

Missouri Independent Living Grant Application Instructions and Forms

(Do not return)

SFY2011

Table of contents:

Introduction and General Instructions	2
Section One – Budget	5
Section Two – Federal and State Standards	8
Section Three – Equipment	12
Section Four – Assurances	19
Section Five – Miscellaneous Items	23
Section Six - Audit Requirements	24
Section Seven – Monitoring	26
Section Eight – Reporting Requirements	27

INTRODUCTION

Subject to the availability of appropriations, the Missouri Division of Vocational Rehabilitation (DVR) invites applications for continuation grants for fiscal year (FY) 2011 under the Centers for Independent Living (CIL) Program.

In order to be eligible for a CIL grant, the organization must be consumer-controlled, community-based, cross-disability, nonresidential nonprofit program that is designed and operated within a local community by individuals with disabilities and provide an array of independent living services. In addition, the CIL **must have filed a completed annual Section 704 Report for the previous fiscal year with the Division of Vocational Rehabilitation.**

Under Section 20 of the Rehabilitation Act of 1973 as amended (the Act), each grantee must advise the individuals with disabilities to whom it provides services or, as appropriate, the parents, guardians, family members, advocates, or authorized representatives of these individuals, of the availability and purposes of the State's client assistance program, including information on seeking assistance from that program.

Under Section 21 (b)(5) of the Act, each application submitted under the competition must also demonstrate how its project will address the needs of individuals with disabilities from minority backgrounds.

The Missouri Division of Vocational Rehabilitation will review each application for information that shows (1) evidence of demonstrated success in satisfying, or a clearly defined plan to satisfy, the standards in Section 725(b) of the Act and the state standards listed in RSMO 178.654; (2) convincing evidence of demonstrated success in satisfying, or a clearly defined plan to satisfy, the assurances in Section 725(c) of the Act; (3) evidence of the CIL's progress toward implementing the IL Outcomes Measurement objectives and (4) evidence the CIL has submitted required reports for the previous fiscal year, including but not limited to, the following reports:

1. Annual Section 704 Report
2. Quarterly Service Reports
3. Quarterly Financial Reports
4. Quarterly Review SPIL Goals
5. Annual Inventory Report
6. Board Directory
7. Personnel Directory
8. IL Outcomes Survey

Grant Application

This grant application is divided into sections. Each section is important and should be addressed completely. A section that does not address all of the requirements noted in the **Grant Application** package will be returned for corrections. If corrections are not made in a timely manner by the center, grant approval will be delayed which may result in delayed payment of the Independent Living (IL) grant.

This document contains the instructions and forms for preparing your **Grant Application**. The grant application is to be submitted electronically in Microsoft Word by email attachment. Only the signature and assurance pages are required to be sent via regular mail and must contain original signatures. This document can be downloaded and saved in Word version from the mosilc.org website. Instructions regarding transmittal can be found on the CIL Grant webpage.

GRANT APPLICATION DOCUMENTS

When sending in your grant application, please include page numbering on the electronic file submitted as this will enhance the review process. The grant application information should be assembled in the following order:

1. Application Summary (must be **signed** by appropriate official, hard copy required)
2. Five Year Budget Information Summary
3. 704 Part II Subpart IV – Extent of CIL Compliance with the Six Evaluation Standards
4. 704 Part II Subpart V – Annual Program and Financial Planning Objectives and Section B Item 2 SPIL Consistency
5. Equipment Bid Information (if applicable)
6. Equipment Narrative (if applicable)
7. Assurances Section (must be **signed** by appropriate official, hard copy required)
8. Current Directory of Center Board Members
9. Current CIL Personnel Directory

Board Member and CIL Personnel listings may be submitted in a separate electronic file using Microsoft Word or Excel rather than including it in the grant application file if the CIL chooses.

DOCUMENTATION REQUIRED TO BE ON FILE AT THE CENTER

- One, Two and Three Year Program Plans
- One, Two and Three Year detailed Financial Plans
- Board of Directors
 - Directory of board members and officers
 - Evidence of the center's board of directors' involvement
- Personnel
 - Organizational chart
 - CIL Personnel Directory
- Certifications
 - Civil rights certification ([click here for link](#))
 - Lobbying; Debarment; Drug free work environment certification ([click here for link](#))
- All items checked on Assurances Section
- Articles of Incorporation, By-laws and Board Policies
- Renewal of 501(c)3 status
- Center's Policies and Procedures Manual
- Insurance policies maintained by Center for Board of Directors and Center
- Personnel job descriptions and resumes

SECTION ONE

Budget

Application Summary

The Application Summary will be the second page of the Center's grant application. The appropriate official (Executive Director or Board President) should sign this form prior to submitting it to DVR.

Five Year Budget Information Summary

The Five Year Budget Summary is a summary of budget information by category for the application year as well as the past four fiscal years. The detailed budget information is no longer required to be submitted to DVR, but the detailed information should be available to DVR staff during site reviews. DVR staff will continue to monitor the sufficiency of the financial plan to support the program plan.

Funding information for the upcoming fiscal year will not be available until the state budget has been approved. Therefore the budget for the new grant year should be based on the grant award amount received by the center for the current fiscal year. Centers will be notified of any changes in the grant amount in the grant award letter and will be requested to submit a revised budget at that time.

APPLICATION FOR GRANTS FROM CENTERS FOR INDEPENDENT LIVING

APPLICATION SUMMARY

Center Name _____

Address **Sample - Do Not Return** _____

By signing the **Application Summary**, the duly authorized representative of the Center hereby certifies the Center will comply with the applicable grant requirements as contained in the Application Packet for the State & Federal Independent Living Grants.

Independent Living Grant

Grant Period From: **July 1, 2010 To June 30, 2011**

Grant Number: - -11 State IL Grant Award: _____

Federal IL Grant Award: _____

Signature of Person Authorized to Sign for Center

Title of Person Signing

Approved: **Disapproved:**

Signature of Assistant Commissioner, MDVR



MISSOURI DIVISION OF VOCATIONAL REHABILITATION
 FIVE YEAR BUDGET INFORMATION SUMMARY
 CENTER FOR INDEPENDENT LIVING PROGRAM

Name of Institution/Organization

Applicants requesting funding for State Fiscal Year 2011 should complete the column under "Fiscal Year 2011 - Proposed." The final budget expenditures from the center's final quarterly financial report for the applicable state fiscal year should be noted in the appropriate column.

SECTION A - BUDGET SUMMARY
 MISSOURI DIVISION OF VOCATIONAL REHABILITATION STATE FUNDS

Budget Categories	Fiscal Year 2011 Budget	Fiscal Year 2010 (Actual or Budget)	Fiscal Year 2009 (Actual)	Fiscal Year 2008 (Actual)	Fiscal Year 2007 (Actual)	
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment		Sample - Do Not Return				
5. Supplies						
6. Training						
7. Overhead						
8. Insurance						
9. Professional Services						
10. Other						
11. Total Budget (lines 1-11)						

SECTION TWO

The Federal and State Standards Incorporated Into the Long Range Program Plan

The long range program plan is currently incorporated in the annual Section 704 Report in Subpart V titled Annual Program and Financial Planning Objectives. Subpart V is where the CIL should discuss proposed activities for the next year for various categories. DVR will accept the Annual Program and Financial Planning Objectives as submitted to DVR and the SILC in the center's FY 2009 Annual Section 704 Report as the one year program plan. **Please update plan information as needed for changes occurring since the 704 submission to DVR and insert the updated plan information from Subpart V in the electronic grant application.**

The State and Federal Independent Living Standards should be incorporated into the center's plan. The Federal Independent Living Standards are noted below in this section (also noted in the annual 704 Report Subpart IV). The corresponding State Independent Living Standards are in parentheses and are also presented in this section. Additional State IL Standards are listed as items 7 -10.

The Annual Program Plan found in Subpart V of the 704 Report should be supported by the one year **financial** plan presented in Section One of this grant application as well as the detailed plans on file at the center.

The Center's one-year and three-year program plans should establish clear priorities which address the following items:

- a. CIL's advocacy goals
- b. Plans for outreach to unserved/underserved populations
- c. Identify the community and IL services the CIL anticipates providing during the next year
- d. Identify the counties the CIL plans to serve and the anticipated number of consumers to be served by county
- e. Describe activities planned to assess consumer satisfaction
- f. Describe CIL's proposed response to needs identified in consumer satisfaction appraisals and needs assessments
- g. Describe CIL's plans for obtaining and increasing funding
- h. Describe CIL's plans for training the CIL staff and governing board
- i. Describe significant activities not accounted for elsewhere in the Section 704 Report
- j. Description of how activities are consistent with the State Plan for Independent Living (SPIL)
- k. Discuss any anticipated problems and potential solutions
- l. As stated in 5 CSR 90-8010, CIL will describe in the annual program plan, how and what activities will be used to measure stated outcomes of goals and objectives.

FEDERAL INDEPENDENT LIVING STANDARDS

1. PHILOSOPHY (State Standards 1 & 6)

The center shall promote and practice the independent living philosophy of:

- (A) Consumer control of the center regarding decision-making, service delivery, management, and establishment of the policy and direction of the center;
- (B) Self-help and self-advocacy;
- (C) Development of peer relationships and peer role models; and
- (D) Equal access of individuals with severe disabilities to society and to all services, programs, activities, resources, and facilities, whether public or private and regardless of the funding source.

2. PROVISION OF SERVICES (State Standard 4)

The center shall provide services to individuals with a range of severe disabilities. The center shall provide services on a cross-disability basis (for individuals with all different types of severe disabilities, including individuals with disabilities who are members of populations that are unserved or underserved by programs under this Act). Eligibility for services at any center for independent living shall not be based on the presence of any one or more specific severe disabilities.

3. INDEPENDENT LIVING GOALS (State Standard 2)

The center shall facilitate the development and achievement of independent living goals selected by individuals with severe disabilities who seek such assistance by the center.

4. COMMUNITY OPTIONS and Community Capacity (State Standard 3 & 5)

The center shall work to increase the availability and improve the quality of community options for independent living in order to facilitate the development and achievement of independent living goals by individuals with severe disabilities.

The center shall conduct activities to increase the capacity of communities within the service area of the center to meet the needs of individuals with severe disabilities.

5. INDEPENDENT LIVING CORE SERVICES (State Standard 4)

The center shall provide independent living core services and, as appropriate, a combination of any other independent living services specified.

6. RESOURCE DEVELOPMENT ACTIVITIES (State Standard 9)

The center shall conduct resource development activities to obtain funding from sources other than this chapter.

STATE INDEPENDENT LIVING STANDARDS
SECTION 178.654, RSMO

1. The center shall manifest independent living philosophy;
2. The center shall have a positive impact on consumer achievement of independent living goals;
3. The center shall have a positive impact on community options for independent living;
4. The center shall provide appropriate independent living services to persons with disabilities and their families;
5. The center shall provide appropriate services to increase community capacity to meet the needs of persons with disabilities.
6. Qualified persons with disabilities shall be substantially involved in the policy direction, decision-making, service delivery, and management of the center, and given preference as members of the board of directors, managers and supervisors, and staff. Substantial involvement shall be evidenced by at least fifty-one percent (51%) of the members of the board of directors, managers, supervisors and staff being qualified persons with disabilities;
7. The center shall establish clear priorities through annual and three year program and financial planning;
8. The center shall use sound organizational and personnel management practices;
9. The center shall practice sound fiscal management;
10. The center shall maintain an evaluation system and records adequate to measure performance on these independent living center evaluation standards.

State Plan for Independent Living (SPIL)- Consistency

Explain how your center's work plan goals, objectives and action steps are consistent with the approved SPIL. **Address in depth the following goals taken from the MO SPIL.** *(Describe the overall goals and mission of the State's IL programs and services. The SPIL must address the goals and mission of both the SILS and the CIL programs.)*

- Goal 1: Implementation of The Olmstead Act through De-Institutionalization
- Goal 2: Support and Promote Accessible Transportation for Missourians with Disabilities
- Goal 3: Support and Promote Accessible, Affordable Housing for Missourians with Disabilities
- Goal 4: Promote Employment for People with Disabilities
- Goal 5: Promote and Support Emergency Preparedness for People with Disabilities in Missouri
- Goal 6: Explore options to make the SILC more independent and self-sustaining through a Resource Plan.
- Goal 7: To promote the participation of ethnic and minority individuals and groups in all aspects of independent living services and the independent living movement.
- Goal 8: To promote equitable voting for Missourians with Disabilities.

More detail concerning these goals can be found in the SPIL available on the SILC website at mosilc.org.

SECTION THREE

EQUIPMENT

Instructions

**** *Requesting funds for equipment***

If the Center is requesting funds for equipment, the following items are required as part of the grant application:

1. Equipment narrative
2. Equipment bid information (DO NOT SEND COPIES OF ACTUAL BIDS)

**** Not *requesting funds for equipment***

If funding for equipment or furniture is not being requested in this grant application, insert a copy of this instruction page marked "Not applicable".

EQUIPMENT POLICY

It is understood that the Center will comply with the equipment policies per 5 CSR 90-8.020 and the grant application. The Center will cooperate with the Division of Vocational Rehabilitation (DVR) in implementing the policy to prevent loss, damage, or theft of equipment purchased with independent living grant funds.

It is understood that the requested equipment will be tangible personal property, has a useful life of more than one year, will not replace existing equipment, and is intended for repeated use. There will be sufficient space for the requested equipment and adequate internal controls established to prevent loss, damage, or theft of the equipment. In addition, the Center will maintain proof of insurance coverage for the equipment or confirm that it is financially able to replace or repair the equipment.

The Center will obtain three bids on items with a unit cost of \$300 or more, document the evaluation process and select the lowest and best bid. Do not submit copies of the bid documentation with the grant application. The bid documentation must be kept on file at the Center until an independent audit is completed or an agency monitoring visit occurs, whichever is last. When choosing between the three bids (or quotes) for equipment items with a unit value of \$300 or more, the Center does not necessarily have to "go with" the lowest quote. However, if the Center selects an item that is not the lowest bid, the Center should explain why that particular item was the "better buy".

The Center will maintain an inventory list of all equipment whose title has not yet been released by DVR. An inventory list must be kept for one year on equipment with a unit value under \$300. The inventory requirements for equipment are noted below in the appropriate cost section. If the grant application included equipment, inventory numbers need to be assigned to all pieces of equipment. The assigned inventory number should be placed on each equipment item where the inventory number can be easily located when inventory is conducted. The Center should add the equipment to the Inventory List when equipment has been purchased. The Inventory List should include only those items purchased during the fiscal year being reported. **DO NOT SEND THE ENTIRE INVENTORY FOR THE CENTER.** The Inventory List should be sent to the Division of Vocational Rehabilitation (DVR) annually by August 31. Do not fill in the space that says "Date of Inventory" as this form is also used for monitoring inventories and that space will be completed by DVR. Monitoring of inventories will be conducted as noted under "Inventory Requirements and Monitoring Schedule" in the Equipment Policy section.

Inventory Requirements and Monitoring Schedule

1. Equipment Under \$300

An inventory list must be kept for one year on equipment with a unit value under \$300. These equipment purchases will be monitored at the end of the grant period. No further monitoring inventories will be made of equipment with a unit purchase price of under \$300. Title to this equipment will be turned over to the Center following a satisfactory inventory after the end of the grant period.

2. Equipment Ranging from \$300-\$1,000

Equipment with a unit purchase price of \$300 to \$1,000 will be considered as non-expendable. A monitoring inventory will be conducted at the end of the grant period. The second and third inventories of all equipment in this range will be made at two-year intervals following the first inventory. If all is in order after five years, title to those items of equipment will be released to the Center.

3. Equipment \$1,000 or More

Equipment with a unit price of \$1,000 or more will be monitored during the reasonable life expectancy as determined by DVR. It is understood that, during that time, the state agency shall retain vested interest of all equipment with a unit purchase price of \$1,000 or more. The depreciation schedule shall be at the discretion of the state agency. After such items have been depreciated according to their reasonable life expectancy, DVR will retain no further vestment of title. If the Center ceases to use the equipment, the Center is required to contact DVR for approval and appropriate disposition instructions.

Missing or Damaged Equipment

Any equipment found to be missing or irreparably damaged will be replaced by the Center or the appropriate monies refunded to DVR. Equipment with a unit purchase price of \$300 or more that is lost, stolen, or broken will be reported to DVR. Proper documentation will be required, such as police or accounting reports. Depreciation computation for replacement or reimbursement to DVR on equipment with a purchase price of from \$300 to \$1,000 will be straight line over the useful life of the equipment.

Disposition Requirements

If the Center should cease operation, the equipment purchased with independent living grant funds will be disposed of in accordance with the rules and regulations of the DVR. Disposal will involve one or more of the following at the discretion of the state agency.

1. The equipment will be donated to another Center supported by DVR independent living grants or utilized by DVR or another Center, agency or organization having purposes consistent with the purposes of the Establishment Grant Program.
2. The equipment will be sold and the proceeds given to another Center approved by DVR.
3. The equipment will be sold and the proceeds returned to DVR in the same proportion as the original independent living grant.

EQUIPMENT BID INFORMATION

Center name _____

Equipment with a unit value of less than \$300

	Description	Number	Unit Price	Total Cost
1.				
2.				
3.				
4.				
5.	Sample - Do Not Return			
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
		Total:		<u><u> </u></u>

EQUIPMENT BID INFORMATION

Center name _____

Equipment with a unit value of \$300 or more (three bids should be noted)

	Description	Number	Unit Price	Total Cost
1.				
2.	Sample - Do Not Return			
3.				
4.				
5.				
6.				
			Total:	

EQUIPMENT BID INFORMATION

Center name _____

Equipment with a unit value of \$300 or more (three bids should be noted) (continued)

	Description	Number	Unit Price	Total Cost
7.	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
8.	Sample - Do Not Return	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
9.	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
10.	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
11.	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

Total – this page
 Total – previous page
 Total – Items under \$300 _____
Grand Total: _____

SECTION FOUR

ASSURANCES

Instructions

Complete the following Assurances checklist, **sign**, and submit as part of grant application.

ASSURANCES

This form should be [signed](#) by the Center's authorized representative who should be the President of the Board of Directors or the Center's Executive Director, if designated by the Board of Directors. Documentation should be maintained by the Center to support the following assurances. Please indicate by placing a check mark in the left-hand column that the Center affirmatively assures that:

Yes	Assurance
	1. The Center is a consumer-controlled, community-based, cross-disability, nonresidential private nonprofit agency.
	2. The Center will be designed and operated within local communities (geographical regions) by individuals with disabilities, 51% of the staff will be persons with disabilities and majority of individuals in decision-making positions of the Center are individuals with disabilities.
	3. The Center will have a Board of Directors that is the principal governing body of the Center and a majority of directors (at least 51%) which shall be composed of individuals with significant disabilities.
	4. The Center will comply with the standards set forth in Section 725(b) of the Act.
	5. The Center will establish clear priorities through one, two and three year program and financial plans which have:
	a. overall goals or mission for the Center
	b. work plan for achieving the goals or mission
	c. specific objectives
	d. service priorities
	e. description of types of services to be provided
	f. description of how activities are consistent with the State Plan for Independent Living (SPIL)
	6. The Center will use sound organizational and personnel assignment practices.
	7. The Center takes affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under Section 503 of the Act.

Sample - Do Not Return

Sample - Do Not Return

Yes	Assurance
	8. The Center will practice sound fiscal management.
	9. The Center will make arrangements for an annual independent fiscal audit and submit a copy to DVR within 150 days after the end of the Center's fiscal year.
	10. The Center will prepare an annual Section 704 performance report and maintain records adequate to measure performance with respect to the standards. Report will be submitted timely to DVR or IL grant payment is subject to withholding until report is submitted to DVR.
	11. The Center will participate in the annual IL outcomes survey and will ensure that survey data is submitted to DVR in the required format by January 31 of the grant year. IL grant payment may be delayed if the data is not submitted to DVR by the required date.
	12. Individuals with significant disabilities who are seeking or receiving services or their parents, family members, guardians, advocates or authorized representatives will be notified by the Center of the existence of, the availability of, purposes of, and how to contact, the client assistance program.
	13. Aggressive outreach regarding services provided through the Center will be conducted in an effort to reach populations of individuals with significant disabilities that are unserved or underserved by programs under this title, especially minority groups and urban and rural populations.
	14. Staff employed by the Center will receive training on how to serve such unserved and underserved populations, including minority groups and urban and rural populations.
	15. An independent living plan, described in Section 704(e) of the Act, will be developed unless the individual who would receive services under the plan signs a waiver stating that such a plan is unnecessary. (Authority: Section 20 and 725(c) of the Act)
	16. It is the responsibility of the Board of Directors to seek appropriate insurance expertise in determining the correct mix of insurance coverage for the Board of Directors and the Center. <u>Note below the Insurance policies carried by the Center:</u>
	a. Directors & Officers Errors & Omissions Insurance
	b. General Liability
	c. Professional Errors & Omissions Insurance
	d. Worker Compensation
	e. Disability

Yes	Assurance
	f. Automotive
	g. Property
	h. Malpractice
	i. Insurance for Activities of Persons Who Volunteer in Center
	j. Fidelity Bonds
	k. 3D Policies: Dishonesty, Disappearance and Destruction
	l. Fiduciary Liability
	m. Other _____
	n. Other _____
	17. The Center will maintain on file the following information: (the following list is not all inclusive)
	a. Approval/Renewal of 501(c)3 status
	b. Personnel job descriptions/annual personnel appraisals
	c. Personnel resumes
	d. Articles of Incorporation
	e. By-Laws
	f. Board of Directors' policies
	g. Center's Policy and Procedure Manual
	18. The Center will comply with the statutory requirements referenced in the following Certificates/Certifications
	a. Civil Rights Certificate (click here for link)
	b. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (click here for link)
	c. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions (click here for link)
As a duly authorized representative of the Center, I hereby certify that the Center will comply with the above assurances.	
Name of Center:	
(Printed name and title of authorized representative):	
(Signature)	(Date)

Sample - Do Not Return

SECTION 5 – MISCELLANEOUS ITEMS

THE CENTER'S BOARD OF DIRECTORS

The Directory of Board members should be submitted with the grant application

1. Directory of Board members - The following information is required:
 - a. Name, address, telephone numbers, occupation, term expiration, etc.
 - b. Officers of the Board of Directors and term expiration.
 - c. Identify those members who have a disability with symbols.
 - d. Identify the county represented by each director.
 - e. Identify those members who represent a minority with symbols.

2. Evidence of the Center's Board of Director's involvement
 - a. Approval of completed grant application by full board
 - b. Evidence of authority granted to Center's Executive Director to sign documents on behalf of the Center's Board of Directors
 - c. Evidence of **completed** training and **future** training plans for the Center's Board of Directors. The training should, at a minimum, address the independent living philosophy and responsibilities of the board of directors.

PERSONNEL

The Center is required to list **all** Center employees and their positions regardless of funding source and indicate whether each employee is full or part time, has a disability, or is in a decision-making position in a **CIL Personnel Directory**.

A current CIL Personnel Directory should be submitted with the grant application.

SECTION 6

AUDIT REQUIREMENTS

By signing the Application Summary, the Center agrees to comply with the audit requirements noted below.

The Center will have an annual audit of the financial records. The annual audit is to be performed by an individual or firm licensed by the Missouri State Board of Accountancy. A licensed individual is also known as Certified Public Accountant or C.P.A. A Center that is located near the state boundary should ensure that the C.P.A. is licensed in the state of Missouri. If an audit report submitted to the Division of Vocational Rehabilitation that was performed by a C.P.A. not licensed in the state of Missouri, the audit report will be rejected and the Center will be required to obtain another audit.

The audit is to be conducted in accordance with generally accepted auditing standards as promulgated by the American Institute of Certified Public Accountants and *Government Auditing Standards* (also known as the "Yellow Book") as promulgated by the Comptroller General of the United States. The audit should also be conducted in accordance with the Office of Management Circular (OMB) A-133 *Audits of Institutions of Higher Education and Other Nonprofit Institutions*.

Fiscal years ending after December 31, 2003 are subject to a new threshold of \$500,000 (previously \$300,000) for OMB A-133 audits. Since the majority of centers do not receive \$500,000 in federal funds, most centers will not be required to have an audit conducted in accordance with OMB A-133. However, all centers are required to have a center-specific audit conducted for fiscal years ending after December 31, 2003. The center-specific audit requirements are called "Center Audit Parameters". The "Center Audit Parameters" for audit years ending June 30, 2006 and later are described in a separate document "Center Audit Parameters." ([click here for link](#))

Note to auditors: when determining the amount of federal funds for the center, do not include the monies the center receives from the DHSS administered CDS Programs. These monies are considered fee for service, not a grant, and thus are not included in the determination of federal funds for purposes of OMB A-133.

The audit report package submitted to VR, at a minimum, shall include the independent auditor's reports required by Government Auditing Standards; OMB A-133, if applicable; financial statements; notes to the financial statements; the **management letter**; and the independent auditor's **report which addresses each item of the "Center Audit Parameters"**.

The audit report package is sent to Division of Vocational Rehabilitation. **The audit report is due not later than one hundred fifty (150) days following the end of the Center's fiscal year.** For example, if the Center's fiscal year is July 1 to the following June 30, the audit report is due November 27. If the Center does not submit the audit report on a timely basis, future funding may be withheld until the Center submits the required documentation.

If a Center receives federal monies from the Division of Vocational Rehabilitation, a Catalog of Federal Domestic Assistance (CFDA) number is required to be provided to the Center. The CFDA number for Federal Part B IL money is: 84.169. The CFDA number does not apply to state monies.

The Center shall make all Center records, documents, reports and data available to the Division of Vocational Rehabilitation and/or the Missouri State Auditor as deemed necessary for the proper administration of the program.

SECTION 7

MONITORING

Section 178.654, RSMo mandates that DVR conduct monitoring activities. DVR staff will review case service records and evidence of the services provided as reported on the quarterly service reports. DVR staff will also review the CIL's financial records, and compliance with the grant.

Items found in the IL Compliance Review Form ([located on mosilc.org/CILmanual.htm](http://mosilc.org/CILmanual.htm)) as well as listed in Assurances will be reviewed. *Interviews may be conducted with center staff, consumers, and board members.*

The items to be reviewed may include the following items. This list is not all-inclusive; therefore, other items may be requested.

1. All grants funded through the Missouri Division of Vocational Rehabilitation
2. Any documentation of formal Board training
3. Minutes of the Board of Directors meetings for the last twelve months
4. Minutes/notes of staff meetings for the last twelve months
5. Monthly statistical reports
6. Internal Revenue Services Form 990
7. Certification and Articles of Incorporation (By-laws) - 501(c)(3)
8. Equal Employment Opportunity Compliance Review File and/or Plan
9. Policy and Procedure Manual
10. State and Federal Standards and Assurances
11. Case Service Records
12. Independent Living Services provided
13. Financial Records
14. Two and Three year Program and Financial plan

SECTION 8

REPORTING REQUIREMENTS

The following reports are required to be submitted to DVR during the course of the state fiscal year:

- Quarterly Service Report (QSR) (Reminder: 4th quarter QSR must equal 704 data)
- Quarterly Review SPIL Review Report
- Quarterly Financial Report (QFR): (submitted electronically via e-mail attachment)
 - Summary of Expenditures for State Funding ([click here for link](#))
 - Summary of Expenditures for Federal Funding ([click here for link](#))
 - Financial Status Report ([click here for link](#))
 - Interest Earned on Federal Funds (page 30)
 - Request for Transfers of Grant Funds ([click here for link](#))
- CIL Board Directory
- CIL Personnel Directory
- Inventory List (page 31)
- Section 704 Performance Report
- IL Outcomes Survey
- Audit Report

It is the Center's responsibility to ensure that all required reports are submitted on a timely basis. If a report is not submitted as required, the Center's future funding will be withheld until the appropriate report is filed. A **Schedule of Reports Due** summarizes the reporting requirements and is located below.

The **Quarterly Service Report** (QSR) is due thirty (30) days after the end of the quarter **and must be submitted electronically**.

The **Quarterly Review SPIL Report** (QSR) is due thirty (30) days after the end of the quarter **and must be submitted electronically**.

The **Quarterly Financial Report** (QFR) is due as soon as possible but no later than thirty (30) days after the end of the quarter. The QFR consists of the **Summary of Expenditures** and the **Financial Status Report**. The QFR **must be submitted electronically and** received by the Division of Vocational Rehabilitation prior to the current quarter's grant advance being requested for the Center. In addition, all other reports must be filed as required. Quarterly IL grant payment requests will be held until all required reports have been received and reviewed for accuracy.

On the quarterly **Summary of Expenditures** reports, each category should be listed just as they are in the Budget Outline of your approved grant application. Expenditures and balances for each category should also be included. Record expenditure of local funds, (if there were any), in Column G only.

Composite **Financial Status Report** (CIL-269) forms and **Summary of Expenditures** reports are not necessary as these reports are cumulative in nature and the same information is provided with the fourth quarter report. However, if unliquidated obligations are shown in line 8.d. of the fourth quarter Financial Status Report, another report must be submitted after those items have been received and paid. The Center will be expected to return any unobligated balance of grant funds reported on line i. at the end of the grant year.

Interest Earned on Federal Funds is required to be submitted whenever a Center earns interest on federal funds received through the Division of Vocational Rehabilitation. Interest earned on state funds received through the Division of Vocational Rehabilitation is irrelevant.

During the course of the grant fiscal year, when transfers of funds are necessary between categories (e.g., 'other' to 'travel'), complete the **Request for Transfers of Grant Funds** and prepare a brief narrative explaining why additional funds are needed for the items being increased or added and why funds are not needed for the items that are being decreased or eliminated. Be sure to indicate whether the transfer applies to the **Federal or State** grant. If the total amount for personnel is either increased or decreased, fringe benefits will have to be adjusted accordingly. ***A letter of approval must be received from DVR before the transferred funds can be spent.*** Column a. of your next Summary of Expenditures report should reflect these changes. The approved **Request for Transfers of Grant Funds** will be sent to the Center if approval is given.

IL Outcomes Survey --- Survey data must be submitted to the Division of Vocational Rehabilitation in the required format by January 31 of the grant year. Notice of the guidelines and any changes in format will be sent to centers during November of the grant year.

The **CIL Board Directory** is to be included with the grant application.

The **CIL Personnel Directory** is to be included with the grant application.

If the grant includes equipment, inventory numbers should be assigned to all pieces of equipment and the **Inventory List** completed. The **Inventory List** is due August 31 following the end of the state fiscal year. The **Inventory List** is to be used for equipment purchased during a specific state fiscal year. **DO NOT SUBMIT THE CENTER'S ENTIRE INVENTORY.** Do not fill in the space that says "Date of Inventory" as this form is also used for monitoring of inventories and that information will be completed at the time of monitoring. Inventories will be conducted as specified under "Equipment" of your grant application.

The Center will also complete an annual **Section 704 Performance Report** at the end of the Federal Fiscal Year. This report is due November 15.

If there are any questions, contact Gary Moll (573) 526-7009, gary.moll@vr.dese.mo.gov, Tonya Fambro (573) 290-5591,tonya.fambro@vr.dese.mo.gov, Dorothy Parks (573) 526-7014 , dorothy.parks@vr.dese.mo.gov, or Kelly Flaughner (573) 526-7007, kelly.flaughner@vr.dese.mo.gov, or write the Division of Vocational Rehabilitation, 3024 Dupont Circle, Jefferson City, Missouri 65109-6188.

SCHEDULE OF REPORTS DUE

INDEPENDENT LIVING PROGRAM

	<u>Quarterly Service Report</u>	<u>Quarterly SPIL Report</u>	<u>Annual CPA Audit</u>	<u>Quarterly Financial Report</u>	<u>IL Outcome Survey</u>	<u>Equip. Inventory List</u>	<u>Sect. 704 Report</u>
<u>Date Due</u>							
August 31						X	
October 1				X			
October 31	X	X					
November 15							X
November 27			X				
January 1				X			
January 31	X	X			X		
February 27			X				
April 1				X			
April 30	X	X					
July 1				X			
July 31	X	X					

Other Required Reports:

Request to Transfer Grant Funds --- The requests are required to be submitted to the Division of Vocational Rehabilitation and approved **prior** to grant funds being expended for purposes other than noted in the approved grant application.

Interest Earned on Federal Funds --- This report is due 30 days after the end of the quarter in which a Center has earned interest income on federal funds or Title VII - Part B funds (regardless of the amount). This report does not apply to state funds.

Audit Report --- The audit report is due 150 days after the end of the Center's fiscal year.

NOTE: If the audit report, IL Outcomes Survey, 704 performance report, service reports and/or financial reports are not submitted on a timely basis to the Division of Vocational Rehabilitation, the **Center's future funding will be withheld until the appropriate reports are filed.**

COMPLETE ONLY IF YOU HAVE EARNED INTEREST ON FEDERAL FUNDS ADVANCED:

<p>INTEREST EARNED ON FEDERAL FUNDS (TITLE VII, PART B <u>ONLY</u>) CENTER _____ FISCAL YEAR _____</p>					
--	--	--	--	--	--

QUARTER	FEDERAL FUNDS ON HAND	INTEREST EARNED IN QUARTER	INTEREST EARNED TO DATE	AMT. USED FOR ADMINISTRATIVE EXPENSES	AMT. DUE TO DEPARTMENT OF EDUCATION
October 1 to December 31					<input style="width: 100%; height: 20px;" type="text"/>
January 1 to March 31					<input style="width: 100%; height: 20px;" type="text"/>
April 1 to June 30					<input style="width: 100%; height: 20px;" type="text"/>
July 1 to September 30					

This form is required to be submitted to MDVR whenever interest is earned on federal funds. Interest earned on state funds is irrelevant. Interest earned on advanced federal funds is required to be remitted at the time the fourth quarter report is submitted. If federal funds are in the same bank account with state and local funds, the amount of interest earned on the federal dollars should be determined as follows: When monthly bank statements are received, centers will need to create percentages according to the amount of advanced federal funds unspent at that time, state funds unspent at that time, and local funds on hand; then apply those percentages to the total amount of interest earned in that month. This should be done for each of the monthly statements received in that quarter, added together, & the total for the quarter entered in the appropriate place above.

However, centers can use up to \$250 interest income on administrative expenses. Items that are not direct program costs but are reasonable and necessary costs of administering the center's program would be considered administrative expenses. Some possible items are: Equipment, telephone, lease of space, postage, office supplies, etc. The rationale for expending the \$250 interest income should be documented and filed with the expenditure(s) or that too will have to be returned. If a center has any questions regarding whether proposed expenditures would meet the criteria noted, the center's accountant should be contacted for further clarification.

For the "interest earned to date", add the interest earned to date from the previous quarter to the interest earned in the current quarter. For the "amount used for administrative expenses", add the amount used in the previous quarter to the amount used in the current quarter. In the event that the cumulative amount of interest earned on federal funds exceeds \$250, a check will need to be made out to "Department of Education" for the excess and submitted to the Missouri Division of Vocational Rehabilitation when the fourth quarter financial report is filed.

