

# Funding Policy

## AVAILABILITY OF FUNDS

In 1969, the Missouri Legislature passed legislation (*Senate Bill 40*) to allow Missouri Counties and cities not a part of a county to approve local property taxes to generate locally controlled funds for the delivery of services to persons who are intellectually and/or developmentally disabled. Platte County Board of Services for the Developmentally Disabled (hereafter referred to as "Board") has the responsibility for the administration and management of special tax revenues generated from a county-wide property mill tax.

The Board's fiscal year is from January 1 through December 31. In December of each year, the Board adopts an Annual Budget, which establishes an allocation plan by which funds are budgeted by administrative and service areas in accordance with priorities set by the Board's goals and objectives.

Agencies seeking funds from the Board should be aware that its funds are limited and the competition for them is great.

## STATEMENT OF BASIC PRINCIPLES OF FUNDING

- Platte County mill levy funds (SB 40) shall be used to supplement, not to supplant, all other public and private expenditures.
- 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.
- An agency who has failed to perform in accordance with the Agreement with the Board on any one project, shall, therefore, be considered by the Board 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 the Board.
- The agency must demonstrate an on-going 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 Platte County Board of Services.

## ELIGIBILITY REQUIREMENTS

The following policies describe who is eligible to apply for and receive funding from the Board:

- The agency must be registered as a not-for-profit corporation or a governmental entity in the State of Missouri. When a demonstrable service gap exists and no not-for-profit corporation, another type of organization may be considered to fill that gap.
- The agency must demonstrate that it has a sound financial management system with fiscal management controls and record keeping as exhibited in an independent audit.
- The agency must demonstrate that it has the programmatic, technical expertise and facilities to accomplish the agency's stated goals.
- The agency shall meet at a minimum, those mandatory standards promulgated pursuant to local, state, and federal statutes. Agencies shall also obtain certification for any services they provide that are eligible for certification by the State of Missouri or other national accrediting body. Agencies that have never before received funding from Platte County Board of Services may be funded for a period of up to two years to

obtain certification. De-certification of services funded by Platte County Board of Services shall result in default of the contract and funding will cease from the date of de-certification.

- Preference will be given to agencies and services located in Platte County when such services by such agencies are equal to or better than those available elsewhere as determined by the Board in its discretion.

## APPLICATION FOR FUNDING PROCESS

The following outline provides an overview of the steps that occur from the time the Board announces requests for applications to the time of Board action concerning the applications:

### APPLICATION ANNOUNCEMENT

The Board accepts funding applications based upon the following scheduled or as announced on an annual basis:

- Applications available from Board office on or before September 1.
- Submit completed Applications for Funding on or before October 1 and upon request of the Board make a brief presentation to the full Board. The Board will notify the agency one week prior to the meeting if there is a request for presentation.
- The Financial Committee and Board will review completed Applications for Funding before approving the budget.

### APPLICATION REVIEW BY BOARD COMMITTEE

The Finance Committee of the Board will meet to discuss the application and to formulate its recommendation to the full Board. The applicant's attendance at the committee meeting may be requested by the committee for the purpose of obtaining additional information/clarification. The committee may, after consideration of the application, wish to propose modifications to the proposal. At the December Board meeting, the Financial Committee will submit its recommendation regarding the application in the form of a motion.

### BOARD ACTION ON APPLICATION

The full Board votes on the motion, taking one of the following actions:

- Approve application as recommended by committee.
- Disapprove application as recommended by committee.
- Approve or disapprove application contrary to recommendation of committee.
- Table the motion and refer back to committee for further review, clarification, and/or obtaining additional information from applicant and return to the Board with recommendation for Board action.

### AGREEMENTS

**Award of Funds** - Immediately following approval of an Application for Funds, written notification will be given to the agency, specifying the Board approved motion, the date of the motion, and any conditions of the motion. Funds approved pursuant to the Board motion are reserved as an encumbrance for each approved project.

**Execution of Agreement** - An agreement will be drafted stating the amount of funds awarded, the effective time period of the award, services to be delivered utilizing the funds, and any conditions, stipulations, or contingencies attached to the award.

- The Board President will sign an agreement. The agreement will be forwarded to the agency for review and signature by the appropriate agency authority. The agency shall return the original copy within thirty days of the receipt and maintain the other copy for their files.
- Funds encumbered will not be disbursed until such time as the signed agreement is on file in the Board's office and all conditions set forth as contingencies of receiving funds have been met to the satisfaction of the Board.

*Effective Time Period* - Normally, the agreement will be effective for one year.

*Failure to Perform* - In the event the agency at any time fails or refuses to perform according to the terms of the Agreement, the Board will be relieved of any obligation to make payments as set forth on said agreement.

## INVOICING AND PAYMENT PROCEDURES

A signed Agreement must be on file in the PCBS office and all conditions set forth as contingencies of disbursement met to the satisfaction of the Executive Director prior to authorization of expenditures.

In most circumstances, Board funds will be utilized to reimburse agencies for expenditures for approved services. Agencies requiring approved Board funds as an advance to meet project expenses must request exception to the above procedure at the time of negotiation of the Agreement.

Invoices should be received no later than the 2nd week of the month following the month in which services were performed.

Unless prior arrangements are made with the Board, requests for payments should be received within sixty (60) days of service performed; otherwise payment for such services will not be honored.

Conditions of all Board reporting requirements must be satisfied prior to release of any Board funds.

## MONITORING

As indicated in the Board Agreement, the Board staff and/or its designees may conduct on-site visits to the agency for the purpose of monitoring projects receiving Board funds.

The goals of monitoring are twofold:

1. It allows for the measurement of the progress of the agency in meeting objectives set forth in the project proposal.
2. It affords the opportunity for open communication between the Board and the agency with respect to project evaluation, identification of service gaps, and technical assistance to agencies regarding enhancement of service delivery.

It is important for agencies to understand that the function of monitoring is one of a constructive nature. The primary objective of monitoring involves assurance of appropriate utilization of Board funds and provision of services in keeping with the agency's approved proposal. Another objective of monitoring is to advocate for the delivery of quality services to persons with developmental disabilities.