

CAMDEN COUNTY SENATE BILL 40 BOARD

NOTICE OF FUNDING AVAILABLE

2018-1: I/DD DIRECT & COMMUNITY INCLUSION SUPPORTS & SERVICES

APPLICATIONS SHALL BE ACCEPTED AT:

100 THIRD STREET (if Hand-Delivered)
PO BOX 722 (if Mailed)
CAMDENTON, MO 65020

The undersigned certifies that he/she has the authority to bind this company in a contract or memorandum of understanding (MOU) to supply the products/services described herein in the manner and for the pricing submitted and in accordance with the outlined terms and conditions.

Company Name

Authorized Agent (Print)

Address

Signature

City/State/Zip Code

Title

Telephone #

Date

E-mail

Fax #

NOTICE OF FUNDING AVAILABLE

Funding applications will be accepted by the Camden County Senate Bill 40 Board for consideration in provision of the following:

2018-1: I/DD Direct & Community Inclusion Supports & Services

Funding applications will be received by the Camden County Senate Bill 40 Board. Applications will be taken into consideration for the period of July 1st to December 31st, 2018. Applicants should be aware that submissions are public record under state law. Specifications and submission requirements are available at www.cddr.org or by contacting Jeanna Booth at linda@cddr.org.

Equal Opportunity Employer

Linda Simms
Compliance Manager/Procurement Officer

Lake Sun Leader: May 3rd and May 4th, 2018
Legal Notices
Camden County Senate Bill 40 Board
100 Third Street
P.O. Box 722
Camdenton, MO 65020

NOTICE OF FUNDING AVAILABLE

1.0 OVERVIEW

- 1.1 NOTIFICATION. This document constitutes a request for applications per the provisions of this Notice of Funding Available (“NOFA”) in providing Direct and/or Community Inclusion Supports and Services for individuals with intellectual and/or developmental disabilities (I/DD) who are clients of the Camden County Senate Bill 40 Board (“Board”).
- 1.2 MANDATORY CONFERENCE. There will be no mandatory Conference scheduled.
- 1.3 QUESTIONS, REQUESTS FOR CLARIFICATION OR INTERPRETATION. Applicants are advised that all questions concerning the meaning or intent of this NOFA should be submitted **IN WRITING**. All inquiries shall be directed to:

Linda Simms, Compliance Manager/Procurement Officer
Email: linda@ccddr.org

Contact with any other Board employee or Board member regarding this solicitation is expressly prohibited without prior consent. Applicants directly contacting other Board employees or any Board member risk elimination from further consideration.

- 1.4 APPLICATION DUE & OPENING DATES. Applications shall be submitted in a **sealed envelope or box identified by proposal number and proposal title** and shall be complete and signed by an official authorized to obligate the agency or company submitting the application. It is the responsibility of each applicant to deliver his/her submission to the office of the Board, 100 Third Street, Camdenton, Missouri 65020 or mailed to PO Box 722, Camdenton, MO 65020, on or before the date and exact time indicated below. **No fax or email submissions will be accepted**. Responses will be time and date stamped upon receipt. Submissions will be publicly opened and read aloud at a monthly Board meeting as indicated below. Board meetings are held at 255 Keystone Industrial Park Drive. All documents will be made available for public inspection, but no decision relating to any potential funding award will be made at the application opening. The Board will attempt to follow the following schedule for acceptance, opening, review, consideration and possible determination:

Application Due for Consideration by July 2018: May 16th, 2018, at 5:00 PM
Opening of Application: May 21st, 2018 at 4:00 PM
Review Period: May 22nd, 2018, to June 17th, 2018
Earliest Possible Determination: June 18th, at 4:00 PM

Application Due for Consideration by August 2018: June 13th, 2018, at 5:00 PM
Opening of Application: June 18th, 2018 at 4:00 PM
Review Period: June 19th, 2018, to July 15th, 2018
Earliest Possible Determination: July 16th, at 4:00 PM

Application Due for Consideration by September 2018: July 11th, 2018, at 5:00 PM
Opening of Application: July 16th, 2018 at 4:00 PM
Review Period: July 17th, 2018, to August 19th, 2018
Earliest Possible Determination: August 20th, at 4:00 PM

The Board reserves the right to reject applications or to postpone review and/or consideration. A panel of CCDDR representatives will be assigned to review all applications before a determination, if any, is submitted to the Board for approval. CCDDR may require applicants to provide additional information including, but not limited to, assurances, insurances, bonds, and supplementary information during the procurement process.

**CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
SPECIAL FUNDING REQUEST**

I. AGENCY INFORMATION

Agency Name: _____

Address: _____

Phone #: _____

Contact Person: _____

II. FUNDING REQUESTED

Purpose of this Special Funding Request:

- New Service and/or Support Program
- Transportation
- Community Inclusion
- Community Employment
- Housing
- Vehicle(s)
- Property Acquisition and/or New Construction
- Other Capital/Major Purchases (Equipment, Renovations, Major Repairs, etc.)
- Health & Safety Abatement
- Operational Shortfall
- Other: _____

Amount Requested: \$ _____

(All supporting evidence associated with this request MUST be attached. CCDDR Reserves the right to request additional documentation as needed to support this Funding Request. See CCDDR Policy #10)

“I certify to the best of my knowledge and belief that all data supplied with this request is true and correct to the best of my knowledge. This request has been duly authorized by the governing body of the applicant, and I further understand and agree to the conditions and funding policies issued by Camden County Developmental Disability Resources.”

(Authorized Signature)

(Date)

Printed Name of Authorized Agency Representative: _____



Policy Number: 10 Effective: August 1, 2007 Revised: November 21, 2016, December 18 th , 2017
Subject: Grants & Purchase of Services and/or Supports Agreements

PURPOSE:

It is the policy of Camden County Developmental Disability Resources (“CCDDR”) to award grants and Purchase of Services and/or Supports Agreements (“POS Agreements”) to agencies in accordance with CCDDR’s mission, strategic planning objectives, and annual fiscal budget, and applicable Federal and Missouri laws.

POLICY:

I. General Information

- A. CCDDR is authorized by Sections 205.968 – 205.972 RSMo to serve persons with developmental disabilities, as defined in Sections 205.968 and 630.005 RSMo. The CCDDR Board of Directors (“Board”) may elect to directly provide programs or services for Camden County residents with developmental disabilities (“Eligible Persons”), contract with existing agencies to provide programs or services for Eligible Persons, or both. CCDDR shall award public funds to agencies for programs and services that are used effectively, efficiently, and appropriately.
- B. The following general principals shall apply to all grants and POS Agreements awarded to agencies in serving Eligible Persons:
 - 1. Funding shall be appropriated for CCDDR’s fiscal year (calendar year) or for special projects. Grants and POS Agreements are typically funded by CCDDR from Camden County property taxes received from the Camden County Treasurer or revenue from Targeted Case Management claims submitted to and paid by Medicaid. The total amount of funds available is determined by calculating the estimated funds to be received in a stated fiscal (calendar) year less the total amount of funds needed to sustain CCDDR sponsored programs or services, operational reserves or other restricted fund accounts, Medicaid Waiver match commitments with the Department of Mental Health, Targeted Case Management expenses, administrative expenses, building expenses, and various other CCDDR operational expenses.
 - 2. CCDDR may be limited in the amounts, if any, it can award to agencies for any funding request.

3. All agencies receiving a grant or a POS Agreement from CCDDR shall comply with all CCDDR funding Policies/Procedures and shall sign a funding agreement outlining the terms of CCDDR funding. CCDDR reserves the right to establish the conditions and requirements of the funding agreement(s).
 4. CCDDR will not award grants or POS Agreements to assist agencies in retiring their existing debts, to supplant an existing financial effort of the agency, or to establish endowment funds. All funds awarded by CCDDR must be utilized for a specific purpose in serving Eligible Persons in agreement with CCDDR's mission and Sections 205.968-205.972 RSMo.
 5. CCDDR shall only award grants or POS Agreements for services rendered/expenses incurred by an agency after the date of Board approval of the agency's application.
 6. An agency that fails to perform in accordance with CCDDR's funding agreement shall be considered to be in default of said funding agreement. Any agency's ineffective, inefficient, or inappropriate use of awarded funds or a portion thereof shall be subject to a recapture of said funds.
 7. Applicants of grants or POS Agreements for partial funding of projects must demonstrate the availability and source of other funds for the development and/or continued operation of the proposed service or program.
- C. CCDDR may directly solicit, procure, or provide services and/or supports for Eligible Persons as deemed necessary.
- D. All agencies receiving funds from CCDDR are encouraged to attend the monthly Board meetings to discuss progress on programs funded by CCDDR and receive information on CCDDR activities and topics related to developmental disabilities.

II. Annual Grants and POS Agreements

- A. Agencies requesting funds to sustain operations or continue to provide services and/or supports shall be required to submit a funding request annually to CCDDR.
- B. The annual funding request cycle will follow the following timelines:
 1. Funding requests for the next CCDDR fiscal (calendar) year are due to CCDDR no later than October 15th of the current fiscal (calendar) year. Acceptable delivery methods to CCDDR shall include delivery via email, United States Postal Service, third-party private service, or personal delivery.
 2. The CCDDR Executive Director shall review all annual funding requests and will make recommendations to the Board at the November or

December Board meeting. Certain circumstances may exist which require additional review by the Executive Director and/or the Board.

3. The Board generally approves the preliminary annual budget for the next fiscal (calendar) year in November; however, the Board may re-convene if needed in December to approve a final budget. No annual funding request shall be approved until the next fiscal (calendar) year budget is approved by the Board.

C. Agreements for funds awarded prior to the end of the current fiscal (calendar) year for the following fiscal (calendar) year are typically signed no later than December 31st.

1. If a decision about a funding request is made after December 31st, the funding agreement will be signed following any approval with the funds retroactive to January 1st.

III. Special Grants and POS Agreements (New Program or One-Time Funds)

A. CCDDR will review special funding requests (new program or one-time funding applications) in situations including, but not limited to:

1. The health and/or safety of Eligible Persons is threatened;
2. The health and/or safety of persons providing support services for Eligible Persons is threatened;
3. Programs or services provided by an agency are threatened;
4. Amounts originally appropriated for an approved program or service are insufficient due to unanticipated growth in the program or service;
5. Unexpected/unanticipated funding opportunities arise;
6. A situation arises which presents an immediate financial hardship for an agency that cannot wait until the next budget cycle;
7. A new program, service, and/or support which will provide community inclusion, community employment, community transportation, housing, immediate care, or other services and/or supports which are not currently offered or improves the quality or environment of community living and/or an existing service and/or support;
8. Funds for one-time expenses such as acquisition of property, renovations, or equipment that have a useful life of one (1) or more years;
9. Funds for one-time expenses related to new construction of or renovation to existing buildings; or

10. Funds for the purchase of vehicles utilized in transporting Eligible Persons for participation in programs or community inclusion when other State and/or Federal transportation funding resources have been exhausted.
- B. Special funding requests must be submitted to CCDDR's Executive Director no less than 30 days prior to the next regularly scheduled Board meeting.
- C. The CCDDR Executive Director shall review all special funding requests and will make recommendations to the Board at the next regularly scheduled Board meeting.
- D. CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the special funding request before a decision is rendered.

IV. Eligibility Criteria

- A. Agencies applying for funds from CCDDR must utilize said funds to serve Eligible Persons.
- B. Eligible Persons participating in programs offered or receiving services and/or supports provided by agencies should be current or former clients of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR. If not a former or current client of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR, an intake eligibility application and supporting documentation may be requested to support client eligibility.
- C. The Board may, at its sole discretion, impose limitations with respect to community inclusive programs and services such as programs to be administered and services to be provided. Such limitations as determined by the Board may depend upon: the availability of funds; the appropriate, efficient, and effective use of funds; the needs of Eligible Persons to be served; and the needs within the community.

V. Agencies Eligible for Grants/POS Agreements

- A. CCDDR funds are available to agencies which are serving, or will serve upon implementation of a program, service, and/or support, Eligible Persons.
- B. POS Agreements but not grants may be awarded to for-profit agencies, and shall be dependent upon the needs of Eligible Persons and the availability of not-for-profit programs, services, and/or support agencies.
- C. CCDDR reserves the right to procure services and/or supports without a funding application or POS Agreement in instances involving Medicaid or Medicaid

Waiver services and/or supports, where individual choice is a prerequisite, or in instances where the immediate procurement of such services and/or supports are deemed necessary.

VI. Funding Application Requirements

A. General Requirements:

1. Agencies shall submit current proof of insurance coverage for all programs, services, and assets. The agency shall maintain minimum insurance coverages as set forth in the CCDDR Funding Agreement. CCDDR shall be named as an additional insured on all liability insurance policies that cover the programs and services funded by CCDDR. The agency shall also maintain blanket fidelity coverage in an amount equal to or greater than awarded funds from CCDDR for all persons handling said funds.
2. Not-for-profit agencies shall be registered as a not-for-profit corporation in the State of Missouri and have a current Certificate of Good Standing from the Secretary of State's office, provide a current 501(c)3 determination letter from the Internal Revenue Service, and provide a copy of the most recent 990 filed with the Internal Revenue Service
 - a. If the agency has been in operation for less than two (2) agency fiscal years prior to the application for funds and the agency's first fiscal year has not ended or the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the copy of the 990 by the end of the sixth (6th) month after the end of the agency's fiscal year.
3. For-profit agencies shall have a current Certificate of Good Standing from the Secretary of State's office for the programs and/or services/supports identified in the application.
4. If applicable, agencies must submit proof of good standing with regard to current licensure, certification, or accreditation from the appropriate Missouri and/or Federal authority having oversight responsibilities (i.e. DESE, DMH, etc.).
5. Agencies must be in good standing with regard to the successful implementation of previous services, programs, or projects funded by CCDDR.
6. Agencies must submit a business plan or detailed description of the program(s), service(s), project(s), etc. for which funds are to be used.

7. Agencies must submit a copy of their current strategic plan, Bylaws, Articles of Incorporation, financial management policy, financial management procedures, and other policies and procedures when submitting an application for the first time.
 8. Agencies shall provide other documents as deemed necessary by CCDDR Executive Director and/or the Board.
- B. The annual funding application requirements are as follows:
1. Agencies shall demonstrate fiscal viability by submitting:
 - a. a current year-to-date detailed balance sheet;
 - b. current year-to-date detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
 - c. current year-to-date detailed cash flow statement;
 - d. detailed budget for the next 12 consecutive months or fiscal year for each program administered by the agency; and
 - e. the annual funding application.
 2. Agencies that have been in operation for more than three (3) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):
 - a. the previous two agency fiscal year-ending detailed balance sheets;
 - b. detailed statements of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
 - c. detailed cash flow statements; and
 - d. third-party audit reports with the funding application.
 3. Agencies that have been in operation for less than three (3) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):
 - a. the agency's previous fiscal year-ending detailed balance sheet;
 - b. detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
 - c. detailed cash flow statement; and

- d. third-party audit report with the funding application.
4. Agencies that have been in operation for less than two (2) agency fiscal years prior to the application for funds must include in addition to the documents requested in Publication (1):
- a. a copy of the previous fiscal year-ending detailed balance sheet;
 - b. detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
 - c. detailed cash flow statement; and
 - d. third-party audit report within six (6) months after the end of the agency's previous fiscal year if the first fiscal year has not ended at the time of the funding application, if the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the third-party audit report by the end of the sixth (6th) month after the end of the agency's fiscal year.

C. The special funding application requirements are as follows:

- 1. For new program, service, and/or support applications, agencies shall provide detailed information about the program, service, and/or support including, but not limited to:
 - a. a business and/or strategic plan;
 - b. projected budget;
 - c. anticipated outcomes;
 - d. summary of how CCDDR funds will be utilized in program or service development identified in the application; and
 - e. current or past agency financial reports (if applicable).

- 2. For operational shortfall, capital improvement, equipment purchase, new construction, renovation, vehicle acquisition, or health and safety related applications, agencies shall provide detailed information about the circumstances including, but not limited to:
 - a. a business and/or strategic plan;
 - b. projected budget;

- c. anticipated outcomes;
- d. summary of how CCDDR funds will be utilized; and
- e. current or past agency financial reports (if applicable).

VII. Programs, Services, and/or Supports Eligible for Funding

- A. Agencies applying for funds from CCDDR must utilize the funds for programs, services, and/or supports for Eligible Persons including, but not limited to the following:
 - 1. Sheltered employment programs, services, and/or supports;
 - 2. Community employment programs, services, and/or supports;
 - 3. Pre-vocational programs, services, and/or supports;
 - 4. Immediate care programs, services, and/or supports;
 - 5. Community inclusion programs, services, and/or supports;
 - 6. Residential programs, services, and/or supports; and
 - 7. “Related” programs, services, and/or supports defined as:
 - a. Programs designed toward enabling an Eligible Person to progress toward normal living and/or to develop his or her capacity, performance, or relationships with other persons;
 - b. Programs which provide services related to a place of residence or social centers for Eligible Persons; or
 - c. Programs which provide a controlled environment.
- B. Agencies applying for funds from CCDDR which fall within the area of “related” programs, services, and/or supports will be asked to show how the program, service, and/or support qualifies under the above definition.
- C. The Board shall, at its discretion, determine if the program, service, and/or support qualifies when evaluating all applications.

VIII. Funding Categories

A. Annual and Special Funding

1. Grants

- a. CCDDR may award grants to sustain existing agency operations and/or to continue providing programs, services, and/or supports to Eligible Persons.
- b. Grants may be utilized for direct operational costs, such as personnel, fringe benefits, supplies, travel, professional fees, etc.
- c. A percentage of indirect/overhead costs may also be funded.
- d. All funding will be based on program specific measures.

2. POS Agreements

- a. POS Agreements with agencies shall provide direct services and/or supports for Eligible Persons during a specified period of time.
- b. A “unit” of service and a “rate per unit” is determined and approved by the Board.
- c. The agency then invoices CCDDR for the number of “units” provided by the agency.

B. Special Funding

1. New Programs

- a. CCDDR may provide one-time grants or POS Agreements for new programs.
- b. Criteria to be used to review and evaluate all applications for new programs, services, and/or supports include, but is not limited to:
 - i. The extent to which the new program, service, and/or support has been identified by CCDDR as a need based upon needs survey results, waiting list data, or other viable sources;
 - ii. The extent to which other Federal, State, and local agencies or funding sources are mandated to fund the proposed new program, service, and/or support;
 - iii. The extent to which the new program, service, and/or support will contribute to the advancement of and/or

- improvement of promoting Eligible Persons to progress toward normal living;
- iv. The availability of CCDDR revenues to sustain the new program, service, and/or support on an on-going basis;
 - v. The extent to which the new program, service, and/or support falls within Sections 205.968-205.972 RSMo in terms of eligible services to be funded;
 - vi. The extent to which the estimated cost for the new program, service, and/or support is reasonable and is cost-effective;
 - vii. The extent to which other available revenue sources have been investigated and accessed by the agency requesting CCDDR funds;
 - viii. The extent to which the new program, service, and/or support addresses the needs of Eligible Persons;
 - ix. The extent to which the agency is: certified or accredited by State and national bodies; program, service, or support personnel are well qualified by training and/or experience for their roles; and the applicant agency has adequate facilities and personnel;
 - x. The extent to which, insofar as practicable, the proposed program, service, and/or support, if well executed, is capable of attaining the proposed outcomes and goals;
 - xi. The strength of the program, service, and/or support plan for evaluation in terms of meeting stated outcomes/goals; and
 - xii. The agency's historical performance in other programs, services, and/or supports funded by CCDDR (if applicable) or historical performance in other programs, services, and/or supports not funded by CCDDR (references may be requested).
- c. CCDDR will evaluate each one-time grant application as it relates to program feasibility or viability and its impact on Eligible Persons participating in the program.

2. Construction/Renovation Projects & Purchases of Property

- a. All new construction projects and renovation projects require development of uniform specifications for the work to be done, adherence to this Policy, adherence to CCDDR Procurement Policy #31, adherence to the Missouri Prevailing Wage Law when applicable, and adherence to all applicable Federal, Missouri, and local laws.
- b. The following information shall be submitted with the agency's grant application when requesting funding for new construction, property purchase, or renovation projects:
 - i. Description of the project and benefits to persons served;
 - ii. Projected timeline for initiation and completion of project;
 - iii. Business plan and how proposed property acquisition, construction, or renovation will enhance the agency's business operations and/or mission in serving Eligible Persons;
 - iv. Land site and value (for proposed purchases of property that CCDDR is to fund, an Independent Appraisal of the property from a certified appraiser is required);
 - v. Architectural plans (if applicable); and
 - vi. Itemized cost breakdown for the entire project.
- c. For all buildings or residential facilities proposed to be purchased, constructed, or renovated exclusively with CCDDR funds, the Board reserves the right to retain ownership of the property and subsequently lease the property to the agency for a specific purpose, hold recorded interest in title to the property, or be recorded as the first-priority lien-holder.
- d. For all buildings or residential facilities proposed to be purchased, constructed, or renovated which are partially funded by CCDDR funds, the Board reserves the right to hold recorded interest in title to the property or be recorded as a lien-holder.
- e. Agencies awarded funds for the purchase, construction, or renovation of property shall maintain adequate insurance coverage for said items, and shall furnish CCDDR with evidence annually. For all buildings or residential facilities proposed to be purchased, constructed, or renovated exclusively with CCDDR funds,

CCDDR shall be named as additional insured and loss payee on such policy.

- f. Restricted covenants shall be recorded for the agency's use of CCDDR funds to: purchase property; purchase, construct, or renovate buildings; or purchase, construct, or renovate of residential facilities.

3. Vehicle Purchases

- a. CCDDR may provide one-time grants to enable agencies to:
 - i. improve or replace their existing fleet of vehicles;
 - ii. purchase lift equipment or safety equipment, such as restraints; or
 - iii. to purchase new vehicles as part of an expansion of transportation services.
- b. All vehicle purchases require adherence to this Policy, adherence to CCDDR Procurement Policy #31, applicable sections contained within CCDDR Transportation Policy #36 as outlined in the Funding Agreement, and adherence to all applicable Federal, Missouri, and local laws
 - i. Agency purchases of vehicles at the State/Federal Surplus warehouse in Jefferson City or through the MoDOT Section 5309/5310/5311 program are not subject to the conditions outlined in CCDDR Procurement Policy #31.
- c. For vehicles purchased entirely with CCDDR funds, the vehicle must be titled with CCDDR listed as first-priority lien-holder, and CCDDR will physically hold title for the duration of the vehicle's service.
- d. Agencies awarded funds for the purchase of vehicles shall maintain adequate insurance coverage for said items, and shall furnish CCDDR with evidence of insurance annually.
- e. Agencies are required to provide CCDDR with vehicle serial numbers and other appropriate identifying information.
- f. The vehicle must be used in transporting Eligible Persons.

- g. Agencies must submit a request in writing for CCDDR's permission to dispose of, transfer, or sell a vehicle purchased with CCDDR funds.
 - i. CCDDR reserves the authority to determine a reasonable sale price and shall use the wholesale value of the vehicle as specified in The Official Bus Blue Book by Bus Solutions, in consideration with straight-line depreciation methods.
 - ii. CCDDR reserves the right to retain proceeds from sales of vehicles purchased exclusively with CCDDR funds.
 - iii. Where vehicles have been partially purchased with Federal or MoDOT funds (Section 5309/5310/5311), Federal or MoDOT property management standards shall prevail, with remittance of the sale price to the CCDDR equal to CCDDR's percentage match (typically 20%).
- h. CCDDR will not provide funding to replace vehicles unless the odometer reading of the vehicle to be replaced is above 100,000 miles.

4. Operational Shortfall

- a. CCDDR may provide one-time grants for program specific operational shortfalls, such as unanticipated expenses incurred as a result of changes in health and safety compliance standards, replacement or repairs of necessary equipment, or other unforeseen and uncontrollable circumstances affecting the successful operation of a program.
- b. Operational shortfalls will be heavily scrutinized by the Board.
- c. Mismanagement or management errors will not be considered legitimate reasons for one-time grant requests.

5. Health and Safety

- a. CCDDR may provide one-time grants to an agency if the health and safety of an Eligible Person/Persons is/are threatened, and the agency is financially unable to accommodate a remedy to the health and safety issue.
- b. Health and safety concerns will be heavily scrutinized by the Board.

- c. If it has been determined mismanagement or management errors are the reason for the health and safety issue, additional investigatory authorities may be notified and continued funding of any other CCDDR funded agency program will be reviewed and reconsidered immediately.

IX. Monitoring of Funds Utilization

- A. All agencies receiving annual funding from CCDDR for the on-going sustainment of programs, services, and/or supports shall provide a verifiable, detailed accounting of funds utilized as identified in the funding agreement(s).
- B. All agencies receiving special funding from CCDDR must submit copies of actual invoices and checks for payment of the invoices for approved expenditures.
- C. For operational, operational shortfall, new program, and/or other special project or program funding, a verifiable, detailed accounting of how the funds were utilized is required.
- D. If the agency requests CCDDR to make a direct payment to the supplier or manufacturer rather than being remunerated by CCDDR, an invoice from the supplier or manufacturer for all approved expenditures is needed.
- E. Purchase of Assets
 - 1. Agencies awarded funds for the purchase of assets (equipment, furnishings, vehicles, property, etc.) in excess of \$1,000 for items with a useful life of over 1 year shall complete an asset inventory report annually for the depreciable period applicable to the item following the award.
 - 2. Agencies awarded funds for the purchase of assets shall maintain a loss control/risk management system to prevent damage or theft of such items.
 - 3. Any damage or theft of an asset in excess of \$1,000 purchased with CCDDR funds shall be properly investigated, with the appropriate reports/findings submitted for review to the Board.
 - 4. Agencies awarded funds for the purchase of assets in excess of \$1,000 shall maintain adequate property insurance coverage for said items, and shall furnish CCDDR with evidence of insurance annually for all such capital items.
 - 5. If purchased assets are found not to be used during a six-month consecutive period of time during the first three years of ownership, said items shall be made available to CCDDR for reassignment to another agency, to CCDDR for its own uses, or for resale by CCDDR, with proceeds returning to CCDDR.

6. If purchased assets are found not to be used for or by Eligible Persons, the agency shall repay CCDDR the undepreciated or market value of said items or make the items available to CCDDR for reassignment to another agency.
7. Agencies awarded funds for the purchase of an asset in excess of \$1,000 shall not sell, trade, or dispose of the item within a three-year period of time after the award unless prior approval has been obtained from CCDDR. If prior approval is not obtained, the agency shall repay CCDDR for the funding amount used to purchase the asset.
8. All purchased assets shall be depreciated in accordance with generally accepted accounting principles. The agency shall be expected to establish and fund a depreciation reserve account to replace the item when this becomes necessary.

F. Purchase of Property

1. If CCDDR grants funds for the purchase of real property and the agency sells, trades, or ceases to use the property for the purposes indicated in its original proposal and/or grant application within five years from the date of being awarded funds, all funds disbursed in the project shall be reimbursed to CCDDR.
 - a. If the agency continues to serve Eligible Persons, but uses the property for a different purpose than in the original proposal, a request must first be made in writing to the Board to utilize the property in a different manner.
 - b. If the request is denied, the agency shall repay CCDDR for the funding amount used to purchase the real property.
2. For all purchases of personal property in excess of \$5,000.00, the agency shall grant to CCDDR a first-priority security interest in the property and all proceeds thereof.
 - a. The agency will execute a security agreement for the benefit of CCDDR and will, from time to time, execute, deliver, file, and record any statement, assignment, instrument, document, or agreement or take any other action that may be necessary or desirable in order to create, preserve, perfect, or validate the line on such personal property.
 - b. The security agreement shall be in effect for 10 years or until property is disposed of.

X. Monitoring Agencies Receiving Funds

- A. As a publicly-supported entity, CCDDR places a premium on the accountability of its funds. This responsibility extends to those agencies funded by CCDDR.
- B. Agencies will be required to provide CCDDR with a full financial disclosure of all operations.
- C. Agencies shall establish internal controls, systems, and procedures for monitoring the fiscal position of their agency and the use of CCDDR funds.
- D. Agencies' financial management controls and record-keeping shall be in accordance with generally accepted accounting principles.
- E. All agencies that have funding agreements with CCDDR shall submit an organization-wide independent audit to CCDDR conducted by a Certified Public Accountant following Generally Accepted Auditing Standards for the period in which the funding was received.
 - 1. If this funding extends into a subsequent fiscal year(s) for the agency, a subsequent audit(s) will be required.
 - 2. The audit document shall include the auditor's Management Report and comments on compliance with accounting standards and internal controls.
 - 3. The audit is due in the CCDDR office within six (6) months of the close of the agency's fiscal year.
 - 4. The DESE Audit Analysis shall accompany the audit report for sheltered employment services.
 - 5. Copies of audits by any regulatory entity must also be submitted to CCDDR within thirty (30) days of the agency's receipt of the completed audit report from the regulatory entity.
 - 6. Agencies receiving \$10,000 or less annually or in a single, program specific grant which carries no ongoing funding obligation by CCDDR may request an exception to the audit requirement.
 - i. This audit exception request must be submitted to CCDDR in writing with the grant application.
 - ii. Each audit exception request will be considered on a case-by-case basis, and each consideration will be made based on the funding application circumstances.
 - iii. If a waiver is granted, the exempted agency shall submit year-end financial statements or program specific financial

statements signed by their board treasurer, Certified Public Accountant, or authorized designee.

- F. Any modifications or changes to the strategic plan, Bylaws, Articles of Incorporation, policies, and procedures adopted by the agency during the term identified in the funding agreement must be submitted to CCDDR.
- G. Agencies will be required to comply with all terms and conditions set forth in the funding agreement(s).
- H. CCDDR reserves the right to conduct periodic site visits of funded programs, services, and/or supports.
- I. CCDDR may, at its own costs, procure the services of third parties to conduct assessments, audits, inspections, etc. of programs, services, supports, and/or facilities funded by CCDDR funds.