# **DECISION MEMORANDUM**

**DATE:** September 18, 2019

**TO:** Members, Champaign County Developmental Disabilities Board (CCDDB)

**FROM:** Kim Bowdry, Lynn Canfield, Stephanie Howard-Gallo, Chris Wilson

**SUBJECT:** One Time Mini-Grant Opportunity

# **Background:**

In our most recent community needs assessment:

* The most frequently selected ‘needed’ services were recreation, transportation, employment supports, and respite. Barriers to service were transportation, financial limitations, stigma/fear, not knowing how to access services. Values which emerged in comments were around leading a happy, healthy, safe life and being respected, independent, and part of the community.
* Annual preference assessments conducted by the local Independent Service Coordination unit capture people’s interest in going out to eat, to the movies, to recreation or sporting events, and desiring support for independent living, employment, and transportation.
* The state’s database on unmet needs echoes these.

In response to the PY2020 CCDDB Priorities:

* 3 programs at 3 agencies ($833,051) offer Linkage & Advocacy for People with I/DD;
* 4 programs at 3 agencies ($600,270) offer Employment Services and Supports;
* 6 programs at 2 agencies ($1,965,009) offer Non-Work Community Life/Flexible Supports;
* 2 programs at 2 agencies ($691,152, of which $666,750 are CCMHB contracts) offer Comprehensive Services and Supports for Young Children;
* 3 programs at 3 organizations ($170,275) offer Self-Advocacy and Family Support;
* and 1 program at 1 agency ($81,000) offers Expansion of Independent Community Residential Opportunities. The CILA project is appropriate to this category as well ($50,000).

Given that over 200 Champaign County residents are enrolled in PUNS but likely underserved, receiving no long term supports and services through state-waiver or CCDDB/CCMHB funded programs, the CCDDB has an interest in offering a mini-grant opportunity to support identified needs, especially as defined by people with I/DD. Based on needs assessment results, we expect one-time purchases (for equipment, technology, recreation, etc.) to be helpful to many.

The CCDDB Funding Guidelines state that *“Along with decisions for contract awards to be funded at July 1, the Board may make decisions about awards which would go into effect later in the contract/program year, in the event of additional available revenues which can be allocated to contracts.”*

# **Recommended Actions:**

Pending board approval, **notification of a mini-grant application opportunity** will be made as early as **Sunday, September 22, 2019**:

* in the News Gazette, as with the traditional Notification of Funding Announcement;
* at <http://ccmhddbrds.org> and on our page of the Champaign County website;
* by email to providers and stakeholders;
* and other outreach as affordable and appropriate (e.g., PUNS enrollees, media).

The NOFA will state:

*“Notification of Funding Availability –Champaign County Board for Care and Treatment of Persons with a Developmental Disability (CCDDB) – This funding source will provide a paper or printable electronic version of the ‘mini-grant application’ from October 14 to November 8, 2019. All applications must be completed and sent to the CCDDB office by November 8, 2019. Final award decisions will be made on December 18, 2019.  For more information, accessible documents, printed copy of the application, or technical assistance regarding the form, process, or related issues, please contact the CCDDB office at* *217/367-5703* *or* *stephanie@ccmhb.org**.”*

The opportunity will be available to people who have a qualifying I/DD, live in the County, are enrolled in PUNS but not receiving a state-waiver service or ongoing CCDDB or CCMHB funded service, and have a need or preference which can be met by one-time specific assistance.

Applications, submitted by or on behalf of an eligible person, would be due by 4:30PM on **November 8, 2019**. These are not to be submitted to the online application site but rather delivered by mail or in person to the CCMHB/CCDDB office.

A review committee, consisting of two CCDDB members, two CCDDB staff members, and one community member (preferably a person who has an I/DD), will review mini-grant applications from the period of November 12 to December 6, 2019. Reviewers’ results will be compared to arrive at recommendations. Recommendations (using identifying numbers rather than applicants’ names) will be brought to the CCDDB for approval at their meeting on **December 18, 2019**. Notification of awards will be made by **December 31, 2019**. Agreements will be finalized in a timely manner and payments issued as appropriate to each individual award.

# **Budget Impact:**

During its PY2020 Allocation Process, the CCDDB approved funding for agency contracts totalling $3,719,647. Due to a failed contract negotiation, $55,640 of that was not allocated. The total amount of mini-grant awards will not exceed this amount, not changing the 2019 or 2020 CCDDB budgets.

# **Decision Section:**

Motion to approve the Executive Director and CCDDB Staff to implement a mini-grant process as described above and in the attached application form.

\_\_\_\_\_\_ Approved

\_\_\_\_\_\_ Denied

\_\_\_\_\_\_ Modified

\_\_\_\_\_\_ Additional Information Needed