

Johnson County Board of Services SB40 Funding Policy and Procedure: Principle Statements

The following are basic principle statements of the Johnson County Board of Services (“JCBS”) concerning the funding of services:

1. JCBS desires to enhance, initiate and/or expand services to persons with developmental disabilities utilizing its funds, without the possible commensurate loss of other sources of funding.
2. JCBS recognizes that persons with developmental disabilities of all ages need some type of service. JCBS believes that for the service delivery system to be truly comprehensive in meeting the needs of people with developmental disabilities, funding responsibilities must be shared. Within the service delivery system, there are defined areas of responsibilities pursuant to local, state, and federal statutory mandates. It is not the intent of JCBS to function as a substitution, either in determination of eligibility, delivery, or funding, for those services which are provided by mandate through other governmental agencies (examples include but are not limited to: Dept. of Elementary and Secondary Education, Dept. of Social Services, Dept. of Mental Health, MO Healthnet, Social Security, Vocational Rehabilitation, Housing Authority, etc.). JCBS's funding policy concentrates on services that are not a primary mandate or focus of other major public funding resources.
3. JCBS may, at its discretion, expend its funds through contractual agreement with not-for-profit agencies, provide direct provision of services, or utilize a combination of either method. This includes additional, forfeited or unused funds during each fiscal year.
4. Johnson County levy funds shall be used to supplement, not to supplant, all other public and private expenditures. All other potential resources for funding shall be explored and accessed prior to approval of funding through JCBS.
5. With respect to funding requests for the establishment of new or substantially expanded services, all applicants must demonstrate the need/demand for the proposed service by means of a waiting list verified by the referring or sponsoring entity (i.e., Dept. of Mental Health, Division of Vocational Rehabilitation) and, if applicable, a needs survey should be conducted within Johnson County.

6. In the case of projects for which the applicant is requesting partial funding, applicants must demonstrate the availability and source of other funds other than those requested from JCBS for the development and/or continued operation of the proposed service.
7. In order to serve the maximum number of persons with developmental disabilities, JCBS desires to use its available funds to leverage other funding sources. To this end, JCBS may, at its discretion, request that applicants seeking JCBS funds consider using their own financial resources and/or other resources in partnership with JCBS funds.
8. JCBS will not utilize funds to assist agencies in retiring their long-term debts. To be considered for funding, the debt must be incurred within the last twelve (12) months.
9. JCBS will not, except under special circumstances, approve funds for services rendered/expenses incurred prior to the date of JCBS approval of the application.
10. JCBS reserves the right to establish the conditions and requirements of the funding agreement between the applicant and JCBS for approved applications.
11. An applicant that has failed to perform in accordance with the contractual agreement with JCBS on any one project shall therefore be considered by JCBS to be in default on all other projects, and no further funds shall be disbursed until the problem has been resolved to the satisfaction of JCBS.
12. Agencies must demonstrate an ongoing effort toward publicizing its programs, functions, and location to all segments of the community utilizing all feasible media. It is expected that public education materials and media information state that funding is being received from JCBS.
13. Agencies are required to submit a list of the members of the governing Board including names and term for each Board member and a similar list of the officers.
14. Agencies requesting funds from JCBS shall comply with all requirements as stated in JCBS's Agency Funding Policies and Procedures unless JCBS in its discretion waives any requirements due to special circumstances.

Johnson County Board of Services SB40 Funding Policy and Procedure: Agency Funding

The following policies describe JCBS 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 not-for-profit corporation in the State of Missouri. In the case of not-for-profit corporations in existence for a period exceeding one year, the corporation must be recognized as being in "Good Standing" with the State of Missouri.
2. The Agency shall not discriminate in the hiring or employment of staff on the basis of race, color, national origin, sex, sexual orientation, 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, sexual orientation, race, color, creed or national origin.
5. The Agency shall have a Conflict of Interest policy consistent with the Missouri Ethics Commission Chapter 105, RSMo. If a conflict of interest should be identified, a statement of full disclosure should be on record with the Agency.
6. The Agency representatives shall demonstrate that they have a sound financial management system with fiscal management controls and record keeping in accordance with generally accepted accounting principles as promulgated by the American Institute of Certified Public Accountants.
7. The Agency representatives must demonstrate that they have the programmatic, technical expertise, and facilities to accomplish the Agency's stated goals.
8. The Agency shall meet, at a minimum, those mandatory standards promulgated pursuant to Local, State and Federal statutes. Agencies are encouraged to strive to a level of excellence in service beyond that viewed as minimum/mandatory.
9. The Agency, its services, and/or its recipients must be located within Johnson County.

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;
- f. Mobility; and

(e) Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, habilitation or other services which may be of lifelong or extended duration and are individually planned and coordinated."

(RSMo 630.005)

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

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

B. "A lower range educable or upper range trainable developmentally disabled or other disabled person sixteen years of age or over who has had school training and has a productive work capacity in a sheltered environment adapted to the abilities of 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"
(RSMo 178.900)

2. Target population for proposed projects or services must be residents of Johnson County.

3. The following list defines the project/service funding classifications:

Capital Funding – defined as one-time funding necessary for the delivery of supports. Examples include, but are not limited to, buildings, renovations, maintenance, repair, furnishings, equipment, land purchase, and vehicle purchase.

JCBS requires three quotations or three bids to be obtained and submitted by the Agency when requesting funds for capital improvements if the cost is over \$12,000. Written specifications are required in sufficient detail to assure consistent response to the bid request.

Operational Funding – defined as an on-going program operating expenses. There are two types of operational funding available: A. Purchase of Service or B. Reimbursement

A. Purchase of Service – specific, well-defined units of service are provided to Johnson County citizens with a developmental disability, for a mutually agreed-to unit cost, not to supplant all other public and private expenditures. All other potential resources for funding shall be explored and accessed prior to approval of funding through JCBS.

B. Operational Assistance – a percentage of total budget reimbursement for actual expenses incurred or a specific line-item reimbursement, not to supplant all other public and private expenditures. All other potential resources for funding shall be explored and accessed prior to approval of funding through JCBS.

New Program Funding – New programs may be considered by the Board as determined by annual priorities. Total budget for new programs is determined by availability of funding, after capital and operational funding is considered.

4. JCBS 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 JCBS and the appropriateness and efficiency of combining services to persons with various types of handicaps or disabilities.

5. JCBS reserves the right to establish the conditions of the funding agreement when funding is provided for a project and/or service on a seasonal basis.

III. AGENCY APPLICATION PROCESS & REQUIREMENTS

1. Interested agencies may access funding policies and application materials by contacting the JCBS office. Applications may be submitted to the JCBS office at any time during business hours; however, applications will not be reviewed by JCBS until all requested information has been provided.
2. Any written notice or communication to JCBS shall be mailed or delivered to Johnson County Board of Services, 200 N Devasher Rd, Warrensburg, MO 64093.
3. Agencies are responsible for reading their contract in entirety. If contractual obligations are not upheld, payments will be withheld from the agency until the issue has been rectified.
4. The Agency will perform the services and carry out the activities as set forth in the targets and milestones of the Application for Funding. JCBS approved contract changes (deletion/addition of units or funds, etc.) will be sent to the agency via written letter from the Executive Director and considered a part of the agency's contract.
5. The Agency agrees to submit all required documentation by the deadline outlined in the contract. If the deadline falls on a weekend the item(s) are due the next business day. Annual Deadlines include:
 - a. Application for Funds (October 1): The due date is available on the Funding Timeline.
 - b. Quarterly Reports (January 15th, April 15th, July 15th, and October 15th): Agencies must submit quarterly reports.
 - c. Corporate Information (October 1): Annually the agency must submit and/or update the following information held on file at JCBS:
 - 1.) Board Member List
 - 2.) Agency By-Laws

- 3.) Articles of Incorporation
- 4.) Certificate of Good Standing
- 5.) Strategic Plan
- 6.) Organizational Chart
- 7.) IRS Section 501c (3) Determination Letter, if applicable
- 8.) Current Year operating budget
- 9.) Proposed operating budget
- 10.) Most recent report on Income and Expenses
- 11.) Most recent Balance Sheet
- 12.) Audit from last full fiscal year
- 13.) Policies (Conflict of Interest, Clients' Rights, Employment Nondiscrimination and Services Nondiscrimination)

IV. APPEAL PROCEDURE

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

- a. The governing board of the agency requesting funds must vote in an open session of a board meeting to appeal the decision of JCBS.
- b. Within 30 days of the JCBS' decision, a letter must be received by JCBS 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 meeting of the agency's governing board documenting the vote of the agency board to appeal.
- c. The letter from the presiding officer of the appealing agency's board must state, in specific terms, the reason(s) for the appeal.

JCBS will review the appeal and provide a written response within 30 days from receipt of the letter requesting appeal.

Johnson County Board of Services SB 40 Funding Timeline

JCBS Board	New Agency	Approved Agency
JAN – Review Prior Year Funding		JAN 15 th – Quarterly Report Due
MAR – Distribute Funds		
		APR 15 th – Quarterly Report Due
JUNE – Distribute Funds		
JULY – Review Policy, Procedure, and Application		JULY 15 th – Quarterly Report Due
AUG – Adopt Revisions		
SEPT 1 st – Post Funding Application SEPT – Distribute Funds	SEPT – Apply for Funding	SEPT – Re-apply for funding
OCT 1 st – Applications Due OCT – Committee meets to Review Proposals	OCT 1 st – Application Due OCT – Be available for Board Questions	OCT 1 st – Application Due OCT – Be available for Board Questions OCT 15 th – Quarterly Report Due
NOV – Board approves Next Year’s Funding	NOV – Receive Funding Notification	NOV – Receive Funding Notification
DEC – Distribute Funds		

**Johnson County Board of Services
AGENCY APPLICATION FOR SB 40 FUNDING**

CHECKLIST

The following items should accompany any applications for agency funding through Johnson County Board of Services. *If requesting funds for multiple programs, please complete a separate application for each program. You only need to submit the agency, financial, and policy information once.*

Forms:

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

Agency Information:

- Board Member List
- Agency By-Laws
- Articles of Incorporation
- Certificate of Good Standing
- Strategic Plan
- Organizational Chart
- IRS 501c (3) Status Letter, if applicable

Financial Information:

- Current Year operating budget
- Proposed operating budget
- Most recent report on Income and Expenses
- Most recent Balance Sheet
- Audit from last full fiscal year

Policies:

- Conflict of Interest
- Clients' Rights
- Employment Nondiscrimination
- Services Nondiscrimination

Please return completed application and all accompanying documents to JCBS by October 1st.

Johnson County Board of Services
200 N Devasher Rd.
Warrensburg, MO 64093

**Johnson County Board of Services (JCBS)
AGENCY APPLICATION FOR SB 40 FUNDING**

A.

Legal Name of Requesting Agency:		
Name:		
Address:	Phone:	
City:	State:	Zip:
E-mail:	Website:	

B.

Board Chair:		
Address:	Phone:	
City:	State:	Zip:

C.

Agency Director:		
Address:	Phone:	
City:	State:	Zip:

D.

Total Amount of Funds Requested from JCBS: \$

E.

<p>General purpose for which funds are requested:</p> <p style="margin-left: 40px;"> <input type="checkbox"/> Capital Funding <input type="checkbox"/> Operational Funding <input type="checkbox"/> New Program Funding <input type="checkbox"/> Other (Specify) _____ </p>
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F.

Present annual budget of requesting agency	\$
Cash reserves on hand	\$
Amount necessary to maintain six (6) month reserve:	\$
Based on total expenses from most recent fiscal year including capital expenses but not depreciation.	

G.

History and background of requesting agency is required. **Attach narrative description** of agency's mission, past and present programs, individuals served, statistical/anecdotal evidence of success, etc.

H.

List grants previously funded by JCBS:

I.

Scope of Work (SOW): Describe the need or problem to be addressed by proposed project and the anticipated goals and outcomes. The SOW should contain the type of funding, budget, any milestones, targets, deliverables, and end products that are expected to be provided by the performing party. The SOW should also contain a timeline for all deliverables and quotes, if applicable.
Attach separate page if necessary.

Johnson County Board of Services SB 40 Funding Quarterly Report

(complete a separate quarterly report for each type of funding received – Capital Funding, Operational Funding, or New Program Funding)

Agency:

Program:

Type of Funding:

Reporting period (please provide information for the period ending just prior to the due date):

- | | | | |
|---|--|---|--|
| <input type="radio"/> 1 st quarter
(due by April 15 th) | <input type="radio"/> 2 nd quarter
(due by July 15 th) | <input type="radio"/> 3 rd quarter
(due by October 15 th) | <input type="radio"/> 4 th quarter
(due by
January 15 th) |
|---|--|---|--|

Attach a copy of your most recent financial report (income and expenses).

For the Reporting period listed above, please provide detail of the following:

- 1) Types of services or items completed through the Project/Service:

- 2) Number of individual Johnson County residents (non-duplicated) served by the Project/Service:

- 3) Scope of Work: Specific use of Johnson County Board of Services SB 40 funds in support of the Project/Service (including a detailed record of how all SB 40 funding has been spent to date and a targets and milestones update):

- 4) Please describe any problems you are experiencing with your SB 40 funded project/service:

- 5) Please share a success story from this quarter (that may be used in a JCBS publication), 500 words or less:

Completed by: Title: Date: