

ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
DDS DIRECTOR'S OFFICE POLICY MANUAL

<u>Policy Type</u>	<u>Subject of Policy</u>	<u>Policy No.</u>
Administrative	Request for Proposal	1072

1. Purpose. To establish a uniform system for providing notice, applying, reviewing and awarding funding available from the Department of Human Services, Division of Developmental Disabilities Services (DDS).
2. Scope. This policy is applicable to employees of the Division of Developmental Disabilities Services (DDS), applicants and potential applicants for funding.
3. Procedure.
 - A. Determination of Available Funding. After continuation funding has been allocated for any given fiscal year unobligated funds will be issued in accordance with this policy.

Appropriation 658: Licensed DDS Providers shall have first priority.
 - B. Creation of Request for Proposal. DDS will prepare a description of projects to be considered for funding. DDS will consider information received from individuals receiving services, families, providers of services, advocacy organizations, and other parties throughout the year when preparing project descriptions.
 - C. Notice. DDS will publish a notice of available funding and project description in a newspaper with statewide circulation. Notice will also be mailed to all organizations receiving funding, and to any party who has requested, in advance, to receive notice. Notice will be published 30 days prior to application cycle.
 - D. Application Cycle. Parties expressing written intent to apply will receive guidelines for application and notification of the closing date. Applications should identify outline for application, score rate information, special considerations, project concepts. Applications will only be accepted during the application cycle and only for the projects described. Application will be due 30 days from the date of notice.

Replacement Notation: This policy replaces DDS Deputy Director's Office Policy Number 1072 dated September 1, 1990.

Effective Date: December 1, 1993

Sheet 1 of 2

References: Administrative Rules & Regulations Sub Committee of the Arkansas Legislative Council: November 4, 1993.

ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
DDS DIRECTOR'S OFFICE POLICY MANUAL

<u>Policy Type</u>	<u>Subject of Policy</u>	<u>Policy No.</u>
Administrative	Request for Proposal	1072

- E. Application Review. Applications will be reviewed by a committee appointed by the DDS Director/designee. Committee members may not have a financial interest in project under consideration. Reviewing committee members will make recommendations to the DDS Director. The DDS Director will have final approval. If the DDS Director rejects the recommendation of the committee, he shall provide a clear, written statement of his reasons for the rejection. Application review will be completed within 30 days of closing date of application cycle.

- F. Awards. Available funding will be awarded by the DDS Director or designee, based on recommendations from the Application Review Committee. All applicants will be notified of awards within 14 days after the application review has been completed.

- G. Monitoring and Evaluation. Designated DDS staff will monitor activities to assure compliance with intent and outcomes of the project. The project staff who received funding will submit supportive and substantiated documentation and will provide access to all project information as requested by DDS.

- H. Recoupment of Funding. Through monitoring of activity, if it is determined that any funding was spent for purposes other than those designated in the project, or the project goals are not substantially met, the awarded project will be required to repay funds.

