

# Welcome to the Alliance Kickoff Meeting

December 2019

# EASTERN REGION ALLIANCE

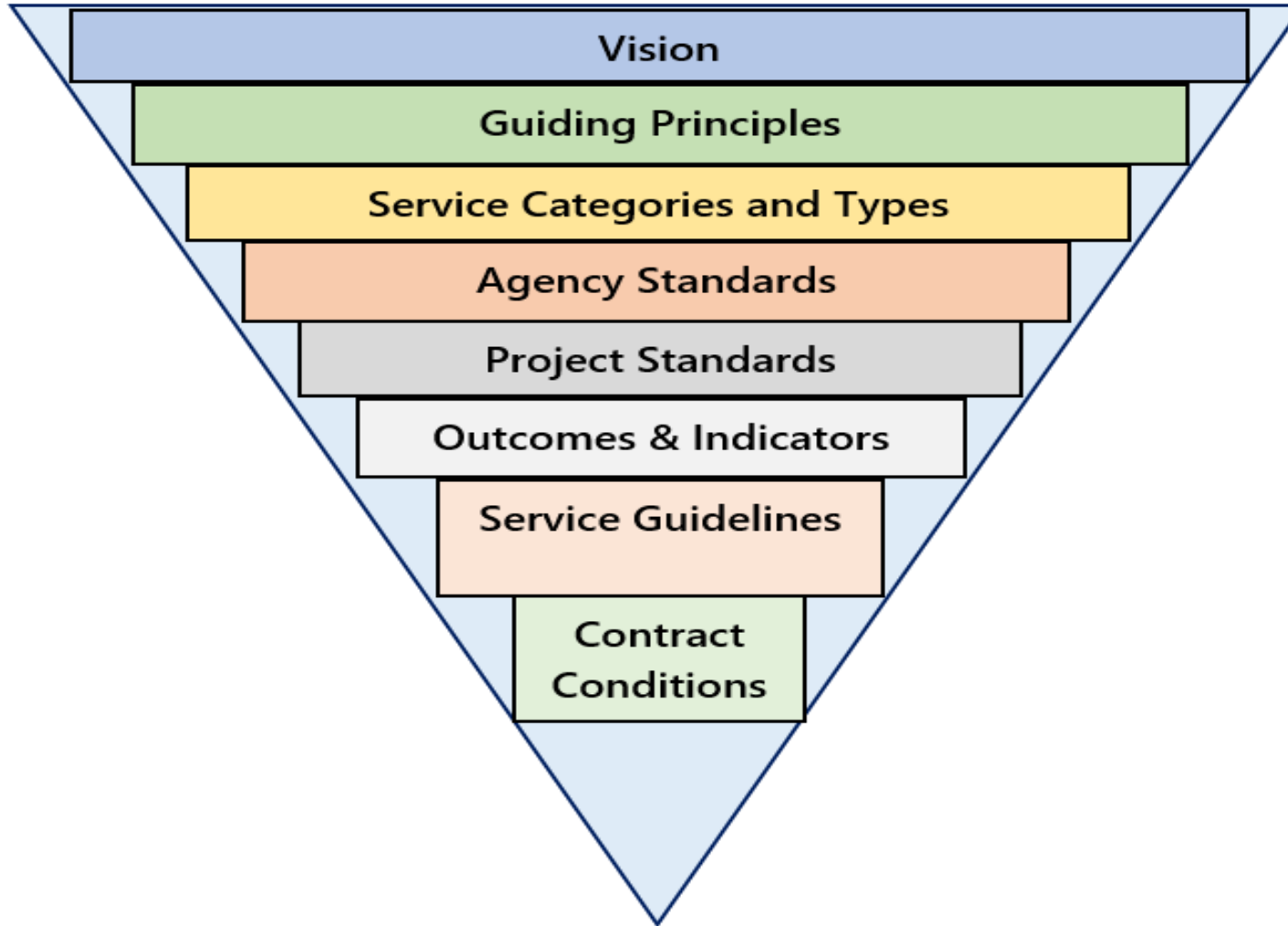


# Meet the Alliance Team

Hello  
my name is



# Partner Funding Manual Overview



# Guiding Principles

Page 6 of Partner Funding Manual

- People-Focused
- Culturally Responsive
- Well-Founded
- Goal-Directed
- Continuous Improvement
- Thoughtful Stewardship
- Forward-Thinking
- Trusting and Trustworthy

# Eastern Region Alliance Commitments

- We will only ask for things we will use.
- If we require it, we must monitor it and demonstrate that we use it.
- If we do not require it or prescribe it, we cannot hold agencies accountable for it or provide direction on it during monitoring.
- We will not use requirements to encourage best practice or build capacity.

# Funding Overview

Section 2.

# Funding Overview

Page 8 of Partner Funding Manual

- Board Priorities
- Structure of Funding Framework
  - Core Services
    - Service Categories
    - Service Types

# Funded Services Framework

Example

<b>Core Service</b>	<b>Employment</b>	
<b>Service Category</b>	<b>Employment Training</b>	
<b>Service Type</b>	<b>Adult Employment Training</b>	
<b>Project(s) within a Service</b>	<b>Talent Connect</b>	<b>Vocational Skills Training</b>



# Types of Funding

Page 10 of Partner Funding Manual

## Two Main Types

- Purchase of Service (POS)
- Reimbursement Grant Funding

Stipends or Subsidies (See County Specific Appendix)

# Funding Requirements

Section 3.

# Standards

Page 15 of Partner Funding Manual

- **Agency standards** outline the documentation, policies, and practices that the Alliance requires of all funded agencies.
- **Project standards** outline the requirements for the implementation of funded projects.

Funded agencies are expected to monitor their adherence to the Agency and Project Standards.

# Quality Assurance & Control

Page 14 of Partner Funding Manual

	Quality Assurance	Quality Control
Answer the Question	“What <u>will</u> we do to meet the standard?”	“What <u>did</u> we actually do, and <u>did</u> that meet the standard?”
What does the Alliance require?	Documentation of how the agency intends to meet Standards	Agencies are able to describe their processes for and results of internal review of the Standards

# Service Guidelines

Page 24 of Partner Funding Manual

**Service Guidelines** provide service-specific operating parameters for some projects.

## **Service Guidelines include:**

- Service Definition
- Caps and Limits
- Billable and Non-billable Activities
- Output
- Service-Specific Requirements

**Service Guidelines**



**Your unique service!**



**The Alliance**

**EASTERN REGION ALLIANCE**



# Monitoring Commitments

- **Positive** – We seek first to identify and affirm strengths. We will acknowledge our partners' expertise and experience, offer the benefit of the doubt, and assume positive intent.
- **Collaborative** – We seek to be thought partners. We will engage in open and honest communication, encourage broad participation and diverse perspectives, and encourage a two-way exchange.
- **Supportive** – We aim to provide resources and build capacity and to do so in ways that feel empowering and helpful.
- **Inspiring/Motivating** – Through appreciative inquiry and thought partnership, we aim to provoke thoughtful reflection, facilitate learning, and catalyze innovation and improvement.

# Program Reporting and Monitoring

Page 34 Partner Funding Manual

**Project Update**

**October – January**

**Why?**



**To get your input**

**Partner Review Meeting**

**October – January**

**Why?**



**Strengthen the partnership**



# Program Reporting and Monitoring

Page 35 Partner Funding Manual

**Year End Results**

**Due July 30**

**Why?**



**Measurement**

**Project Visits**

**July – June**

**Why?**



**To see and experience**

**Satisfaction Survey**

**August - September**

**Why?**



**Feedback from individuals**

# Program Reporting and Monitoring

(Starting Fiscal Year 2022)

**Year End Results**  
**Satisfaction Survey Results**  
**Project Update**



**Partner Review Meeting**

# Finance Reporting

Page 35 of Partner Funding Manual

## Reporting

- Annual Audit (including Audited Unit Rate)
- Six-Month Agency Financial Statements (unaudited)
- Annual Operating Budget

# Finance Monitoring

Page 37 of Partner Funding Manual

## Monitoring

- Invoice Random Sampling and Verification
- Review of Financial Reports
- Financial Review Meetings (occurs every 3 years)
- Financial Controls

# Corporate Information

Funding Requirements	Fiscal Year 2021	Fiscal Year 2022 (and beyond)
Certificate of Good Standing	Required	Affirm via Alliance Portal
Articles of Incorporation	Required	Affirm via Alliance Portal
IRS Determination Letter	Required	Affirm via Alliance Portal
Bylaws	Required	Update with changes
Cost Allocation Methodologies	Required	Update with changes
Audit – Agency Audit from CPA Firm	Required	Annually
IRS Form 990	Required	Annually
Certificate of Insurance	Required	Annually
Board Resolution	Required	Annually

# Cost Allocation Methodology

Page 16 of Partner Funding Manual

Agencies should have a documented methodology which reasonably allocates costs.

## Project or Service Costs – Direct Costs

- Personnel and Benefits
- Facilities

## Administrative Costs

- Not to exceed 15% or include any fundraising expenses

**Methodologies are reviewed annually by agency.**

# Insurance Coverages

(all agencies, Page 13 of Partner Funding Manual)

Indemnity	Minimum Coverages
Commercial General Liability	\$1M per occurrence \$2M per aggregate
Auto Liability (Bodily Injury, Property)	\$1M per occurrence
Employer Liability (Workers' Compensation)	\$500k per incident
Building and Personal Property	Replacement Cost
Directors and Officers Liability	\$1M
Fidelity Bond or Crime	Minimum fidelity or crime insurance coverage limits should be equal to the largest amount of any of the County Board Funding Contract.
Umbrella Coverage	\$1M

# Insurance Coverages

(agencies with funding over \$100,000 from any one County Board)

Page 14 of Partner Funding Manual

Indemnity	Minimum Coverages
Business Interruption	1 year loss sustained
Employment Practices Liability	\$1M
Fiduciary Liability	\$1M
Cyber Insurance	Investigate risk and insure accordingly



# Board Resolution

Page 13 of Partner Funding Manual

Agencies must obtain a signed **Board Resolution** that authorizes the agency to seek County Board Funding.

- Signed by Agency Board Member
- Identifies those authorized to sign Contract
- Submitted with the Funding Request
- Alliance Portal generates Agency's Board Resolution

# Funding

Section 4.

# The Alliance Portal



# Alliance Lingo

Previously Known As	Now Known As
Funding Application	Service Profile and Funding Request
Application	
Application for Funds	

# Service Profile

Page 39 of Partner Funding Manual

**Service Profile** is the description of the service for which an agency is seeking funding.

## Service Profile Describes:

- Impact
- Intensity/Duration
- Need for Service
- Location
- Program Design
- Level of Support
- Target Population
- Unit of Service

# Outcome and Indicators

Page 20 of Partner Funding Manual

Outcomes and Indicators are listed by Service Category

- **Outcomes** describe the intended impact of the service and answer the question, “**What are we trying to accomplish?**”
- **Indicators** translate outcomes into specific and measurable terms and answer the question, “**What will that look like?**”

# Outcomes and Indicators

## Example

**Employment Training** services support an individual, who may or may not be employed, to develop skills necessary to obtain and maintain employment in the community.

**Outcome:** Individuals have the skills necessary to become employed in the community.

**Indicator A:** Individuals gain/maintain “hard” skills necessary for employment.

**Indicator B:** Individuals gain/maintain “soft” skills necessary for employment.

# Funding Request

Page 40 of Partner Funding Manual

**Funding Request** is the required county-specific information needed for the fiscal year.

## **Funding Request Contains:**

- Budgets
- Units to be Provided
- Number of Individuals Served
- Outcome Indicator Goals
- Contacts



# Invoicing

Section 5.

# Invoicing and Reimbursement

Page 41 of Partner Funding Manual

## Invoices/Reimbursement Requests submitted via Alliance Portal

- Purchase of Service (POS) Invoices
  - Individuals and Units of Service
  
- Reimbursement Grant Invoices
  - Dollars by Budgeted Line Item (as listed on Funding Request)

Agencies must maintain supporting documentation for all invoices.

# Invoicing Timeline

Page 41 of Partner Funding Manual

- Submit invoices within the month following date of service
- 90 days to address billing errors and to make corrections
- Payment to agencies within 30 days of receipt of invoice

# Timelines

Section 6.

# Annual Funding Cycle Timeline

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Board Resolution, Corporate Info, Funding Requests Due												
Review Funding Requests												
Make & Announce Funding Decisions												
Annual Survey Administration												
Project Update & Policy Submissions				Due 2 weeks before PRM								
Partner Review Meetings												
Year End Results Due												
Final FY Invoices Due												

# Glossary

Section 7.

# Glossary

Page 44 of Partner Funding Manual

## 7 GLOSSARY

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**Agency Administrator:** Agency representative who assigns users to the Alliance Portal and is responsible for regularly updating the agency's contact information.

**Agency/Agencies:** For profit or nonprofit organization with whom the Alliance contracts for the provision of services.

**Articles of Incorporation:** Corporate organization documents that establish a corporation as a separate business entity.

**Audit Management Letter:** An internal control letter that may accompany the financial audit which indicates potential financial control weaknesses and corrective actions.

**Audited Unit Cost Schedule:** An extra schedule, typically in the financial audit, that the CPA firm prepares for programs funded by a Purchase of Service Funding Contract. The schedule indicates an audited unit cost which is summarized and reviewed by the organization's external auditors.

# Appendices Overview

Section 8.



# Important Meeting Dates

Meetings	Dates	Times	Locations	Who should attend?
<b>Service Profile and Funding Request</b> <ul style="list-style-type: none"> <li>Overview of Partner Funding Manual</li> <li>Completing Service Profile and Funding Request</li> <li>Introduction to Outcomes, Indicators, and Measurements</li> </ul>	January 7, 2020	9:00 - 11:00 am or 1:00 - 3:00 pm	St. Louis Community College, Forest Park 5600 Oakland Ave. St. Louis, MO 63110 Café East, in room #SC 314-644-9700	Agency Staff who participate in: developing, writing and submitting the on-line Service Profile and Funding Request
	January 8, 2020	9:00 - 11:00 am or 1:00 - 3:00 pm	DDRB 1025 County Club Rd. St. Charles MO 63303 636-939-3351	
	January 9, 2020	9:00 - 11:00 am or 1:00 - 3:00 pm	Center for Specialized Services 11828 Lackland Ave., St. Louis, MO 63146 314-983-9230	
	January 10, 2020	9:00 - 11:00 am	DD Advocates 1615 Vine School Road, Herculaneum, MO 63048 636-282-5500	

# Important Due Dates



FY21 Service Profile	January 29, 2020	12:00 PM
FY21 Funding Request and Corporate Information	February 28, 2020	12:00 PM



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# Answers to Matching Game

Old Terms		New Alliance Terms
Funding Applications	→	Service Profile & Funding Request
Quality reviews, File Audit, Administrative Site Visit Agency Findings Meeting, Project Review	→	Partner Review Meeting
Program	→	Project
Client/Consumer	→	Individuals/Participants
Supported Living, Independent Living Assistance	→	Independent Supported Living Assistance (ISLA)
Funding Manual	→	Partner Funding Manual
Job Retention, Alternative Employment, Follow-Along	→	Supported Employment
Monitoring Visit, Project Visit	→	Project Visit
Contract, Contract for Services, Funding Agreement, Service Agreement	→	Funding Contract

# Questions?

Thank you for coming!