

Montana Council on Developmental Disabilities
POLICY # 5.2
ADOPTED June 19, 2008, Revised January 15, 2009,
Amended March 12, 2009

CONTRACT FUNDING

It is the policy of the Council to expend funds to advance the quality, creativity and innovation of the services for advocacy, capacity building and systemic change in the Areas of Emphasis, and in the developmental disabilities system. As required by federal law, not less than 70% of the federal funds received by the Council will be expended for these purposes.

Funds will be made available to public or private entities.

The Council has in place appropriate authority to engage in all subcontracting activities that are deemed necessary by the Council.

It is the policy of the Council to decline from consideration any proposal that includes sending Montana contractors to out-of-state locations for specific training opportunities. The Council takes a more inclusive approach and would consider funding proposals which involve bringing training opportunities to Montana for all persons to be afforded the opportunity of participation.

It is the policy of the Council to decline from consideration any proposal in which the proposed project is already in existence at the time the application has been submitted to the Council.

Funding decisions made by a majority vote of the Council members present at the funding meeting are final.

PROCEDURE

Notification of Fund Availability

At the start of each federal fiscal year the Council will announce the availability of funds by distributing the announcement to the following:

1. Providers Statewide
2. Regional Managers
Department of Corrections
3. Office of Public Instruction
4. Department of Public Health &
Human Services
5. Department of Commerce
6. Developmental Disabilities Program

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|-------------------------|------------------------------------|
| 7. | Vocational Rehabilitation Division |
| 8. | Governor's Education & Human |
| Services Policy Advisor | |
| 9. | Montana University Center for |
| Excellence | |
| 10. | Montana Advocacy Program |
| 11. | Others as Requested |

Additionally, an announcement of the availability of funds will be placed in the legal notices of the five (5) major daily newspapers to run two consecutive Sundays in October.

Priorities for Funding

The Council will determine its priorities for making funding allocations based upon the results of public input and information-gathering activities conducted every other year.

Council Executive Director is directed to develop Calls for Investment in the areas identified by the Council. Upon review and approval of the Calls for Investment by the Council, copies of the Calls will be distributed to the same mailing list as indicated above, and the availability of the Calls will be announced through the Legal section of the five (5) major daily newspapers as detailed above.

All Council funds must be allocated within two years of the year in which they were received, and expended within the third year.

All Target Plans submitted for Council funding consideration must contain a match rate of 25%.

**COUNCIL CONTRACTING PROGRAM
TARGET PLAN PROCESS AND REVIEW BY STAFF/SCREENING GROUP**

All Target Plans (applications) are received at Council offices by the date determined and announced in the Call for Investment, typically two months prior to the scheduled funding meeting.

An initial review of the Target Plans is made by Council staff, and within five days of receipt in Council offices copies of all Target Plans are sent to the specified screening group with supporting review sheets and all other references.

A meeting date is scheduled for one week, five (5) business days, after receipt of the Target Plans by the Screening group to come together and review as a group, the Target Plans. The group will review the Plans for clarification questions, overall completeness and responsiveness to the Call for

Investment. Review forms are completed and telephone interviews may be performed between the Screening Group and potential contractors for purposes of clarification.

Based upon the review and rating of the Screening Group some proposals may be removed from going forward to full Council funding consideration.

The screening group will direct the Council Director to notify, in writing, any entity whose Target Plan has been screened out of consideration.

FULL COUNCIL CONSIDERATION

One month prior to the scheduled Council funding meeting copies of all Target Plans for full Council consideration will be sent to Council members for their review and development of questions they may have about the Target Plan. Council members will send their questions to Council staff one week prior to the scheduled Council funding meeting and Council staff will work with applicants to secure answers for members prior to the meeting. An agenda detailing the Target Plans to be reviewed and their presentation/interview times will be included in this mailing.

Presenters will be notified of their presentation time both by phone and in writing and a copy of the agenda will be distributed to presenters at least one week prior to the funding meeting.

The Council reserves the right to not fund a Call for Investment if it is not satisfied with the responses received. The Council reserves the right to take a different approach on a project after the Call for Investment has been released.

The Call for Investment identifies the outcome statement the council wishes to achieve. The entity completing the work may either be an outside contractor or at Council discretion it may establish the project in-house or bring a project in-house to Council offices.

At the funding meeting (typically the scheduled June meeting), Council members will hear from each applicant a brief (10 minute) overview of their proposed project; a brief (10 minute) personal interview done by members of the Screening Group and have 10 minutes for general question and answers from Council members.

Council members will complete the Council Score Sheet on each of the applications and turn into Council staff at the end of day. The Council Score Sheet contains a series of four questions, which carry a rating scale between 1 and 5, with 1 being the lowest and 5 being the highest score.

In order for a Council members' Score Sheet to be counted they must be physically present at the Council funding meeting. If the meeting is a two day meeting and the member can be present for only one of the two days, the member can submit a Score Sheet on only those applications they were physically present to hear and score. No member can submit a Score Sheet for an application that they were not present to hear and review.

Council Staff will determine the average rank score based on the numerical total of the Score sheet divided by the number of Council members submitting Score Sheets.

Final scores for all applications will be referenced to the Call for Investment the applications responded to, and will be presented to the full Council for final voting.

Voting will take place by Call area, and then by the numerical ranking of each application under that Call. For example, all applications responding to a Call for Investment in the Area of Housing will be grouped together by rank order. The Council will consider each application separately and in the rank order under each Call. A motion to decline funding, approve funding or table the application for further information must be made on each application before going to the next one in rank order.

Council staff will maintain a running balance of the available grant program funds less Council decisions on each application for Council information.

A final listing will be presented to the full Council prior to adjournment of the funding meeting. Council members are reminded that the actions of the Council are not official until the minutes of the meeting are distributed to all members. Council members are reminded discretion is advised in communicating Council actions until the minutes are published.

GRANT FUNDING DECISIONS OF THE FULL COUNCIL

All materials for consideration by the full Council shall be received in Council offices, and distributed to Council members at least one month prior to the scheduled meeting. An agenda detailing the proposals to be reviewed for the meeting shall be included in the full Council agenda created by staff and included in that mailing. Presenters will be notified of their presentation time and a copy of the agenda will be distributed to presenters at least one week prior to the meeting.

Funding decisions made by a majority vote of the Council members present at the funding meeting are final.

CONTRACTING

The Council has in place appropriate authority to engage in all subcontracting activities that are deemed necessary by the Council.

Council Executive Director will contact the successful applicants by phone and with follow-up with confirmation letter advising them of the Council's decision. The Council's Contract Manager will then schedule a meeting with the contractor, Executive Director and themselves to refine and define items such as outcome measures for the contract.

The Grant and Contract Manager will proceed with contract preparation. The contract, with all supporting attachments, will be sent first to the contractor for review, signature and return to Council offices. Contract start dates will coincide with the federal fiscal year, October 1 through September 30.

CONTRACTOR REPORTING

Contractors will provide written quarterly reports and one in-person presentation before the Council each year. All contractors will follow the same format for both written and in-person reports, utilizing the staff supplied Contractor Reporting Format.

CONTRACT PAYMENTS

Contracts will be paid from the approved contract budget at monthly intervals based upon invoices received at Council offices, and approved by the Grant and Contract Manager and Executive Director.

Contract funds may be "frozen" or "embargoed" if there is a performance issue on the contract. The Executive Director will update the Council on any contracting issues during scheduled meetings via the Executive Directors Report.