

FUNDING REQUEST PROCEDURE

Community Opportunities for People with Developmental Disabilities is established as a political subdivision and operates under the Revised Missouri Statutes 205.968-205.972. Under the authority of these statutes, Community Opportunities may contract for services for people with developmental disabilities. Community Opportunities will contract with non-profit organizations that assist in providing services and supports that help to achieve the organizations mission. The mission of Community Opportunities is to conduct programs and/or provide opportunities that secure services and promote the general welfare of citizens with mental retardation and/or developmental disabilities (MR/DD) from the Lincoln County area in keeping with the following philosophy:

Community Opportunities and the employees (referred to as "We") are committed to the philosophy that citizens with mental retardation and/or developmental disabilities have the following rights:

- ◆ To achieve as high a quality of life as possible;
- ◆ To grow and learn in the least restrictive environment as allowed by their skill level;
- ◆ To pursue to their fullest extent, personal lifestyles and goals;
- ◆ To participate as fully as possible in all decisions about themselves, with the assistance of their families and/or guardians, as well as the staff involved.

To apply for funding for the fiscal year, July 1, 2014 through June 30, 2015 a written proposal must be submitted by March 17, 2014 (2 copies please). All funds must be expended in compliance with procedures for spending public funds. The written proposal must include the following information **(Do not submit additional materials):**

- Brief program description (limit 1 typed page)
- Date(s) funds needed
- What is needed
- Purpose
- Approximate cost(s)
- Amount of funds requested

Attachments

- *Current number of participants with a primary diagnosis of developmental disability from Lincoln County
- Total number of units of service provided per year
- Anticipated number of participants
- Total number of units of services anticipated for year
- List of Board Members
- Bids for items or services (at least 2 bids for each proposal over \$500.00)
- Unit Cost Report (if requesting Purchase of Service Contract)
- Current Financial Statement
- Annual Audit
- Organizational Chart
- Policy protecting client's rights
- Policy regarding Abuse/Neglect Complaint Procedures
- Current Licensure/Certification/Accreditation
- Documentation of Liability Insurance

DO NOT INCLUDE ADDITIONAL MATERIALS, HANDBOOKS, POLICIES ETC.

*All participants must be determined eligible by the State Department of Mental Health-Division of Developmental Disabilities to be eligible to receive funding. In order for Community Opportunities Board to do effective annual budgeting, please submit all financial requests for the year at this time. Community Opportunities reserves the right to make adjustments in funding based on availability of funds. All contracts will include stipulation for compliance with the Health Insurance Portability & Accountability Act (HIPAA).