Johnson County Board of Services (JCBS) SB40 Funding Policy and Procedures

Effective 09/01/2025

I. Principle Statements

1. The Johnson County Board of Services (JCBS) Board of Directors is entrusted with the responsibility of ensuring that taxpayer dollars are used with integrity, transparency, and stewardship. As representatives of the citizens of Johnson County, the Board is committed to funding decisions that are fiscally responsible, mission-aligned, and focused on long-term impact for individuals with developmental disabilities.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. JCBS will not, except under special circumstances, approve funds for services rendered/expenses incurred prior to the date of JCBS approval of the application.

11. JCBS reserves the right to establish the conditions and requirements of the funding agreement between the applicant and JCBS for approved applications.

12. 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.

13. 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.

14. Agencies are required to submit a list of the members of the governing Board including names, addresses, telephone numbers, occupation, and term for each Board member and a similar list of the officers.

15. 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.

II. Agency Funding Policies

A. AGENCY ELIGIBILITY

- Must be a Missouri not-for-profit in good standing.
- Must not discriminate in employment or services.
- Must protect client rights and follow ethical policies.
- Must have sound financial and programmatic management.
- The agency, its services, and/or its recipients must be located within Johnson County.

B. PROJECT/SERVICE ELIGIBILITY

1. Must serve individuals with developmental disabilities as defined in RSMo 205.968 and RSMo 630.005
2. Targeted population for proposed projects or services must be residents of Johnson County.
3. The following list defines the project/service funding classifications:
    a. **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.

    b. **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

    c. **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.

d. **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.

e. **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

A. APPLICATION CYCLES

- JCBS now accepts applications twice per year:
    - **Fall Cycle** (Full Application Required)
        - Due October 1 for projects/services January – June.
        - Funding disbursed in January.
    - **Spring Cycle** (Abbreviated or Full Application)
        - Due April 1 for projects/services July – December.
        - Funding disbursed in July.
        - Returning agencies may submit an Abbreviated Application, if organizational documents remain unchanged. New applicants must submit the Full Application.

B. APPLICATION 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.

C. APPLICATION CHECKLIST

Full Application (Fall or first-time Spring applicants)**:**

1. Completed Full Application
2. Board Member List
3. Agency By-Laws
4. Articles of Incorporation
5. Certificate of Good Standing
6. Strategic Plan
7. Organizational Chart
8. IRS Section 501c (3) Determination Letter, if applicable
9. Current Year Operating Budget
10. Proposed Operating Budget
11. Most recent report on Income and Expenses
12. Most recent Balance Sheet
13. Audit from last full fiscal year

14. Policies (Conflict of Interest, Clients' Rights, Employment Nondiscrimination and Services Nondiscrimination)

Abbreviated Application (Spring only, returning applicants):

1. Completed Abbreviated Application
2. Updated Documents (only if changed)
3. Most recent Financials (Income/Expenses & Balance Sheet)

C. PROGRESS REPORTING

- Progress Reports Due:
    - January 15 (Spring Cycle)
    - July 15 (Fall Cycle)

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:

The governing board of the agency requesting funds must vote in an open session of a board meeting to appeal the decision of JCBS.

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.

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.

V. Funding Timeline

Month	Fall Cycle	Spring Cycle
January	Distribute Funds	Report Due (Jan 15)

Month	Fall Cycle	Spring Cycle
April		**Applications Due (Apr 1)**
May		Review and Approve Spring Funding
June		Notify Agencies
July	Report Due (Jul 15)	Distribute Funds
August	Review Policy & Procedure	
September	Post Funding Compendium	
October	**Applications Due (Oct 1)**	
November	Review and Approve Fall Funding	
December	Notify Agencies	

For questions, contact:
Melissa Frey, Executive Director
Johnson County Board of Services
200 N Devasher Rd, Warrensburg, MO 64093
(660) 240-3343; mfrey@jcmbs.com

Johnson County Board of Services (JCBS) SB40 Funding Agency Application Checklist

Effective 09/01/2025

Checklist

The following items should accompany any applications for agency funding through the Johnson County Board of Services (JCBS).

[ ] **Full Application Checklist**
[ ] Completed Application
[ ] Board Member List
[ ] Agency By-Laws
[ ] Articles of Incorporation
[ ] Certificate of Good Standing
[ ] Strategic Plan
[ ] Organizational Chart
[ ] IRS 501(c)(3) Determination Letter (if applicable)
[ ] Current Year Operating Budget
[ ] Proposed Operating Budget
[ ] Most Recent Income & Expense Report
[ ] Most Recent Balance Sheet
[ ] Most Recent Audit
[ ] Conflict of Interest Policy
[ ] Clients' Rights Policy
[ ] Employment Nondiscrimination Policy
[ ] Services Nondiscrimination Policy

[ ] **Abbreviated Application Checklist** *(if previously completed full application in the Fall Funding Cycle)*
[ ] Completed Application
[ ] Updated Proposed Budget
[ ] Most Recent Income & Expense Report
[ ] Most Recent Balance Sheet
[ ] Updated Organizational Documents (only if changed)

Please return completed application and all accompanying documents to JCBS by October 1st for the Fall Funding Cycle and April 1st for the Spring Funding Cycle.

Johnson County Board of Services (JCBS) SB40 Funding Agency Application

Effective 09/01/2025

Application

The application should be completed and submitted by October 1st for the Fall Funding Cycle and April 1st for the Spring Funding Cycle.

A. AGENCY INFORMATION

Agency Name:
Program Name:
Primary Contact:
Phone:
Email:

B. FUNDING REQUEST

Amount Requested:
Funding Type (Operational, Capital, New Program):
General Purpose of Funds:

C. SCOPE OF WORK

Attach or describe the need or problem to address, goals and anticipated outcomes, budget, timeline and deliverables, quotes, milestones and performance targets, individuals to be served (number and demographics):

D. GRANT HISTORY

List JCBS grants previously awarded and their outcomes.

E. BUDGET RECONCILIATION ACKNOWLEDGMENT

The agency agrees to return any unspent SB 40 funds not used for the approved scope of work unless otherwise approved in writing by JCBS.

F. AUTHORIZATION

We, the undersigned, hereby certify that the statements made in the application are correct to the best of our knowledge and belief, and we are authorized to sign this application on behalf of the applicant, and we shall comply with the guidelines, monitoring procedures, and formal contract provisions of the Johnson County Board of Services, if our request is approved.

Board Chair Signature: _____ Date: _____

Executive Director Signature: _____ Date: _____

Johnson County Board of Services (JCBS) SB40 Funding Agency Progress Report

Effective 09/01/2025

Progress Report

Reports should be completed and submitted by July 15th for the Fall Funding Cycle and January 15th for the Spring Funding Cycle. Complete a separate report for each type of funding received.

A. PROJECT INFORMATION

Agency Name:
Program Name:
Awarded Funding Cycle: [ ] Fall [ ] Spring
Type of Funding: [ ] Operational [ ] Capital [ ] New Program

B. PROJECT SUMMARY

Types of Services or Projects Completed:
Number of Johnson County Residents Served:
Milestones or Targets Achieved:

Notable Challenges or Barriers:

C. BUDGET RECONCILIATION

Total Funds Awarded:
Total Funds Spent on Approved Scope of Work:
Funds Remaining:
Explanation of Variance (if funds differ from amount awarded):

Will unspent funds be returned to JCBS? [ ] Yes [ ] No, explain:

D. SUCCESS STORY

Share a brief success story about someone served, program impact, or community engagement (that may be used in a JCBS publication):

E. SUBMISSION

I, the undersigned, certify that the information provided in this progress report is accurate and complete to the best of my knowledge. I understand that continued funding from the Johnson County Board of Services (JCBS) is contingent upon compliance with all contractual obligations, reporting requirements, and the responsible use of awarded funds. I affirm our commitment to these expectations and to returning any unspent funds as required by JCBS policy.

Executive Director Signature: _____ Date: _____