, color, creed, religion, familial status, disability or national origin.
5. The Agency shall have a Conflict of Interest policy consistent with the Missouri Ethics Commission Chapter 105, RSMo. If a conflict of interest should be identified, a statement of full disclosure should be on record with the Agency.
6. The Agency representatives shall demonstrate that they have a sound financial management system with fiscal management controls and record keeping in accordance with generally accepted accounting principles as promulgated by the American Institute of Certified Public Accountants.
7. The Agency representatives must demonstrate that they have the programmatic, technical expertise, and facilities to accomplish the Agency’s stated goals.
8. The Agency shall meet, at a minimum, those mandatory standards promulgated pursuant to Local, State and Federal statutes and regulations. Agencies are encouraged to strive to a level of excellence in service beyond that viewed as minimum/mandatory.
9. The Agency will provide services in Stone County if they are available, if not, they can be provided in other counties.

#### **II. Project/Service Eligibility**

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

“**Developmental Disability**” shall mean either or both paragraph (A) or (B) below:

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

- 1) Which originated before age eighteen; and,

- 2) Which can be expected to continue indefinitely (RSMo 205.968 to 205.972)
- B. “A disability
- (a) Which is attributable to:
    - a. Intellectual disability, cerebral palsy, epilepsy, head injury or autism, or a learning disability related to a brain dysfunction; or
    - b. Any other mental or physical impairment or combination of mental or physical impairments; and
  - (b) Is manifested before the person attains age twenty-two; and
  - (c) Is likely to continue indefinitely; and
  - (d) Results in substantial functional limitations in two or more of the following areas of major life activities:
    - a. Self-care;
    - b. Receptive and expressive language development and use;
    - c. Learning;
    - d. Self-direction;
    - e. Capacity for independent living or economic self-sufficiency;
  - (e) Reflects the person’s need for a combination and sequence of special, interdisciplinary, or generic care, habilitation or other services which may be of lifelong or extended duration and are individually planned and coordinated.”
- (RSMo 630.005)

“**Person with a Disability**” shall mean either or both paragraph (A) or (B) below:

- A. “A person who is lower range educable or upper range trainable intellectually disabled or a person who as has a developmental disability” (RSMo 205.968 to 205.972)
  - B. “A lower range educable or upper range trainable developmentally disabled or other disabled person sixteen years of age or over who has had school training and has a productive work capacity in a sheltered environment adapted to the abilities of the mentally retarded but whose limited capabilities make him or her nonemployable in competitive business and industry and unsuited for vocational rehabilitation training” (RSMo 178.900)
2. Target population for proposed projects or services must be residents of Stone County.
  3. The Board may, at its discretion, impose limitations with respect to individuals to be served and services to be provided. Such limitations shall be reasonable in the light of available funds, needs of the persons and community to be served as assessed by the Board and the appropriateness and efficiency of combining services to persons with various types of handicaps or disabilities.
  4. The Board reserves the right to establish the conditions of the funding agreement when funding is provided for a project and/or services on a seasonal basis.

### III. Agency Application Process

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

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

**IV. Appeal Procedure:**

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

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

**Effective Date:**

This policy/ ordinance shall be in full force and effect from and after the date of its passage and approval.

\_\_\_\_\_  
Chair, Board of Directors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest: Secretary of the Board

\_\_\_\_\_  
Date