



# **FUNDING MANUAL**

**Fiscal Year 2019-2020**

**Mission: To ensure individuals with developmental disabilities in the City of St. Louis have quality services, choices, and full inclusion.**

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## PURPOSE OF THE FUNDING MANUAL

The purpose of this Funding Manual is to provide an overview of the funding philosophies, policies and procedures of the St. Louis Office for Developmental Disability Resources (DD Resources). It provides guidance and direction to the DD Resources Board Members and Staff not only for allocating and granting funds but also for enhancing the community service delivery system for persons with a developmental disability.

The DD Resources Board of Directors may approve changes of policies contained in the Funding Manual at any time during the fiscal year. Board minutes will reflect if the changes go into effect immediately or go into effect the following fiscal year. Policy changes will be reflected in the next edition of the Funding Manual. The updated version of the Funding Manual will be available on DD Resources website, at: [www.stlidd.org](http://www.stlidd.org).

## OVERVIEW OF THE ST. LOUIS OFFICE FOR DEVELOPMENTAL DISABILITY RESOURCES

Senate Bill 40, which was passed by Missouri legislature in 1969 and is also known as the County Sheltered Workshop and Developmental Disability Services Law, allows local taxing districts to ask voters to approve a special real estate tax for the purpose of providing services to persons who have developmental disabilities. St. Louis City voters approved this tax in 1980, establishing the St. Louis Office for Developmental Disability Resources (DD Resources). The property tax assessment increased from 5 cents to 15 cents per \$100 assessed valuation in 1988 with the passage of a proposition by St. Louis City voters. DD Resources is a publicly funded agency that distributes funds to service providers for community-based services to persons who have a developmental disability and desire to remain in their homes and in the community.

Chapters 205.968-205.972 of the Revised Missouri Statutes is the basis for which DD Resources distributes funding for its programs and services. As such, DD Resources provides funding to support the following Core Services:

### **Residential Services:**

Residential Services support eligible individuals with acquiring, developing and maintaining skills needed to live in the community. Residential Services promote healthy and safe independent living for eligible individuals.

### **Employment Services:**

Employment Services support eligible individuals with acquiring, developing and maintaining the skills needed for employment. Employment services should assist the eligible individuals with reaching their maximum potential in job duties and responsibilities, earned wages/income, and overall satisfaction with the chosen career.

### **Related Services:**

Related Services support eligible individuals with acquiring, developing and maintaining skills that are not entirely residential or employment by definition but are necessary for healthy, safe and full inclusion in the community. Related Services can include socialization programs and training services for the purpose of promoting empathy, awareness, education and advocacy for developmental disabilities as well as reducing social stigma commonly associated with developmental disabilities.

## **DD RESOURCES' MISSION, VISION AND CORE VALUES**

### **Mission Statement**

"To ensure individuals with developmental disabilities in the City of St. Louis have quality services, choice and full inclusion

### **Vision Statement**

An inclusive community that maximizes individual abilities

### **Core Values**

The Core Values of the St. Louis Office for DD Resources are:

#### Respect

We respect every individual.

#### Support

We identify and provide assistance to individuals in reaching their greatest potential.

#### Self-Determination

We ensure that individuals have the right to participate in planning their own future and selecting their own supports.

#### Choice

We ensure that individuals have the opportunity to choose the services and providers that will meet their specific needs.

#### Stewardship

We administer public funds fairly, with openness and integrity.

#### Responsiveness

We are effective, efficient, accessible and act in a timely manner.

#### Partnership

We support these core values through partnerships with individuals, providers, the community and other funders.

## **FUNDING PHILOSOPHY**

It is the belief of DD Resources that interdisciplinary and interagency collaboration in conjunction with multiple stakeholders is the key to effective service delivery.

It is the goal of DD Resources that we actively dedicate ourselves and be persistent in striving to achieve constructive and progressive change in local service development, expansion, delivery and quality.

DD Resources shall contract with Service Providers to provide programs and services for persons with a developmental disability who are residents of the City of St. Louis.

DD Resources is committed to the philosophy that every person with a developmental disability is entitled to an opportunity to achieve his/her full potential, to adjust to his/her environment and to grow physically, emotionally, intellectually, socially, vocationally and spiritually.

DD Resources is committed to providing or assisting eligible non-profit entities, for-profit entities and Independent Contractors in the provision of special services for persons with a developmental disability that:

- provide for the uniqueness of each individual,
- continuously strive to improve its programs and services,
- have staff who continuously evaluate their effectiveness and contribution,
- work cooperatively and actively with the family to help the individual to achieve the highest quality of life possible for the individual,
- use the least restrictive alternatives that are consistent with developmental needs and objectives of the individual,
- collaborate with other agencies (e.g., through written agreements) in order to provide a network of programs and services which meet the needs of persons with a developmental disability.

DD Resources is also committed to supporting each individual in their right of informed service choice (Self-determination).

DD Resources supports the use of Culturally Competent Care. Service Providers should have the ability to interact effectively with people of different cultures. Service Providers should be respectful and responsive to the cultural beliefs and linguistic needs of diverse population groups. Service Providers should take into account local and sub-cultural lifestyles ensuring services are as culturally normative as possible.

We support the principle of Integration. It is defined as the physical, functional, personal, social, societal and organizational needs of persons with a developmental disability that can be satisfied through actual integration into the community.

We endorse, support and encourage the development and implementation of a comprehensive array of quality community based services for persons with a developmental disability, which allow maximum opportunity for maximum development of individual abilities in keeping with individual functional level. No program service shall be viewed as "terminal" or "permanent". All programs shall be deemed transitional. Programs shall provide growth and developmental opportunities consistent with individual needs, capabilities and appropriate/reasonable choices.

## **PROGRAMMING PHILOSOPHY**

It is the belief of DD Resources that the primary goal of programs for persons with a developmental disability should be to maintain or improve the quality of life of the person with a developmental disability regardless of their potential level and to increase the adaptive behavior of the individual by modifying the rate and direction of behavioral change. Persons with a developmental disability are capable of growth, learning and development, and persons with a developmental disability are in a constant state of change, which can be significantly influenced by conditions imposed within the environmental setting.

It is the policy of DD Resources that services be provided in the least restrictive environment consistent with needs and capabilities of the individual person; that the DD Resources support services be provided in the supportive and natural environment; that the DD Resources funding support be limited to city residents; and, that DD Resources coordinate its plans and funding efforts with governmental and non-governmental providers of service and funding.

## **PLANNING PRINCIPLES**

The goal of DD Resources is to help insure that a comprehensive array of service options is available for persons with a developmental disability across their lifespan. DD Resources **has limited funds available** and, therefore, cannot take responsibility for funding the entire system. DD Resources will, however, work cooperatively with other funders to assure a comprehensive coordinated system of care. DD Resources funded Service Providers must demonstrate progressive efforts towards linkage with the vocational/education, health, welfare, religious, law enforcement, voluntary groups, and other social services in the City of St. Louis and other Missouri Counties to assure comprehensive services appropriate to the persons with a developmental disability being served.

Comprehensiveness does not require that the City of St. Louis have a complete range of programs and services, or that each applicant for funding provide all programs. It does require that citizens of the City of St. Louis have access to a comprehensive range of programs and services.

Comprehensiveness does not require that each program or service element for each target population be provided separately within the City of St. Louis. Rather, multiple target populations can be served together in some programs when their functioning levels and needs are similar.

Specialized programs are often too costly, inefficient, or too difficult to duplicate in every area of the State but can be more strongly developed as a regional or multi-planning area program. DD Resources encourages such development, so long as the needs of and services to City of St. Louis residents are clearly defined and the applicant is committed to serving the population of the City of St. Louis needing the services.

## **NETWORK OF SERVICES**

DD Resources, in partnership with state and regional bodies, local bodies, community service providers, and citizens, will seek to develop and maintain a planned, organized, and coordinated network for the delivery of services in the City of St. Louis. Such a network should confront and eliminate problems of discontinuity, fragmentation, inaccessibility and inappropriateness of services.

## **APPROPRIATENESS**

Services provided to persons with a developmental disability (a target population) should be of sufficient scope to be effective, efficient, appropriate and relevant to the needs of that population. Such assurances or evidence may take the form of a statement of commitment or intent to serve a given case volume of the target population and eventually should be reflected in reduced numbers of persons in the target population needing crisis care, institutionalization and/or other such services.

## **CONTINUITY OF SERVICES**

Continuity of services must be systematically developed so that persons with a developmental disability in need of services can move through the system of services without constant re-establishment of eligibility or re-diagnosis and will receive the most adequate and suitable form of services, which their needs dictate. Continuity implies that any Service Provider is part of a broader network of services.

## **SERVICE PROVISION POLICY**

It is the policy of DD Resources to not compete with local community based Service Providers in the provision of direct local services, but instead to act in support of community efforts by purchasing services whenever feasible and possible from existing Service Providers or help Service Providers to develop and implement needed services rather than provide services directly.

## **FUNDING GUIDELINES**

The purpose of these Funding Guidelines is to provide the necessary information and procedural requirements that a non-profit, for profit, or independent contractor must fulfill to be qualified for consideration to receive funding from DD Resources for provision of services for persons with developmental disabilities.

Funded Service Providers should become familiar with DD Resources Funding Guidelines and situations in which funding may be suspended, reduced, or terminated may be avoided.

## **FUNDING POLICIES**

DD Resources shall comply with the following policies:

1. The funds provided can be used to initiate, augment and complement the funding of services rather than supplant funding presently supporting those services. It is the desire of DD Resources to maximize financial resources by providing assistance to requesting Service Providers in obtaining funds from other public and non-public agencies and by helping to support the maintenance of existing services, the expansion of needed services, improving quality of services and establishing and developing needed services.
2. That all services shall be funded based on a service definition, with program outcomes that are objective, measurable, time framed, and tracked.
3. That the DD Resources Board reserves the right to establish the conditions of the funding agreement when funding is provided for a project and/or service.
4. That priority for funding will be given to Service Providers that develop, implement and provide services to persons with a developmental disability within the City of St. Louis whenever such is possible, feasible and cost effective.
5. That all Service Providers requesting funds from DD Resources shall submit a funding application and shall comply with all Funding Guidelines.
6. That DD Resources will consider all funding requests for persons with a developmental disability including pilot projects, start-up funding and innovation requests, which are determined to be eligible under the law and comply with DD Resources policies. This includes matching grant funds.
7. That cooperative funding agreements will be considered with neighboring federal and state entities, county boards and agencies serving residents of the City of St. Louis unable to be served within city programs. Such agreements shall be based on a Unit of Service basis to be determined.

8. That DD Resources will consider funding capital improvement and equipment expenditures for only those facilities located within the City of St. Louis.
9. That DD Resources has emergency funding procedures for addressing unexpected and crisis/emergency requests.
10. Purchase of service through individual units will be the primary method of distribution of dollars.
11. These funding policies and approval of any funding request are contingent upon the following:
  - a. That services which are funded maximize what an individual can learn to do in the community rather than custodial programming (bed and board) that does not bring dignity and self-respect into the lives of citizens with a developmental disability; and,
  - b. That services which are funded be provided in the least restrictive environment feasible in keeping with the individual needs of the person with a developmental disability.

**APPLICATION SCHEDULE**

Public Announcement of Application Timelines, Application/RFP's	Available by the second Friday in December
Training & applications available. Agency Relations and Fiscal Staff are available to meet with agencies to discuss questions about the application as well as programming changes	2 <sup>nd</sup> week of January through last Friday in February by appointment only
Applications are due	1 <sup>st</sup> Friday in March, 12:00 p.m. (noon)*

**\*No applications will be accepted after the deadline.**

**APPLICATION PROCEDURES**

All applicants for DD Resources funds should access the application from DD Resources' website. Deadline dates are outlined above and are also available at [www.stlidd.org](http://www.stlidd.org).

- A. A Service Provider requesting ongoing funding for a project or program funded by DD Resources should base their Funding Application on the current fiscal years' approved funding request. Please note there is no guarantee of continued funding.

If a Service Provider wishes to make changes (i.e. unit rate, number of persons served, staff to client ratio, program goals, or definition of service) to a project/program currently funded by DD Resources, the agency must meet with DD Resources staff prior to requesting their Funding Application.

One week prior to the meeting, agencies must submit a brief proposal which includes a summary of the program, the target population, number of consumers to be served, projected unit request, unit rate and other costs associated with the program. Unit rate information should include all activities covered by the unit rate. If any agency is requesting salary grants, budget information (cost breakdown) must also be submitted.

- B. Service Providers who are requesting funding for a new program, equipment, or a capital project must meet with the Executive Director of DD Resources *or designee* prior to submitting a Funding Application. No new applications will be accepted unless this meeting has occurred.

New Service Providers who are requesting funding for a program, equipment, or a capital project must submit three (3) Letters of Support. These Letters of Support must come from one of the

following sources; businesses, professionals in the field of DD, consumers/caregiver, alderperson, other funders and/or State or Federal legislators.

One week prior to the meeting, agencies must submit a brief proposal which includes a summary of the program, the target population, number of consumers to be served, projected unit request, unit rate and other costs associated with the program. Unit rate information should include all activities covered by the unit rate. If any agency is requesting salary grants, budget information (cost breakdown) must also be submitted.

- C. The Funding Manual and Funding Applications are available on the announced date at DD Resources at 2334 Olive Street, St. Louis, Missouri, 63103 or at [www.stlidd.org](http://www.stlidd.org).
- D. DD Resources staff will be available by appointment to work with applicants preparing Funding Applications to ensure that all materials are prepared appropriately. Agencies which make appointments with DD Resources staff should submit a DRAFT of the Funding Application to allow review by DD Resources staff prior to the scheduled appointment. Please note the Agency Relations and Fiscal staff are unable to meet with agencies during the week that the application is due.
- E. All application dollar amounts are to be rounded to the nearest whole number and totals should be double-checked for accuracy before the Funding Application is submitted.
- F. Applicants are to submit Funding Application information on the forms provided by DD Resources.
- G. Narrative information is to be single-spaced with a minimum of an 11 point font.  
  
PLEASE DO NOT attach any information such as brochures, pamphlets, divider sheets, clippings, etc. as these items will not be considered in the award of funding.
- H. Submit one (1) three-hole punched original of the final funding application to DD Resources.
- I. Submit only one set of the "Application Support Documents" as defined in the Funding Application.
- J. DD Resources application forms are to be written primarily as budgets for programs, rather than for the entire agency. However, a Service Provider offering only one type of service or program is both the Service Provider and the Agency. One Service Provider may have several programs. A separate set of program application forms are to be submitted for EACH PROGRAM requesting funds from DD Resources.
- K. One of the important factors to be considered in determining program budgets is the overall administrative costs that affect the total agency.

DD Resources will fund up to 15% of the audited percentage of Management and General for each individual program if the Service Provider maintains a separate and defined operating budget for Management/General (Administrative/indirect costs) that is identified in the agency audit.

**APPLICATION SUPPORT DOCUMENTS**

<p><b>Annual Renewal Items</b>  <i>(Check with DD Resources' Fiscal Department to determine if any of the items below are required with the application)</i></p>
Certificate of Corporate Good Standing (less than 12 months since issue date)
Certificate of Insurance (must list DD Resources as an 'Additional Insured')
Most recent audit including POS unit rate calculation (If program funded \$25,000 or more or the cumulative amount for multiple programs is \$25,000 or more)
Management Letter (if applicable)
Public Disclosure Copy of Form 990 (for <b>all</b> agencies)
Current List of Board of Directors (Include board position and work affiliation for each member)

<p><b>Submit Updates Only</b></p>
Bylaw Revisions
Articles of Incorporation
501(c)(3) Tax Exempt Status

**ELIGIBILITY REQUIREMENTS**

- I. Eligible entities for the provision of service include:
  - A. 501(c)(3) not-for-profit corporation: recognized by the State of Missouri as such; in operation for a period exceeding one (1) year; and must be in "good standing" by the State of Missouri ("In operation" is defined as actively providing "funded" services to eligible individuals)
  - B. For-profit entities in operation for a period exceeding one (1) year, that are also recognized as being in "good standing" by the State of Missouri ("In operation" is defined as actively providing funded services to eligible individuals)
  - C. Independent Contractors: providers in operation for a period exceeding one (1) year ("In operation" is defined as actively providing funded services to eligible individuals)
  
- II. Individuals eligible to receive service from DD Resources:
  - A. Disability:
    - 1. Individuals who have 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,
      - (a) Which originated before age eighteen; and,
      - (b) Which can be expected to continue indefinitely;
    - 2. Individuals who have a developmental disability as defined in section 630.005,R.S.Mo.; "Person who is Disabled" shall mean a person who is lower range educable or upper range trainable intellectually disabled or a person who has a developmental disability.
    - 3. Individuals who meet the functional definition of a developmental disability as determined by the Department of Mental Health, St. Louis Regional Office.

B. Residency: Persons who are Developmentally Disabled who are residents of the City of St. Louis.

**Resident** definition: A person who is Developmentally Disabled is a "resident" eligible for funding under any one of the following:

1. Where immediate family/guardian resides; OR,
2. Residency of a family member having responsibility for the person with DD; OR,
3. Last residence with family/guardian prior to admission to state facility; OR,
4. If of age, and possessing "legal rights", the individual person with DD on their own volition chooses to reside in that county.

C. Exclusions

1. Funding for City residents of State Operated Group ICF/ID Facilities and Medicaid Waiver Group Homes (7-01-91).
2. Effective July 1, 1991, DD Resources assumed a position to not fund services for residents residing in State Operated Group Homes, ICF/ID Facilities and Medicaid Waiver Group Homes. Local community Service Providers and State Facilities are funded for residential and other community based services in their per diem rate for these services.

3. Policy regarding the funding of children birth to age three (3) (Effective July 1, 1994).

All children birth to age three (3) are entitled to services from First Steps and the St. Louis Regional Office if they qualify.

Effective beginning July 1, 1994, DD Resources will no longer fund developmental training or early intervention services for children birth to age three (3).

However, DD Resources will continue to consider funding Habilitation services on a case by case basis. (Updated September 9, 2010).

4. Policy regarding the funding of children age 3-5 that comes under the new Public Law 99-457. (Effective July 1, 1992, Updated September 9, 2010).

All St. Louis City resident children age (3) to five (5) are entitled to services from the St. Louis City Special Education Department if they qualify. According to the Special School Department a child is to be referred for services three (3) months prior to their third birthday. DD Resources will continue to consider funding Habilitation services on a case by case basis.

## **REQUIREMENTS FOR APPLICANTS FOR DD RESOURCES FUNDS**

A. Defined Geographic Population:

Individual application requests shall be developed, presented, and reviewed in the context of the needs and resources within DD Resources planning area, namely, the City of St. Louis.

1. Outreach efforts and/or satellite services should be utilized where necessary to ensure program accessibility.
2. Applicants are required to provide services, in DD Resources funded programs, up to the programs capacity, for any qualified person who needs such services.

## B. Shared Responsibility for Funding

DD Resources does not assume responsibility for full funding for any program. Therefore, Service Providers are expected to do the following:

1. DD Resources strongly encourages the development of a diversified, multi-funding base.
2. Applicants must document their efforts to obtain funding support from other local tax revenue, voluntary fundraising, participation in United Way drives, reimbursement by third parties, funds available from state agencies or federal sources, and so forth. This may be requested during the funding cycle.
3. Applicants must document all non-DD Resources budgetary income/revenues at the time the application for funds is submitted.

## C. General

1. Funded Service Providers shall provide continuous services for the period of time approved in the Funding Agreement.
2. Applicants shall submit budgetary, service and other required information forms supplied by DD Resources. Failure to provide all required information would be cause for rejection of the application.

## **PROCESS OF AWARDS**

### A. Notification of Awards

Service Providers awarded DD Resources funds shall receive a letter of notification and shall sign a Funding Agreement developed pursuant to the action of the DD Resources Board stating the amount of units awarded, the unit rate to be paid, the number of people to receive services, the effective time period of the award, the services to be delivered utilizing the funds, and any additional conditions, stipulations, or contingencies attached to the award.

The laws of the state of Missouri shall govern the interpretation, validity, performance and enforcement of the Funding Agreements made by DD Resources and the funded service provider.

In the event the agency desires to make any modification or amendment to services, activities and programs covered by the Agreement, it shall first notify DD Resources in writing of the proposed modification or amendment. DD Resources shall have sixty (60) days to approve or disapprove the modification or amendment in writing to the Agency. In the event that DD Resources does not approve the proposed modification or amendment, implementation of such modification or amendment shall constitute an act of default under this Agreement. It is the intent of the parties that this Agreement will only be amended or modified for good cause shown and in cases and under circumstances which are unusual and/or extenuating.

DD Resources reserves the right to amend the Agreement as to terms of payment of funds and amount of such funds it will pay to Agency in the event other sources of revenue are received by the agency, or are available to the agency, to fund the services outlined in this Agreement, in whole or in part, subsequent to the date of this Agreement. DD Resources shall give written notice to the agency of any proposed change in the terms of payment to be made and will permit the agency a reasonable period of time in which to perfect any required applications for alternate funding. The agency agrees that it will exercise due diligence in determining availability of and applying for, other sources of funding for purposes, programs, services and facilities covered by the Agreement.

B. Disbursement of Funds

DD Resources is a reimbursement funding source. Disbursements to a funded Service Provider under any other condition shall be approved in writing by DD Resources.

**ACCESS TO SERVICES**

- A. All persons with a developmental disability requesting services for any DD Resources funded program shall be referred to the St. Louis Regional Office (SLRO), if not registered, for evaluation and eligibility determination and be provided with immediate intervention, if needed. The service provider shall maintain documentation indicating their efforts to make referrals to SLRO and shall have it available for review.
- B. Participation in services provided is voluntary and service recipients may withdraw from the program at any time.
- C. In order to provide dignified and prompt access to services:
- Service providers should strive to limit complicated enrollment procedures and waiting lists.
  - Enrollment and referral policies and procedures shall be set forth in writing and be available for review.
  - Agencies should make reasonable accommodations for individuals including but not limited to: offering service during hours to all persons needing service, providing information about services in a variety of formats, providing interpretation services, etc.
- D. The Agency must agree to fully comply with all rules against discrimination, including those set forth in federal laws, state statutes, and local ordinances (including legislation pertaining to Family Leave and Equal Access to Facility). No person shall be discriminated against on the basis of actual or perceived race, color, religion, age as it relates to employment, gender identity, sexual orientation, national origin, disability or genetic information or any other characteristic protected by law when being considered for employment, training, promotion, retention, disciplinary action, other personnel transactions, or in access to contractual services. The Agency must display in places frequented by individuals, employees and the general public a non-discrimination statement.

In particular, without limitation, the Agency must agree to fully comply with the provisions of the Americans with Disabilities Act, including but not limited to, providing all required accommodations of individuals with disabilities, and to bear the full costs of any and all auxiliary aids or other accommodations of employees of the Agency, recipients of the Agency's services, or the general public necessary to bring the Agency into full compliance with the American with Disabilities Act. In the event a government agency or court determines the Agency has violated or is violating any non-discrimination law or regulation, whether in the provision of services, the employment of personnel or otherwise, DD Resources shall be immediately relieved of its obligation to make any further payments required of it hereunder and may pursue any legal remedies it may have against the Agency.

- E. The Service Providers 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, following review approval by DD Resources, that public education materials and media information state that funding is being received from DD Resources.

The Service Provider shall use its best efforts to publicize the services that will be provided pursuant to this Agreement and shall fully identify the contributions of the Service Provider and DD Resources to the services in all advertisements, news releases, circulars, reports and other public statements or announcements of the Service Provider. In particular (but not by way of limitation) all publicly distributed Service Provider literature that relates directly or indirectly to the services shall prominently reflect that the Service Provider receives funding from DD Resources. DD Resources reserves the right to review said literature prior to printing and distribution, and, in any event without the prior written consent of DD Resources, the Service Provider shall not use DD Resources' name in any manner, written or oral, in any communication, advertisement, solicitation campaign, or any type of public pronouncement wherein it is stated or implied, directly or indirectly, that the Service Provider, its programs and/or facilities are approved and/or sanctioned by DD Resources. In the event the Service Provider desires, or is required pursuant to this Agreement, to use DD Resources' name, or to refer to DD Resources in the manner set forth herein, the Service Provider shall advise DD Resources in writing of its intended use and the exact manner of such proposed use, together with a copy of such communication (or a script thereof, if such communication will be made orally).

- F. Service Providers will maintain compliance with guidelines set forth by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and will enter into an agreement with DD Resources to do so.

#### **POLICIES REGARDING RIGHTS OF INDIVIDUALS SERVED WITH DD RESOURCES FUNDING**

- A. Service Providers shall develop a policy regarding rights of individuals and shall post in areas frequented by individuals, or make available to each individual at intake and whenever needed thereafter, a written statement of the above rights.
- B. Policies and procedures for handling and resolving individual complaints must be developed. These must be posted and/or advertised to individuals seeking services and to staff of other service providers.
- C. Individuals receiving services from DD Resources funded Service Providers shall be accorded the same rights as those set forth by HIPAA. Service Providers shall develop a facility policy regarding confidentiality of individual information and shall post in areas frequented by individuals, or make available to each individual at intake and whenever needed thereafter, a written statement of the above rights.

## CASE RECORDS

- A. Cumulative case records shall be maintained for each individual and include the following: verification of diagnosis, consumer eligibility form, individual progress note\*, individual support plan\*\*, and HIPAA-compliant release of information forms.

*\*Individual Progress Notes must include the following elements:*

- *Name of the consumer.*
- *Clear descriptions of the level of support provided (i.e. teaching, prompting, modeling, etc.) toward achieving outcomes as outlined in the annual service plan as well as progress toward these outcomes and barriers toward progress.*
- *Written after each service/support is provided.*
- *Indicate date of the service, length of service (in exact hours and minutes), and type of service being provided.*
- *Progress notes must be legible and the information must be clear to others who read the document.*
- *Signed and dated by staff.*
- *Group programs must have a sign in sheet for the individuals in attendance.*

*\*\*Annual Individual Support Plan with participant signatures must be in the file. The plan should identify the type of service being provided and should include goals established by the individual and service provider*

- B. The Service Providers shall be responsible for obtaining appropriate authorization from the individual, parent, or guardian for exchange of confidential case record information among service providers and with DD Resources.
- C. The Service Providers shall be responsible for obtaining verification of disability from an outside source and maintaining a copy in their file. These sources may include school, psychological, vocational rehabilitation, physician and/or Department of Mental Health/DESE.

## PERSONNEL OPERATIONS

- A. Authority for administration, management, and Board liaison functions as set by the Board of Directors (if applicable) of the Service Provider shall be delegated to a qualified executive/manager.
- B. Qualified professional staff should participate in the provision of services in such numbers and mixture as is required to provide quality services. When para-professional or untrained staff is used they must be under professional supervision and there must be an ongoing in-service training program for them.
- C. DD Resources funded Service Providers shall not discriminate in the hiring or employment of staff on the grounds of actual or perceived race, color, religion, gender identity, sexual orientation, national origin, disability or genetic information.
- D. Personnel policies and procedures shall be set forth in writing, a copy of which must be sent to DD Resources if requested.
- E. Regular in-service training to all staff must be documented at least annually, a copy of which must be made available upon request.

- F. Job descriptions of all Service Provider's positions including Executive Director/Manager shall be available for review.
1. A current organization chart must be made available upon request.
  2. Background checks will be in compliance with standards established by the State of Missouri Department of Mental Health. In addition, the agency will provide verification that a DMH Employee Disqualification Registry and DHSS Employee Disqualification List have been completed for all direct care staff and volunteers. DD Resources funded Service Providers will have documentation verifying that it follows its policies and procedures related to background checks and, as applicable, driving records checks and sex offender registry checks.
  3. If a key implementer is found to have a criminal record, DD Resources may ask the funded Service Providers to provide one or both of the following:
    - a. Provide assurances that the safety of the consumer is not compromised.
    - b. Implement corrective measures.

It is at DD Resources discretion to terminate funding if the agency fails or refuses to respond to DD Resources' satisfaction.

## **REQUIREMENTS FOR ALL FUNDED SERVICE PROVIDERS**

### **INSURANCE**

All funded service providers shall maintain a level of insurance as outlined below. In addition, funded service providers will agree to hold harmless, defend and indemnify DD Resources for any and all loss and liability for bodily injury, personal injury, and/or property damage stemming from any acts, negligence, malfeasance or omission arising out of the service provider's performance of the Funding Agreement.

The service provider will further agree to hold harmless, defend and indemnify DD Resources, its paid staff, Board of Directors, and volunteers for any and all liability that may be incurred by DD Resources if DD Resources or the service provider is found to be in violation of the Americans with Disabilities Act as a result of acts or omissions on the part of the service provider or its employees or agents or those acting on its behalf.

The service provider will agree that it will obtain, prior to the commencement of the Funding Agreement, insurance that names "St. Louis Office for Developmental Disability Resources" as an Additional Insured, in form and amount sufficient to indemnify DD Resources for any loss or liability and it shall provide DD Resources with documentation evidencing this insurance within six weeks after the date of the Funding Agreement.

Exemptions from these requirements are to be requested from the staff of DD Resources and approved or not approved by the DD Resources board of directors or its designee.

Listed below are the minimum limits of liability insurance that funded service provider are required to have unless the funding agreement otherwise specifies.

**General Liability**

General Aggregate	\$2,000,000
Products & Comp. Opps	\$2,000,000
Personal & Adv Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage	\$100,000
Medical Payments	\$5,000

**Automobile Liability**

Combined Single Limit	\$1,000,000
for Bodily injury and property Damage	

**Workers Compensation Employers Liability**

Statutory Limits	
Each Accident	\$500,000
Disease – Policy Limit	\$500,000
Disease – Each Employee	\$500,000

**REQUIREMENTS FOR NOT-FOR-PROFIT CORPORATIONS**

- A. BOARD OF DIRECTORS - Not-For-Profit Corporations shall have a Board of Directors. The Board of Directors shall be ultimately responsible for policy development, planning and evaluation, funding and program rendition in accordance with the responsibilities of boards under all applicable state and federal law.
- B. COMPOSITON OF BOARD OF DIRECTORS - The Board of Directors shall be composed of individuals who are:
  - best able to represent the needs of the primary service population of the Corporation, with attention to diversity, geographic, social, cultural, racial and economic elements of the primary service areas; and,
  - best able to help the Corporation meet its organizational goals.
- C. BY-LAWS - Not-For-Profit shall maintain current by-laws, which describe:
  - the primary purpose of the Corporation;
  - the responsibility(/ies) of the Corporation;
  - the size of the board and provisions for turnover of its members;
  - the duties and responsibilities of Board members;
  - the positions, duties, responsibilities, and terms of office of officers;
  - provisions for standing committees and/or other committees as appropriate to the needs of the Corporation;
  - provisions for at least quarterly business meetings, special meetings and an annual meeting of the Board; and,
  - provisions for amendments of the by-laws.

#### D. OTHER NON-PROFIT BOARD REQUIREMENTS

- No paid staff member of a Corporation or his/her spouse shall serve on that Corporation's Board of Directors.
- Boards of Directors shall have available to DD Resources a schedule of all board meetings.
- Boards of Directors must maintain written minutes of all activities of the board. Corporations shall provide copies of board minutes/board action at the request of DD Resources.
- Corporations are required to maintain and/or submit if requested a board of Directors membership list showing names, addresses, telephone number, occupation, term of office including identification of officers yearly. Corporations shall notify DD Resources of changes in membership in order to ensure the accuracy of DD Resources records.

#### **RELATIONSHIPS BETWEEN DD RESOURCES AND FUNDED SERVICE PROVIDERS**

DD Resources is committed to accountability on its part and on the part of the Service Providers it funds in the areas of management and service provision. Therefore, DD Resources, in addition to the monitoring role it delegates to its staff, ask its staff to offer reasonable and appropriate consultation to funded Service Providers in areas of mutual concern of the Service Provider and DD Resources. Funded Service Providers are encouraged to request needed consultation if requirements of DD Resources are in danger of not being met, the Service Provider feels service provision may be improved by such consultation, the funding application and funding agreement needs to be revised, a waiver needs to be requested, or for any other reason(s).

DD Resources staff will become as familiar as possible with the service delivery and administrative functioning of each Funded Service Provider, by completing administrative and monitoring site visits, attendance at Funded Service Providers board meetings, and through reports submitted by the Funded Service Provider. Funded Service Providers should, however, be aware that DD Resources staff may have to set priorities on work among and between other administrative responsibilities. It may not always be possible for staff to devote as much time to working with Service Providers as they might prefer. Service Providers should request special meetings with DD Resources staff when situations arise or problems occur which make it important or desirable that there be an exchange of information.

In order to be responsible for public funds, DD Resources requires funded Service Providers to submit program and budget information. Although funding may be awarded for a single program within a multi-program agency, for a single service within a multi-program agency, or for a single service within a program, funding is based on the assurance that the Service Provider has the capacity to maintain all program services. The agency billing and site visits (administrative and monitoring) provide this assurance on a continuing basis and additionally provide the assurance that problems which might disturb or interrupt the delivery of service to persons in the City of St. Louis will be detected early and be cooperatively resolved by the Service Provider and DD Resources.

In addition, to ensure that the procedures of the Funded Service Provider are honored, DD Resources staff communications with Funded Service Provider board of directors will only occur with the knowledge of the administrator of the Funded Service Provider.

## **SYSTEMS MONITORING AND EVALUATION**

DD Resources is committed to the principle that a service delivery system needs to be continually monitored and evaluated to assure that services are relevant to the needs and values of both the individuals of service and the general public. To this end, DD Resources staff will collect information and periodically assess the needs and values of the City of St. Louis for DD Resources services. Among these indicators will be the following:

- A. Data on location of services, volume of service over a period of time, individual characteristics, and admission/discharge data from community service programs.
- B. Demographic data on individuals served in relation to identified priority population and city/county population distribution.
- C. Other objective measures of effectiveness, as developed.

## **MODIFYING AN AWARD/ALLOCATION**

The Fiscal and Agency Relations Department review the utilization of each funded service provider. This analysis assists the Fiscal and Agency Relations Department in making recommendations or determinations regarding reductions of awards based on under-utilization or increased funding based on reaching target utilization projections. All actions to reduce, increase or terminate an Award require prior review by the appropriate board committee and approval from the DD Resources Board.

### **Termination of Award:**

Termination of an Award will be undertaken only after the DD Resources Board has made every reasonable effort to reach an acceptable settlement with the funded service provider.

- 1. Cause for termination: Due cause for termination of Award exists when a funded Service Provider or funded Service Provider's Program:
  - a. Fails to take adequate action to comply with DD Resources requirements within ninety (90) days of notification of suspension of funding; or,
    - (i) Repeatedly fails to comply with requirements of DD Resources as stated in the Funding Agreement, in the applicable provisions of the Funding Guidelines or in the Monitoring Procedures and Requirements of DD Resources.
    - (ii) If the Service Provider is in violation of health and safety per city codes or as determined by DMH reports.
    - (iii) If the Service Provider fails to obtain the levels of insurance specified in the funding agreement and/or this manual.
- 2. Procedures for termination of Award:
  - a. DD Resources Program Committee is notified in writing by DD Resources staff of a cause for termination for a funded Service Provider. The written document will include:
    - (i) a statement of the requirements with which the funded Service Provider or funded Service Provider's program is in non-compliance;
    - (ii) a statement of the actions that DD Resources has taken to urge the funded Service Provider to avert termination and move to compliance with DD Resources' requirements;
    - (iii) a statement of the responses of the funded Service Provider;
    - (iv) the recommended date for the possible termination of funding.

- b. Issues will be resolved through consultation with the Program Committee. If the issues are not resolved, the agency will be invited to appear before the Executive Committee. The Director of the funded Service Provider shall be notified, in writing, certified mail, return receipt requested, by the DD Resources Executive Director, that the funded agency or program funded may be terminated. The notification shall include the written document provided to the Executive Committee and a request for the Director of the funded Service Provider to meet with the DD Resources staff and Executive Committee of the Board of Directors.
- c. The Executive Committee will update the full board with its recommendation and seek approval from the full board if it recommends terminating the award.

## **BUSINESS PRACTICE POLICIES**

- I. **FINANCIAL** - DD Resources shall conduct its business affairs utilizing Generally Accepted Accounting Practices (GAAP), including use of an Annual Budget, maintenance of accounting records and receipts, appropriate bidding as necessary, regular financial reports to the DD Resources' Board of Directors and an annual independent audit conducted by a Certified Public Accounting firm.
- II. **FISCAL YEAR** - The Fiscal Year for DD Resources shall be July 1 through June 30. The Annual Budget shall be approved by the DD Resources Board. The Board shall retain the option to modify the budget during the year to meet substantiated need.
- III. **INVESTMENTS** - DD Resources shall strive to maintain as much of its funds as possible at maximum interest bearing no-risk investments when said funds are not in use for service and/or operations.

DD Resources complies with the Missouri Secretary of State Policy, which permits governmental agencies to only invest in U.S. Government or U.S. Government agency securities. The Federal Reserve Bank holds the notes.

- IV. **FUNDS RECEIPT AND DISBURSEMENT** - All funds received, check writing procedures and funds disbursement for purchase of service shall follow established policies as developed and approved by the Board of Directors.
- V. **CONFLICT OF INTEREST** - No DD Resources Board member may participate in or seek to influence a decision or vote on the Board if the member would be directly involved with the matter, or if he or she would derive income from it.

The members of the Board shall make known to the Board Chairman and other Board members any potential conflict of interest. If the Board determines there is a conflict, the Board member shall not participate in the discussion and shall not vote on the matter under discussion or attempt to influence a decision of the Board with respect to such matters.

## **VI. EMERGENCY FUNDING**

Emergency Funding Definition: service provider emergency is defined as that "need" which if not satisfied/resolved, there will be actual and fairly immediate detrimental effect for person(s) with a developmental disability, staff, program, Service Provider, facility, equipment, etc. (detrimental effect shall be clearly, specifically, concisely and briefly stated).

## Procedures for "Service Provider Emergency Request"

- A. The Service Provider shall telephone or email the Executive Director of DD Resources or Designee as soon as possible and briefly describe the emergency/crisis.
- B. The Service Provider shall submit in writing a request (letter) to the Executive Director of DD Resources or Designee. This letter shall include the following:
  - 1. Provide a brief description of the nature of the emergency/crisis.
  - 2. Identify cause of the emergency/crisis.
  - 3. Briefly describe the detrimental effects for the person(s) with a developmental disability, staff, program, Service Provider, facility, equipment, etc. Be clear, specific, concise and brief.
  - 4. Describe efforts already undertaken to resolve the emergency/crisis.
  - 5. Provide detailed information indicating specifically what amount of funds the Service Provider is requesting from DD Resources and amount of funds to be received from other sources including cost and the time frame within which action needs to be taken.
  - 6. Following receipt of the request for emergency funding the request will be copied and distributed to members of the DD Resources Board for their consideration

## VII. CAPITAL IMPROVEMENT

- A. All applicants requesting Capital Improvement funds from DD Resources shall adhere to the funding timelines as set forth on Page 6.
- B. DD Resources will only consider funding capital improvement projects in which DD Resources is the first lien holder.
- C. The applicant for Capital Improvement funds must qualify for funding under the County Sheltered Workshops and Mental Retardation and/or a Developmental Disability Services Law, R.S.Mo. 205.968 - 205.972, and must be related to a city of St. Louis-based program provided and located in the city of St. Louis.
- D. Capital Improvements include purchase of land, building, remodeling, or otherwise modifying physical properties for accommodating programs, individual residences, or related activities where the expected lifetime of the Capital Improvement is at least one (1) year and the cost is \$2,000 or more.
- E. In order to maximize the dollars that are available for capital improvement, applicants should seek out and identify additional funding sources. The Service Provider shall maintain and make available the documentation that supports these efforts.
- F. Requests for funding of Capital Improvements shall include the following:
  - 1. A detailed plan, including architect's drawings when required by DD Resources, of the proposed Capital Improvement.

Applicants should not provide nor incur costs for architect drawings until requested and/or approved by DD Resources. DD Resources does not reimburse expenses for costs incurred by the applicant prior to DD Resources approval to fund such expenses.

- 2. A firm estimate of the cost of the proposed Capital Improvement, including all pertinent expenses such as architect's fees, legal fees, insurance costs, etc., as well as contractor's fees and costs of materials.

3. Submit no less than three (3) competitive bids unless single source. Bids shall be sought from St. Louis City merchants/residents including minority/women owned business.

*Note: The St. Louis Development Corporation (ph.: 314-622-3400) will provide, free of cost, a Directory of Disadvantaged, Minority-and Women-Owned Business Enterprises upon request.*

4. Certification that the proposed Capital Improvement will conform to local zoning, building code, and licensing requirements.
  5. A summary listing and amounts of the total funding available for the project from all sources and the portion requested from DD Resources.
  6. The time scale for completion of the project.
  7. Justification for the project shall include the following:
    - a. Geographical location of the proposed facility for individual accessibility.
    - b. Service and program need, including persons to be served.
    - c. Effect of the proposed Capital Improvement on the projected program or service of the Service Provider.
    - d. Useful lifetime of the Capital improvement, including possible adaptation to other appropriate uses.
    - e. Explanation of compatibility of the proposed design with service or program need.
    - f. Reports from other bodies providing funding that their requirements and/or criteria are being met and their support for the project.
- G. If a request is approved, DD Resources may require:
1. The right to review contractor bid/s and to request additional bid/s at their discretion to ensure cost effectiveness.
  2. Funds allocated shall be expended within a specified time period. Any funds unexpended by the end of the period designated shall revert to DD Resources and can only be reassigned by subsequent DD Resources Board action.
  3. Funds allocated shall be spent only for designated purpose and any surplus shall revert to DD Resources. A final expenditure report shall be required and sent to DD Resources after the work is completed.
- H. DD Resources may, at its discretion, monitor or require a supervising architect to monitor the progress of the Capital Improvement work. Any major variance from the proposed work schedule or changes in plans which affect compatibility with program or services to be delivered or cost may be subject to DD Resources approval. In relation to cost, a "variance" is defined as a 10% variance or more in the total cost of the Capital Improvement.
- I. Applicants for Capital Improvement funds must be prepared to prove structural soundness of the Capital Improvement for which the funds are intended and to prove the applicant's proposed uses of DD Resources Capital Improvement funds is in the best interest of the citizens of the City of St. Louis. A report from a structural engineering firm may be required, if appropriate.
- J. A Service Provider may request, in writing, extension of time beyond the original commitment to complete work previously funded by DD Resources.
- K. Proposals may be submitted by a single Service Provider or jointly by two or more agencies to serve a common purpose.

L. DD Resources equity shall be considered in any contract with a Service Provider for Capital Improvements funding.

M. Funds Reimbursement Schedule:

With respect to all capital distributions by DD Resources, the Service Provider's reimbursement obligations outstanding as of January 1, 1992 and thereafter (as set forth below) shall be secured by a duly recorded Deed of Trust on real estate. The lien placed on the property is for the full amount awarded toward the capital project and is not amortized. The Service Provider's reimbursement obligations outstanding at any point in time shall not exceed eighty percent (80%) of the current appraised value of the real estate securing the Service Provider's reimbursement obligations.

*Collateralization Policy:* The Service Provider shall not encumber or renew existing loan(s) that is/are secured by the property without written approval of the DD Resources Board nor shall Service Provider sell, trade, dispose of or in any way alter the ownership of the Capital Improvement, which is the subject of an Agreement and the Plan. If the Service Provider encumbers, sells, trades or otherwise disposes of or in any way alters ownership of the Capital Improvement without written approval of DD Resources, the Service Provider shall reimburse 100% of the purchase price of the Capital Improvement.

Requests may be granted on the basis of contingencies to be met by the applicant within a specified time.

DD Resources functions as a reimbursement funding source; therefore, the agency will incur the expense and pay for it prior to DD Resources reimbursing the agency, unless another procedure has been approved in writing by DD Resources.

VIII. Equipment Purchase and Disposition:

A. Equipment purchased for sheltered workshops and/or other agencies is defined as items having a purchase value of \$600.00 (amount amended 12/07/95) or more and an expected lifetime of more than one year. All such equipment, if purchased by DD Resources, shall be placed on a depreciation schedule and inventoried.

The Depreciation Schedule should include: inventory control number, purchase date, item description, property location, purchase cost, number years depreciated, and amount of depreciation each year with accumulative total.

Requests for equipment are to be included in the funding application across from the line items so designated. The Service Provider shall submit three (3) competitive bids unless single source.

B. Disposition of Equipment

1. Collateralization Policy: All Equipment purchased with DD Resources funding shall have a Uniform Commercial Code (U.C.C.) lien placed on the equipment for a minimum of five years. On Equipment over \$5,000.00, DD Resources reserves the right to renew the U.C.C. lien for an additional five years. A Security Agreement and Promissory Note will be signed and notarized by the Service Provider. The Promissory Note will contain the reimbursement schedule. The Service Provider cannot sell, trade, dispose of or in any manner alter the ownership of the equipment, which the Agency requested the DD Resources board to purchase for the benefit of eligible city residents.

2. The Service Provider may after receiving written approval from DD Resources sell, trade or otherwise dispose of the equipment. The Service Provider will be liable for the purchase price of the equipment in accordance with the reimbursement schedule as designated in the Equipment Agreement.
3. If for any reason the Service Provider wants to dispose of equipment purchased by the DD Resources Board a letter must be sent to the Executive Director of DD Resources before disposition is made. All requests and approvals shall be in writing.
4. It is the responsibility of the Executive Director of DD Resources to determine the method of disposition. The options are:
  - a. In the event that the program or use for which purchase was authorized is no longer applicable, Agencies may request reallocation for use in other programs within the Service Provider serving City residents with a developmental disability.
  - b. If the Service Provider or Entity should be dissolved all such equipment shall revert to DD Resources, if not fully amortized, for transfer to another eligible Service Provider.
  - c. If the Service Provider identifies another Service Provider located in the City of St. Louis, who serves persons qualified under the DD Resources definition, who could use the equipment the Executive Director of DD Resources shall be informed of the potential transfer and make the final decisions.
  - d. In the event there is no need for the equipment by another eligible Service Provider within the City of St. Louis, the Service Provider may have the option to dispose of the equipment at the fair market price.  
Upon receipt of the sale price, the equipment value not yet amortized will be returned to DD Resources and the Service Provider will retain the remaining sale price amount.
  - e. If the Service Provider wishes to dispose of the equipment and use the proceeds from the sale of such equipment to purchase other equipment, approval must first be received from the Board of Directors of DD Resources. The justification for purchase of new equipment would be the same as that of a new application request for equipment and the same stipulations would be in effect for the purchase of other equipment.
  - f. It is the responsibility of the Service Provider receiving funding for equipment to use the equipment for the purpose as outlined in the application. If it is determined that it is not being used appropriately then the Service Provider will be notified that the equipment will be disposed of as per one of the above options by the Executive Director of DD Resources.

## IX. VEHICLE PURCHASES

Service Providers may request funding for vehicle purchase to transport eligible city residents or pickup/delivery vehicles for sheltered workshops. A vehicle request must clearly demonstrate an actual and ongoing benefit for eligible city residents.

- A. Vehicle requests must follow the funding timelines set forth on page 6.
- B. DD Resources to be first lien holder on title

- C. Service Provider to maintain full coverage insurance on the vehicle that meets or exceeds the minimum requirement set forth in the security agreement.
- D. DD Resources shall be named as an additional insured on the vehicle insurance policy.
- E. Service Provider must sign and notarize the Security Agreement and Promissory Note
- F. Service Provider to send DD Resources the vehicle title to hold until the reimbursement schedule ends.
- G. If the Service Provider wishes to dispose of the vehicle prior to the end of the reimbursement schedule, DD Resources' written approval must be obtained and the Service Provider will reimburse DD Resources for the current amount listed on the promissory note.
- H. Service Provider to adhere to all other applicable policies for equipment contained in the Funding Manual.

## X. DEPRECIATION

DD Resources will fund depreciation only if the Service Provider maintains a Cash Depreciation Reserve Fund for Equipment and/or Building. Such an account shall be restricted and depreciation deposit and withdrawal procedures shall be in writing and available to DD Resources. In addition, if the Service Provider receives depreciation cost as part of the DD Resources unit or grant award, DD Resources will not pay for separate equipment or capital request.

The following definition is taken from the Accounting Terminology Bulletin Number 1 of the American Institute of Certified Public Accountants:

Depreciation accounting is a system of accounting which aims to distribute the cost or other basic value of tangible capital assets, less salvage (if any), over the estimated useful life of the unit (which may be a group of assets) in a systematic and rational manner. It is a process of allocation, not of valuation. Depreciation for the year is the portion of the total charge under such a system that is allocated to the year. Although the allocation may properly take into account occurrences during the year, it is not intended to be a measurement of the effect of all such occurrences.

The definition properly identifies depreciation as a means of allocating the cost, or other carrying value, of tangible capital assets to expense over the useful life of such assets, rather than as a means of funding their replacement. The means of replacing the tangible capital assets are financing decisions to be made by management and the governing board and they do not directly affect the cost of providing program or supporting services.

When depreciation is omitted from the budgeting and reporting of expenses to DD Resources, the cost of performing the organizations' services is understated. Depreciation expense, therefore, should be recognized as a cost of rendering current services and should be included as an element of expense in the budgeting process as well as the reporting of expenses to DD Resources. Because the depreciation expense does not necessarily represent a cash outlay, it is possible this cost included in a budget could result in a budget deficit which possibility is recognized and accepted by DD Resources.

Based on the above definition and statements, the budgeting and reporting of depreciation expense shall be based on the following premises:

- A. Real Estate - The actual cost or appraisal value of the building(s) at the rate of acquisition plus the capitalized major improvements or renovations.
- B. Movable Equipment - The actual cost of equipment items having a useful life of one or more years and cost \$1,000.00 or more is to be capitalized (a cost of less than \$1,000.00 may be considered appropriate for capitalization by the Service Provider's board of directors and/or its certified public accounting firm).
- C. Donations - Donated buildings and/or equipment based on their reasonable fair market value at the time of donation. To be included as a depreciable asset, title must have passed totally to the Service Provider.
- D. Schedules - The Service Provider is required to maintain full depreciation schedules for all buildings and equipment which are included in the budgeting and reporting of expenses to DD Resources. Depreciation schedules maintained by the Service Provider should include date of purchase, depreciation of item, cost of item, number of year depreciation and depreciation amount per year.
- E. Straight Line Method - All depreciation for the purpose of filing a budget and reporting expense to DD Resources is to be computed on the straight-line method.
- F. Useful Life - For the purpose of establishing useful lives of equipment and real property, the Internal Revenue Service Tables is recommended for use by Agencies. If a Service Provider can document the necessity to establish other useful lives for the assets in their records, they may do so; that is, they may increase or decrease the estimated useful lives suggested in Internal Revenue Service Tables. The documentation for a useful life difference must be retained in the Service Provider files to support the difference budgeted and/or reported.
- G. Salvage Value - For the purposes of depreciation computation, salvage value of equipment and/or real property may be ignored by the Service Provider.
- H. Leasehold Improvements - Reasonable leasehold improvements that are either directly or closely related to services should be capitalized and included in the budgeting and reporting of depreciation expense.
- I. Appraisal (buildings) - In the event an Service Provider is unable to support, by its records, the cost of a building/s, it will be necessary for it to secure an appraisal of the building/s value at the time of acquisition. This appraisal value should become a part of the budgeting and reporting of depreciation expense.
- J. Appraisal (equipment) - In the event an Service Provider is unable to support by its records the cost of individual items of equipment, a reasonable fair market value should be used in establishing these equipment items in the depreciation schedules for budgeting and reporting purposes.

## XI. PAYMENT FOR SERVICES

- A. DD Resources functions as a reimbursement funding source. This means the Funded Service Provider providing the service actually incurs the expense and pays for it prior to DD Resources reimbursing the Funded Service Provider unless another procedure has been approved in writing by DD Resources.

- B. The following items must be submitted to DD Resources each fiscal year prior to payments being processed:
1. Signed Funding Agreement
  2. Certificate of Good Standing
  3. Current audit if applicable (due 180 after agency's fiscal year end)
  4. IRS Form 990 if applicable (due 180 after agency's fiscal year end)
  5. Certificate of Insurance
  6. Consumer Eligibility Forms
- C. DD Resources will reimburse all Funded Service Providers through electronic funds transfers (direct deposits).
- D. Funded Service Provider shall submit requests for reimbursement on a calendar month basis through the electronic billing system located at [www.stlidd.org](http://www.stlidd.org). Grant funded agencies may submit billing on a calendar month basis using invoices designed by DD Resources. Transportation providers may submit billing on a weekly basis on invoices designed by DD Resources. Any deviation requires prior written approval from DD Resources.
- E. Invoices for services received one (1) month or more after the month of service provision shall not be honored for payment unless approved in writing during the one (1) month period. Requests submitted after the billing timeline (see chart below) will not be honored.

Approval should be obtained by making a request for a billing extension in writing on agency letterhead; this correspondence should be addressed to the DD Resources Agency Relations Team, the Chief Financial Officer or the Executive Director. This policy also applies to all returned billing.

For example: DD Resources must receive a complete, accurate and legible invoice for the month of September 2025 that is postmarked on or before October 31, 2025. Any deadline may be extended at the discretion of DD Resources Staff upon written request by the Funded Service Provider prior to the date of the deadline. Such written request should be discussed with the Executive Director of DD Resources. **The exception to this is that billing for the month of June is due the last business day in July.**

<b><i>Service provided in the month of:</i></b>	<b><i>Billing and/or Extension Letter Due Date</i></b>
July	Last business day of August*
August	Last business day of September*
September	Last business day of October*
October	Last business day of November*
November	Last business day of December*
December	Last business day of January*
January	Last business day of February*
February	Last business day of March*
March*	Last business day of April*
April*	Last business day of May*
May*	Last business day of June*
June*	Last business day of July*

\* If the last business day of the month falls on an emergency closure day for DD Resources, then the deadline will be extended to the next operational business day.

- F. The Funded Service Provider shall submit final requests for no later than the last business day of the month of July.

Billing that is submitted via mail or in person must be submitted between the hours of 8:00 a.m. and 4:30 p.m. on the last business day of the month of July. Billing that is received via mail or in person past 4:30 p.m. on the last business day of July will not be paid.

Electronic billing must be submitted at 11:59 p.m. or before on the last business day of the month of July. Electronic billing that is time stamped past 11:59 p.m. on the last business day of the month of July will not be paid.

Final requests for reimbursement must include all required paperwork. No invoices will be accepted for payment for the prior fiscal year past this date. (Note: the actual date will vary depending on the last business day of the month of July)

- G. It is within DD Resources staff discretion to process payment for billing that has been submitted past the established deadlines on a one-time basis. This will apply once per agency, not once per program. If an agency misses subsequent billing deadlines within the same fiscal year, the agency will need to appeal to the Finance Committee of the Board of Directors to request payment. The Finance Committee will make a recommendation to the full Board of Directors.

The only exception to this process is if an agency incurs their first missed billing deadline after the last business day of the month of July, which is when DD Resources begins its fiscal year end closure. In this case, the agency will need to appeal to the Finance Committee of the Board of Directors to request payment. The Finance Committee will make a recommendation to the full Board of Directors.

- H. DD Resources has a minimum of 30 business days (approximately 45 calendar days) to process billing from the date of receipt at DD Resources.
- I. Each Funded Service Provider's Funding Agreement identifies whether or not a program can bill for services other than face-to-face services. This is determined by information provided in the agency's audit (audited unit rate). If an agency does not have an audit for a particular program, the program can only bill for face-to-face services.
- J. DD Resources reserves the right to audit all invoices and to reject or reduce any invoice for good cause, including but not limited to the following reasons:
1. The invoice is not signed by an appropriate official of the Funded Service Provider.
  2. The invoice is not filled out completely, accurately and legibly.
  3. The invoice includes request for payment for persons ineligible for services.
  4. The invoice includes request for payment which exceeds amount awarded and/or which differs from the approved contract and/or budget amount. The purpose of the DD Resources budget invoice and reporting requirements is to monitor and evaluate effectiveness of service funded and funds expended on a regular basis. It is impossible to do this unless invoices and reports are received in a timely manner.
  5. If the invoice is incomplete or not correct, DD Resources staff will send a memo indicating the area of concern. If the response is not received from the submitting Funded Service Provider within five working days from the point of the memo being sent, DD Resources will return the documentation and invoices received under first class or registered mail. All bills are subject to the 30-day reimbursement policy including billing that has been returned for corrections or explanation.

DD Resources strongly encourages and recommends that the person responsible for completing invoices receive training as offered by DD Resources on how to fill them out.

XII. BUDGET REVISIONS AND MONITORING

Service Providers are allowed to over and/or under expend per budget line item expenses without having to revise the budget each time. This is to avoid revising original budgets submitted to DD Resources and to allow Service Providers to expend funds and monitor approved DD Resources expenses by budget category.

XIII. EXPENSE DOCUMENTATION AND AWARD REPORT (Line item grants only)

Expense source documents will no longer have to be submitted to DD Resources unless it is specifically requested by DD Resources.

The "DD Resources Expense Documentation and Award Report" is applicable to line item grants only to be submitted with monthly billing.

This reporting procedure requests that the Service Provider:

- A. Have an Account Coding (numbering system) and Chart of Accounts in place for each project funded by DD Resources.
- B. Have original expense source document in a file clearly marked with a coding transaction stamp showing how the total amount was charged to what account and service expense code if funded fully or partially by DD Resources.

Definition of Chart of Accounts

This is a listing of all account titles, with numerical codes, which are employed in the compilation of financial data concerning the assets, liabilities, capital, revenues and expenses of the Service Provider. (Have auditor help set this up for the Service Provider if it currently does not exist).

XIV. IN-KIND SERVICE POLICY (Effective 7/1/92)

On April 22, 1992, the DD Resources Board approved a policy regarding "In-Kind" services. Definition of "In-Kind": This is an expense that the Service Provider would normally have to incur to provide the service but in fact is not an expense because that "expense" is being provided to the Service Provider at no cost. A typical example is facility space that is provided to a Service Provider without cost. The value of the facility space is considered "in-kind".

XV. MANAGEMENT AND GENERAL (M&G) BUDGET POLICY (Effective July 1, 1994).

It is the position of DD Resources that all Service Providers that have a total budget of \$1 million or more should have a separate Management and General (M&G) budget.

XVI. WAIVER REQUEST

Waiver requests to the provisions of the Funding Guidelines for Funding Awards must have the prior approval of the DD Resources Board, except for those specific sections of the Guidelines where the authority is delegated to the DD Resources Board's Designee.

- A. Requests for Waiver must be written and submitted to the Executive Director of DD Resources.

- B. If the request for Waiver requires DD Resources Board approval, the Waiver request will be submitted for review and action by the DD Resources Board.
- C. Subsequently, the DD Resources Board's decision will be transmitted to the Service Provider in writing.

## XVII. FINANCIAL OPERATIONS OF PROVIDERS

- A. Funded Service Providers shall employ staff qualified to maintain financial records in accordance with generally accepted accounting principles and shall designate a staff position having primary responsibility for the financial operations of the Service Provider. (Service Providers may be requested to provide documentation of staff qualifications.)
- B. Each funded Service Provider is to establish and maintain a formal accounting system on an accrual basis in accordance with generally accepted accounting principles.
- C. All funded Service Providers must be able to track expenditures of DD Resources funds through their accounting system and readily have available original source documents verifying expense accounts and to whom paid.
- D. All accounting entries must be supported by appropriate source documents, recorded in books of original entry, and posted to a general ledger on a monthly basis.
- E. For programs funded by DD Resources, expenses may be booked in total. Expenses that cannot appropriately be charged to one program may be allocated on some reasonable basis, (e.g., administrative expenses on accumulated costs or members of staff, budget size, housekeeping on hours of service or square feet of area occupied, etc.) to the various DD Resources funded programs and to programs funded from other sources. DD Resources staff will be available for consultation and assistance upon request of the funded Service Provider.
- F. Funded Service Providers must maintain a realistic schedule of costs for each program funded. If the Service Provider assesses individual fees, a discount fee schedule based on the ability of the person or the persons responsible relative to pay must be established.
- G. Funds received from provisions of specific programs must be utilized in the funded program in which that individual is enrolled.
- H. Audits
  - 1. Each funded Service Provider receiving \$25,000 or more in annual DD Resources funds is required to have an annual audit, as of the close of its fiscal year. This audit is to be performed in accordance with U.S. generally accepted auditing standards by an independent certified public accountant registered by the State of Missouri. The report shall contain the basic financial statements presenting the financial position of the funded Service Provider, the results of its operations, and changes in fund balances or net assets, whichever is appropriate.
  - 2. The following financial information shall be included in the audit report for each of the programs funded by DD Resources that receive \$25,000 or more for the contract year. Failure to do so will make the report unacceptable, unless otherwise approved in writing in advance by DD Resources.

- a. Itemized schedule of income by source.
  - b. Itemized schedule of operating expenses (Statement of Program Expenses/Statement of Functional Expenses) by Program or Service including the reasonable allocation of administration/support expenses to the program/s.
  - c. Basic financial statements or footnote disclosure of the amount of expenditures incurred by the organization which are funded by DD Resources.
  - d. If the program or service was funded on a Per Unit of Service basis, a **detailed** calculation of the actual unit cost is to be prepared by the auditor and submitted to DD Resources via letter or be included as a supplemental page in the audit report.
3. Confirmation of DD Resources payments made to a Service Provider (required by the independent auditor during the course of the audit) is to be secured from DD Resources.
  4. The independent auditor should communicate in written form material weakness in the Service Provider's internal controls when it impacts DD Resources funding. **Copies of this communication or any management letter are to be forwarded to DD Resources with the audit report.**
  5. The audit report is to be filed with DD Resources within six months of the end of the Service Provider's fiscal year, or funding will be withheld.
  6. In order to facilitate meeting filing requirements, Service Providers are encouraged to contract with certified public accountants before the end of their fiscal year and inform them of DD Resources guidelines.
  7. A request for waiver or exception to these audit requirements or for an extension of time to file the audit report, unit cost report and management letter must be submitted, in writing, to the Executive Director of DD Resources within the 180 days of the end of the Service Provider's fiscal year. In all cases, approval shall be obtained prior to extension and/or exceptions being implemented.
  8. Failure to meet these audit requirements may result in the termination of any continuing funding.
  9. In addition to audits by independent Certified Public Accountants, on-site fiscal reviews of selected funded programs may be performed by, or for, DD Resources.
- I. All fiscal records must be maintained for seven (7) years after the end of each contract period, and if need still remains, such as unresolved issues arising from an audit related records must be retained until the matter is completely resolved.
  - J. DD Resources funds may not be used for any illegal purpose.
  - K. The approved terms of the Funding Application and the Funding Agreement specify the services to be supported by DD Resources funds.

## APPENDIX A

### St. Louis Office for DD Resources Board Designated Funds

#### 1. FISCAL POLICY

##### POLICY STATEMENT:

The St. Louis Office for Developmental Disability Resources (DD Resources) will allocate its funds annually according to the following guidelines.

##### DEFINITIONS

Forecasted Revenue: Revenues received in any given fiscal year consist of:

- St. Louis City property and other taxes
- Investment Earnings
- Metro (pursuant to RSMo 94.645 amended by SB #3)
- MODOT transportation grants
- Missouri DMH – habilitation services
- Targeted case management
- Other income

##### Base Level of Access:

Each fiscal year funding for DD Resources Program Services in total to be calculated as follows: (1) No less than 50% of previous fiscal year end audited net assets, excluding capital assets, plus new revenue received for specific purpose. Note: Contingent upon DD Resources Board approval, agency's request(s) of at least the amount as defined in the previous sentence. (2) Additionally no more than current fiscal year Board approved agency's award plus approved COLA if applicable. Cost of living adjustment (COLA) is calculated as the average of the consumer Price Index (CPI) and the Social Security Benefit increase as of the previous January.

DD Resources' General and Administration (not to exceed the lesser of 13.5% of forecasted revenue, or the cumulative amount of investment earnings and specific dedicated revenues).

Capital/Equipment and/or depreciation expense (DD Resources not to exceed 1.5% of forecasted revenue).

One-time funding and/or new program services (remaining forecasted revenue).

**Note:** The Board of Directors of DD Resources has the discretion to modify the percentage limits listed above and/or the fact the forecasted expenditures shall not exceed the forecasted revenue based on facts supporting the change.

Emergency Reserve Fund: Annually establish a reserve of no less than \$250,000. This reserve is available for appropriations in excess of the Base Level of Access.

Additional Board Designated Fund: Funds in excess of the \$250,000 Emergency Reserve shall accumulate in this fund to be designated by the Board of Directors for current and for future program funding.

- Additional Board Designated Funds may be utilized by DD Resources and/or for agency requests for certain services in future years program funding cycle and for certain requests that do not create an ongoing obligation that would increase the Base Level of Access for DD Resources' program of core services such as:
  - Residential
  - Employment
  - Transportation
  - Related Services
  - Capital/Equipment and/or Depreciation Expense
  - Discretionary

### **APPLICATION OF POLICY**

- Annual appropriations will be made in the following order:

Base Level of Access  
 Emergency Reserve Funds  
 Additional Board Designated Funds

- The Emergency Funds will be depleted first before the Board Discretionary Funds, as long as there is a positive balance.
- The St. Louis Office for DD Resources' Finance Committee will review the fiscal policy each year to determine if it meet DD Resources' needs. The committee recommendations for changes to the DD Resource fiscal policy must be approved by the full board at or prior to the May Board meeting to take effect on the following fiscal year, beginning July 1.
- The Board of Directors of DD Resources has the discretion to modify the percentage limits noted based on facts supporting the change.

## **2. POLICY ON GENERAL ALLOCATION FORMULA FOR BASE LEVEL OF ACCESS**

The St. Louis Office for DD Resources shall allocate Base Level of Access funds annually based on the following process:

- The Base Level of Access will be forecasted based on the year-to-date revenue received and expenditures budgeted and requested.
- DD Resources operating budget (general and administration) not to exceed 13.5% of the forecasted revenue and specific dedicated revenue.
- DD Resources' capital and depreciation will be determined and approved, not to exceed 1.5% of forecasted revenue.
- DD Resources will set aside an amount for one-time projects and new program services, if applicable. All cancellations and shortages within the fiscal year will be re-designated by the Board of Directors in the same fiscal year
- The Finance Committee will review the allocation of the remainder of the Base Level of Access. The recommendation of the Finance Committee will be based on the most recent needs assessment.
- The Board of Directors will be responsible for allocating the above funds to renewal projects, expansion and/or new/demonstration projects within their planned program of services. The Board of Directors of DD Resources has the discretion to modify the percentage limits listed above based on facts supporting the change.

## APPENDIX B

### MONITORING PROCEDURES

The role of monitoring Funded Service Providers is delegated by DD Resources to its Executive Director, who in turn may assign monitoring functions to DD Resources staff. The Executive Director is responsible for all assigned aspects of the relationship with the Funded Service Provider, including development of final outcomes; review of monitoring data, conducting of regularly scheduled site visits, and consultation regarding evaluation issues. Communications regarding these aspects should be addressed to the Executive Director.

#### A. Funding Agreement:

1. The purpose of the funding agreement is to serve as the formal statement of mutual expectations between DD Resources and the applicant with regard to realistically achievable levels of service and cost.
2. The Funding Agreement constitutes a formal contract between DD Resources and the Service Provider for the provision of specified services. The Funding Agreement specifies the term of funding, the services to be provided, the extent of DD Office financial participation and other conditions and contingencies as required by the DD Resources Board.
3. Prior to the disbursement of any funds, the Funding Agreement must be approved and signed by DD Resources and the representative of the provider as specified on the Funding Agreement.
4. The approved funding application and funding agreement are used as the primary source document for monitoring Service Provider financial and service performance through fiscal, administrative and monitoring site visits.
5. The approved funding application and funding agreement specifies planned expenditures and revenue for all DD Resources funded and Non-DD Resources funded programs and planned service levels for all DD Resources funded programs.
6. The funding application must be submitted by the Service Provider and reviewed by DD Resources staff prior to DD Resources Board approval of Funding Agreement between DD Resources and the Service Provider.
7. If the audited unit rate is less than the current contracted rate, DD Resources reserves the right to request a reimbursement.
8. The Service Provider may be requested to submit a written explanation when program expenditures or service levels vary from the planned funding application. If the variances are permanent, i.e., not likely to be corrected by the end of the Funding Agreement period, a request to revise the funding application and funding agreement must be submitted by the Service Provider for review and approval. Permanent variances may result in an adjustment in the amount of the funding award. (See "Budget Revisions and Monitoring" on Page 27 for more information).
9. Services provided that are not directly related to the achievement of goals in the individual support plan may not be reimbursed unless there is prior approval in writing.

## B. Financial and Service Reporting

1. The Service Provider must submit quarterly financial reports (billing) as requested on forms designated by DD Resources. More frequent or additional financial reports may be required if a Service Provider is experiencing significant financial difficulties.
2. The Service Provider must submit monthly reports as requested on persons served and services provided on forms designated by DD Resources.

## C. Fiscal, Administrative, and Monitoring Site Visits:

1. The purpose of site visits is to collect and assess management information in order to ascertain whether the funded Service Provider is performing in accordance with its Funding Agreement. Each funded service is monitored by DD Resources in terms of its performance versus the projections in the funding application. Service records in the form of case records and monthly billing forms are of crucial importance in documenting public tax dollars and program service delivery.
2. Funded Service Providers shall make available to DD Resources staff and representatives of DD Resources all financial records, individual attendance and/or service records, and case records defined on page 13.
3. In order to supplement the financial and service reports and to maintain personal contact with funded Service Providers, DD Resources staff and/or DD Resources Board Members may visit funded programs for the following reasons: to observe the service occurring (monitoring visit) or to review adherence to guidelines outlined in the Funding Agreement and/or Funding Manual. The site visit may include a review of written reports, a sample of case records and other information as required. A separate site visit to review Service Provider's financial reports and records may be required.

It is expected that all requested information identified in a letter sent prior to the site visit will be readily available. If the information requested is not readily available at the time of the site visit, DD Resources will presume that the Service Provider does not have the requested information to share with DD Resources. Additionally, DD Resources reserves the right to request reimbursement if requested documentation is not presented.

4. The Service Provider will receive a written report or verbal report during or following site visits, indicating the status of the Service Provider and funded programs and any suggestions or requirements for further action. The report will be emailed to the designated agency contact. If corrective actions are not addressed within the designated timeframe, payment for billing will be withheld.
5. DD Resources staff will offer assistance and consultation to the Service Provider, as needed or requested, in areas identified during the site visits.
6. The Service Provider will allow DD Resources representatives to conduct both scheduled and/or unscheduled visitations. The purpose is to observe a program in its most natural process and to place more emphasis on contact with individuals and direct service personnel.

#### D. Program Evaluation

Primary responsibility for program evaluation rests with the funded Service Provider. Funded Service Providers must develop measurable program outcomes and evaluation methodologies that address the effective and efficient use of program resources. These documents shall be available for review by DD Resources upon request.

#### E. Licensure, Accreditation, Program Standards

1. All funded facilities and programs must be in complete compliance with all state licensure requirements and local ordinances with regard to fire, building, zoning, sanitation, health, and safety.
2. Applicants are strongly encouraged to strive to conform to the appropriate program standards already published by the Joint Commission of Accreditation of Hospitals (JCAH), Commission on Accreditation of Rehabilitation Facilities (CARF), Intermediate Care Facilities for the Intellectually Disabled (ICF/ID), The Council on Quality and Leadership, Missouri Quality Awards, or other appropriate accrediting body applicable to the Service Provider /Independent Contractor (i.e. DMH certification).
3. Funded Service Providers must employ professional staff sufficient to meet state licensure, registration, or certification standards appropriate for the program.