

# INSTRUCTIONS

## 2019 Douglas County Funding Application Developmental Disability Mill Levy Grant Request

### Timeline

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|-------------------|--|
| • March 1, 2019   | Applications posted on webpage             |
| • April 9, 2019   | Mandatory Application Workshop             |
| • May 15, 2019    | Applications due by 5:00 p.m.              |
| • June-July 2019  | DDML Advisory Council reviews applications |
| • August 13, 2019 | Funding recommendations to BCC             |
| • September 2019  | Contracts executed                         |

### Application Format and Requirements

All Developmental Disabilities Mill Levy (DDML) grant funds awarded will directly support Douglas County Commissioner's Board Goals for Health and Human Services. The clients served must meet the Colorado definition of Intellectually or Developmentally Disabled (I/DD).

In Colorado, a Developmental Disability is defined as one that occurs before a person reaches 22 years of age; substantially impacts the person's daily life; is caused by mental retardation or related conditions (e.g., cerebral palsy, autism, epilepsy, Down syndrome, or other neurological conditions); impairs the person's general intellectual functioning; IQ 70 or below +/-5; and significantly limits daily living skills in two or more areas.

### Organizational Profile

Questions are intended to provide a better understanding of the organization, including its mission, goals, services, and structure. Answers will help us assess the viability, experience and longevity of the organization. This information helps us begin to determine if your organization thinks strategically based on your proposal and how it meets your mission and goals.

### Intellectual/Developmental Disability Program Services

Grant funds are available through the DDML. Services provided should meet one of the priority areas described below, outlined in Douglas County's "Long Range Plan to Include Adults with Developmental Disabilities", available on the Douglas County Developmental Disabilities webpage.

- **Life in Common:** Enhance opportunities that create a sense of belonging and connection to the Douglas County community.
- **Recreation or Leisure:** Improve or expand programs to allow for inclusivity and participation.
- **Employment:** Provide support for skill development and jobs that pay a living wage.
- **Housing:** Increase affordable housing options.
- **Health:** Develop public and private partnerships to improve a better health care delivery system.
- **Transportation:** Increase transportation options to improve access to employment,

medical care, recreation, and leisure activities.

### **Preparing Your Application**

There are separate fillable PDF application forms for services, trips and vehicle purchase. Review the list of attachments before beginning the application process. Allow time for your governing body to approve the application submittal. If you have a question about how the forms work, or encounter difficulties with the application, please contact Kim Smith at [ksmith@douglas.co.us](mailto:ksmith@douglas.co.us)

### **Required Attachments**

Please use a cover sheet to label each attachment. For your convenience, cover sheets are available on the DDML webpage or can be requested by email.

- Attachment A1: 2018 Organizational Budget
- Attachment A2: 2018 Balance Sheet (or a Statement of Financial Position)
- Attachment A3: 2018 Budget vs. Actual
- Attachment A4: 2018 Revenues and Expenses
- Attachment B1: 2019 Organizational Budget
- Attachment B2: 2019 Balance Sheet
- Attachment B3: 2019 Budget vs. Actual
- Attachment B4: 2019 Revenues and Expenses
- Attachment B5: 2019 Program Budget for your proposal (form provided)
- Attachment C: List of Board of Directors or other governing body
- Attachment D: Organizational chart or list of positions (include vacancies)
- Attachment E: Copy of most recent IRS Form 990, 1040, or 1120, as applicable
- Attachment F: Tax status certification
- Attachment G: W9 Form

### **Attachments A & B**

The Organizational Budget details the revenues and expenses for the previous and current year. The budget involves projecting income and expenses to accomplish an organization's immediate mission and agenda.

The Budget versus Actual is reviewed to help us determine your progress against the board approved budget, identify important variances, as well as the solvency, growth, and viability of your organization. Government entities can provide a link to their website and a budget for their department or program as it relates to the proposal.

The Balance Sheet (or statement of financial position) shows assets and liabilities and equals the net assets of your organizations. It begins and ends with your organization's financial year. A Balance Sheet can be seen as a snapshot of the organization's financial condition and together with the other financial documents, will provide information supporting the overall fiscal health of the organization.

Revenues and Expenses are sometimes labeled as an Income Statement, Profit and Loss Statement, or Statement of Financial Activities, these documents are needed to help us determine if your organization is generating enough income to cover expenses. Documents should include funding sources compared to program expenses, administrative costs and other operating commitments.

When reviewed together, these documents help us understand how your organization is doing at a given point in time.

**Project Specific Attachments:**

- Attachment H: Most Recent Single Audit or Financial Audit (see question 9 on the application)  
Attachment I: Unit Cost Spreadsheet- use the form provided for trips, vehicle purchase, adult day, personal care or services  
Attachment J: Purchasing and Procurement Procedures, if applying for a vehicle

**Optional Attachments (labeling not required):**

- ROMA Logic Model or Theory of Change
- Letters of recommendation
- Agency brochures or fliers outlining services
- Photographs or other documentation

**Submittal Instructions**

Submit the following no later than **5:00 p.m. on Wednesday, May 15, 2019:**

- Email a complete application, including the Organizational Profile, Proposal Details for each request, and one set of attachments to [mgrothe@douglas.co.us](mailto:mgrothe@douglas.co.us).
- Alternative submittal instructions: Submit a complete application by mail or drop off a flash drive to the attention of Melanie Grothe, Douglas County Community Development, Community and Resource Services, 100 Third St., Castle Rock, CO 80104. Call Tina Dill or Melanie Grothe at 303 660-7460 with questions.