



9900 East Iliff Avenue
Denver, CO 80231

P: (303) 636-5600
F: (303) 636-5603

www.rmhumanservices.org

POLICY: Mill Levy Program

TITLE: Mill Levy Requests for Funding of Initiatives

EFFECTIVE DATE: 10/1/2018, Updated: 11/25/2020

Policy:

Rocky Mountain Human Services (RMHS) encourages a strong community of services and supports for individuals with Intellectual/Developmental Disabilities (I/DD). Mill levy funds support access and choice through a variety of community agencies and increases the number of community agencies from which individuals can choose as service providers.

RMHS will maintain a process for organizations to request mill levy funding to provide services and supports that benefit individuals with Intellectual/Developmental Disabilities (I/DD) in Denver. These funding opportunities are open to sole proprietorships, nonprofit organizations and for-profit businesses for service delivery to eligible individuals. Requests for funding of projects should be time-limited and not to exceed the current contract term between RMHS and Denver Human Services (DHS). Approved requests are implemented through a contractual relationship with RMHS. Organizations funded with mill levy dollars shall meet prioritized needs as determined by specific criteria, including but not limited to:

- Individuals most in need
- Targeted service areas
- Efficacy indicators

RMHS will also utilize mill levy funds to address systemic issues impacting the broader population of individuals with intellectual and developmental disabilities (I/DD) in Denver County. RMHS initiatives will enhance existing service delivery models, support individuals' access to funds for a variety of purposes and establish and implement additional service models best integrated with existing CCB functions and programs delegated to the CCB.

This policy does not apply to organizations providing services through the service planning process for unmet needs. Approved unmet needs providers are selected by individuals with I/DD with their teams' support during the service planning process.

Procedure:

- External Initiatives - There will be one primary project cycle per calendar year as funding is available. All projects will have a contract end date no later than December 31 of the year funding is granted. Projects can request funding for additional years not to exceed current contract term between RMHS and DHS in the form of two additional 1-year extensions as recommended by the Mill Levy Program Director and approved by RMHS Executive Leadership with input from the CAC. The recommendation will be based on performance and outcomes as outlined in the proposal and contract. This will be reviewed with DHS for approval through the annual contract amendment and budgeting process.

RMHS will establish specific timelines relevant to the following procedure on an annual basis (see example project cycle on page 4).

Please Note: DHS contracts with multiple organizations to administer Denver Mill Levy funds. Agencies may request multiple funding opportunities for their proposed project(s), however multiple contracts cannot pay seeking or have contracted with another organization for funding must ensure that all accounting practices clearly demonstrate contract specific and non-duplicative billing activities.

RMHS Initiatives – There will be one primary project cycle per calendar year for services beginning January 1. RMHS will submit priorities to DHS for approval through the contract amendment and budgeting process.

Advisory Process:

The Community Advisory Council (CAC) maintains a role to advise RMHS and will have the opportunity to provide feedback on external initiatives. RMHS will provide information specific to the external initiatives and receive input from the CAC in a variety of ways as described in this procedure:

1. RMHS will request information and feedback from the CAC specific to the needs of Denver residents with I/DD during its continuous assessment of needs. The CAC members will be encouraged to provide data, anecdotal information, and/or represent personal and professional experience.
2. RMHS will provide an opportunity for CAC to advise RMHS on the priorities for services including for project funding. RMHS will consider this input in developing budget recommendations. RMHS will provide a briefing to CAC on the budget for external initiatives after contractual agreement with DHS.
3. RMHS will consider CAC input on needs and priorities in its development of funding opportunity announcements. RMHS will inform CAC of the specific funding announcements released, solicit input on the communication of these announcements, and discuss the specific areas of feedback that influenced those announcements during regularly scheduled meetings.
4. RMHS will provide the opportunity for CAC members to participate in the project selection process by inviting input on the summaries of submitted projects. This input will be received in written form, discussed in a CAC meeting, and included as part of the scoring process.

Setting priorities for project funding

1. RMHS will continuously assess the needs of the I/DD community in Denver through a variety of mechanisms throughout the year. These efforts may include but are not limited to soliciting feedback from individuals accepting services, their family members, caregivers, provider and advocacy agencies and other stakeholders.
2. The Community Advisory Council (CAC) will provide input and recommendations to RMHS at least twice per year as indicated on that year's project cycle (see example of project cycle on page 4 of this document).
 - a. The CAC will assist in determining priorities and target populations for project funding to be implemented during the year.
 - b. The CAC will assist in communicating the funding opportunities to appropriate community stakeholders based on the priorities established.
3. RMHS will support the CAC's role by providing information about past spending and trend analysis on or near target months identified in the project cycle to help inform priority-setting.

Budget setting

4. RMHS will utilize priorities from stakeholder and CAC input as the basis for setting the annual budget with Denver Department of Human Services (DHS).
5. Through the contracting process, RMHS will work with Denver Human Services (DHS) to determine the allocation plan for external and RMHS initiatives, including priorities to be funded and budget amounts.

Funding Opportunity Announcements

6. Once the external initiative budget is determined, RMHS will post a funding opportunity announcement (FOA) via its website and a communication broadcast to community stakeholders.
7. The funding opportunity announcement (FOA) available to community agencies will include priorities established by the Council (as listed in #1-4 above). The FOA will include:
 - a. Instructions for proposal submission
 - b. Proposal template
 - c. Budget limitations
 - d. Deadline for submissions (new and continuing)
 - e. Minimum criteria for proposals to be considered
 - f. Agency eligibility, dependent upon nature of proposal
 - g. Demonstrated competency through approval and/or certification by appropriate governing bodies as applicable.
 - h. Scoring criteria and rubric

8. Interested agencies submitting proposals will be required to include a summary of the proposal.
9. Interested agencies will be provided a minimum of 30 days to submit proposals.

Approval and denial of proposals

10. Once the submission deadline is closed, RMHS will provide the summaries of all external initiative proposals meeting minimum criteria to members of the CAC.
11. The members of the CAC will utilize their personal experience, expertise and knowledge of the I/DD community to provide input on the proposals based on the summaries provided. RMHS may consider scheduling a specific CAC meeting to discuss the proposal summaries at the request of the CAC.
12. CAC members will recommend projects based on an overall support of the proposal. CAC members may consider how well the proposal meets established priorities, the overall uniqueness of the project, person-centered approaches and overall effectiveness of the proposed program. The input will be included in the final scoring of proposals.
13. RMHS will apply scoring criteria (as identified in the FOA) to external initiative proposals submitted by the posted deadline and meeting the minimum criteria.
14. RMHS will provide written notice to applicants within 30 days of the proposal deadline indicating whether their proposal for mill levy funding has been approved or denied.
15. RMHS will then begin the contracting process for approved projects.

Complaint Procedures

16. Agencies whose proposals were denied will be provided specific feedback on the areas of deficit identified on the scoring rubric with the intent of improving submissions for future funding cycles.
17. The Executive Director or designee who was not a part of the initial denial decision will respond to all written complaints within 30 days. The purpose of this response is to obtain additional information about the project, submission materials or other consideration.
18. The Executive Director or designee will not accept, review or consider an amended or corrected proposal.
19. The Executive Director or designee will issue a written response within 30 calendar days from receipt of the complaint stating the organization's position and any remedies, if appropriate.
20. The proposal process, including decisions regarding funding, will be reviewed annually by the Mill Levy Director for use in considering changes to the funding opportunity announcement for future funding cycles.

Example Project Cycle

Month	Activity
January	<ul style="list-style-type: none"> January start date: Approved & contracted projects begin January start date: Written complaints due 30 days after letter of denial
February	<ul style="list-style-type: none"> January start date: RMHS to issue final decision on complaints of denied proposals 30 days after complaint submitted
July	<ul style="list-style-type: none"> January start date: Community Advisory Council to provide input on priorities
August	<ul style="list-style-type: none"> January start date: RMHS staff to set internal and external budget for DHS approval January start date: RMHS to work collaboratively with DHS to ensure non-duplication of services with RMHS mill levy funds and mill levy funds DHS is overseeing
September	<ul style="list-style-type: none"> RMHS staff to establish project cycle for next calendar year January start date: Funding opportunity announcement posted
October	<ul style="list-style-type: none"> January start date: External initiative proposals due
November	<ul style="list-style-type: none"> January start date: RMHS to determine which proposals will be funded January start date: RMHS to notify organizations of acceptance/denial of proposals
December	<ul style="list-style-type: none"> January start date: Contract execution