**FY 2019**

**Grant Application for**

**Missouri DeafBlind Programs**

**January 3, 2019**

**Missouri Commission for the Deaf and Hard of Hearing**

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**FY 2019 Missouri DeafBlind Grants Application Form**

|  |  |  |  |
| --- | --- | --- | --- |
| COMPANY NAME | | | |
| Authorized signature | | DATE | |
| PRINTED NAME | | TITLE | |
| MAILING ADDRESS | | | |
| CITY, STATE, AND ZIP CODE | | | |
| FEDERAL EMPLOYER ID NUMBER | | | |
| BUSINESS PHONE | FAX NUMBER | CELL PHONE | |
| E-MAIL ADDRESS | | | |
| SELECT GRANT APPLICATION REGION  □ Northwest - $24,276.25  □ Southwest - $11,652.60  □ Central & NE - $10,681.55  □ Eastern - $39,813.05  □ Southeast - $10,681.55 | | | |
| THE BELOW SECTION IS FOR MCDHH PURPOSES ONLY | | | |
| REGION AND AMOUNT AWARDED  □ Northwest - $  □ Southwest - $  □ Central & NE - $  □ Eastern - $  □ Southeast - $ | | | |
| AWARDED BY MCDHH AS FOLLOWS | | | DATE AWARDED |

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**1. Introduction**

In 2016, the Missouri Legislature passed House Bill 1696, a.k.a. the SSP bill, which gave the Missouri Commission for the Deaf and Hard of Hearing (MCDHH) the authority and responsibility to administer the “issuance of grants to deaf-blind adults and children and their families,” subject to appropriations. The statute is set forth in section 161.412, RSMo, which is attached as Appendix A.

For Fiscal Year 2019, MCDHH was appropriated $300,000—save $9,000 for the Governor’s Reserve—to use toward section 161.412, RSMo. Of that $291,000, $193,895 has already been granted out through the MO SSP Program. The remaining $97,105 will be distributed to new DeafBlind programs via this grant.

The purpose of these new programs is to supplement the MO SSP Program in a way that fulfills each of the intended outcomes of section 161.412, RSMo. This grant will cover services for DeafBlind children and their families and assistance for DeafBlind adults that is beyond the scope of an SSP. An SSP is limited to four main activities: transportation and guidance, maintaining safety, relaying environmental information, and facilitating communication. Children under 15 years of age may not use SSP services, as they do not have the authority to make self-directed decisions.

**2. About Missouri Commission for the Deaf and Hard of Hearing (MCDHH)**

The Missouri Commission for the Deaf and Hard of Hearing (MCDHH) functions as an agency of the state to advocate for public policies, regulations, and programs to improve the quality and coordination of existing services for individuals with hearing loss, and to promote new services whenever necessary. This agency is housed within the Missouri Department of Elementary and Secondary Education (DESE).

Pursuant to section 161.405, RSMo, the Commission shall:

* Promote deaf awareness to the general public and serve as a consultant to any public agency needing information regarding deafness.
* Develop a system of state certification for those individuals serving as interpreters of the deaf.
* Maintain the quality of interpreting services.
* Maintain a census of persons with a hearing loss in Missouri
* Promote the development of a plan which advocates the initiation of improved physical and mental health services for deaf Missourians.
* Conduct or make available workshops or seminars as needed for educating non-deaf individuals of the problems associated with deafness and ways by which these groups or agencies can more effectively interact with those who are deaf.
* Promote the development of services for deaf adults, such as shelter homes, independent living, skill training facilities and post-school educational training which will help provide for those deaf individuals requiring such services an opportunity to live independently.
* Establish a network for effective communication among the deaf adult community and promote the establishment of TDD relay services where needed.
* Develop and establish interpreting services for the state of Missouri.

To these ends, the Missouri Commission for the Deaf and Hard of Hearing works with individuals, service providers, businesses, organizations, and state agencies to improve the lives and opportunities of all Missourians with hearing loss. MCDHH also assists the legislature and other state agencies in the development of non-statutory public policies positively affecting people with hearing loss.

**3. Grant Overview**

In conjunction with its vision and mission, MCDHH was appropriated $291,000 from the Missouri General Assembly to offer grants as authorized by section 161.142, RSMo, to benefit DeafBlind Missourians. This application constitutes a grant opportunity to provide these services and scholarships to DeafBlind Missourians in five regions of the state. This grant is funded for Fiscal Year 2019 only, and future grants are contingent upon appropriated funds and successful administration and implementation of the programs. MCDHH has already awarded a total of $193,895 for the Missouri SSP Program; the remaining $97,105 is available through this grant opportunity.

Grant applicants may choose to apply for a combination of programs and regions that best fits their work history, expertise, services offered, and experience with this population. Grant applicants must develop program procedures and a budget that addresses all the grant requirements stated herein and submit the plan as part of the grant application.

***Definitions***

DeafBlind Individual: A person who qualifies as have varying levels of combined vision and hearing loss as indicated below:

1. Vision

* Vision acuity of 20/200 or less in the better eye with corrective lenses, or
* A field loss such that the peripheral diameter of visual field subtends an angular distance of no greater than 20 degrees, or
* Progressive visual loss with a prognosis leading to one or both of the above conditions.

1. Hearing

* Chronic hearing disabilities so severe that most speech cannot be understood with optimum amplification, or
* Progressive hearing loss having a prognosis leading to the above condition.

Service Areas: The State of Missouri has been divided into five geographic areas surrounding St. Louis, Kansas City, Springfield, Columbia, and Cape Girardeau as identified in Appendix B.

Support Service Provider (SSP): An individual hired by the Missouri SSP Program to empower persons who are DeafBlind to be independent and make their own decisions. The SSP assists by allowing the DeafBlind person to integrate into the community with guidance, environmental information, and communication assistance.

***Grantee Qualifications***

Grantees must be an organization, company, agency, or bureau that serves Missourians with disabilities.

Applicants must demonstrate successful experience serving Missourians with disabilities, preferably DeafBlind individuals. Applications should include the following to support their experience in the grant application:

* A description of services the applicant has provided to Missourians with disabilities—particularly DeafBlind individuals—and the number of years of experience providing such services.
* A description of programs the applicant has administered that primarily involve distributing funds (i.e. scholarships, grants, contracts).
* Details of successful projects by the applicant in working with DeafBlind individuals.
* A description of how the applicant can positively contribute to Missouri’s DeafBlind Community.
* Any licensure, certification, and/or training related to serving DeafBlind individuals or coordinating programs that primarily involve distributing funds.
* At least three references from organizations and/or DeafBlind individuals.

**4. Grant Activities/Scope of Work**

This grant opportunity consists of four components. It is up to the applicant to determine which programs would be valuable in the regions for which they are applying, and how to distribute funds amongst them. Applicants may apply for one, all, or any combination of the following programs. The grant application plan must indicate how the grantee will implement each chosen program. The guidelines of the four programs are as follows:

***Grant for Missouri DeafBlind Children and Family Programs (MO DB Kids)***

**Objective**: To support existing programs that serve DeafBlind children and their families

**Statutory Authority**: “Missouri commission for the deaf and hard of hearing shall provide grants to: (1) Organizations that provide services for deaf-blind children and their families. Such services may include providing family support advocates to assist deaf-blind children in participating in their communities and family education specialists to teach parents and siblings skills to support the deaf-blind children in their family…”

**Flow of Funds**: MCDHH 🡪 Organization providing program/services 🡪 DeafBlind children/families receive programs/services

For *MO DB Kids*, applicants shall submit a proposal detailing an existing Missouri program that serves DeafBlind children and/or their families, and the projected impact that additional funds would have on the program’s beneficiaries. The proposal must include a detailed description of how these grant funds would be applied to the program as well as a budget that shows the timeline of specific expenses. Beneficiaries of services associated with this funding must be Missouri residents.

MCDHH will reimburse actual expenditures directly related to the cost of providing the proposed service. An example of a program that could be supported by these funds would be a nonprofit that sends haptics experts to the homes of DeafBlind children to provide specialized one-on-one instruction.

***Missouri SSP Program Discretionary Fund (MO SSP-D)***

**Objective**: To allow special expenditures for the Missouri SSP Program that would not otherwise be covered

**Statutory Authority**: “Missouri commission for the deaf and hard of hearing shall provide grants to: … “(2) Organizations that provide services for deaf-blind adults. Such grants shall be used to provide assistance to deaf-blind adults who are working towards establishing and maintaining independence…”

**Flow of Funds**: MCDHH 🡪 Coordinating Organization for MO SSP Program 🡪 SSP and/or DeafBlind consumer

Proposals for *MO SSP-D* shall identify barriers DeafBlind individuals face when obtaining support services through the Missouri SSP Program and develop a plan for disbursing additional funds. For example, the cost of transportation is often a burden for DeafBlind individuals and SSPs; the MO SSP-D Fund grant could be used to offset these costs. Application plans for MO SSP-D should include, at a minimum, an inclusive list of SSP-related expenses that the grantee wishes to cover with this fund, a description of the application process for a DeafBlind participant, criteria for award selection, and a timeline for the program.

Activities funded in part or in full by the Missouri SSP Program and MO SSP-D are subject to the Missouri SSP Program Guidelines (Appendix C). Section 6: Costs does not apply when expenditures are within the guidelines of MO SSP-D. Participating organizations and individuals must also be compliant with the Missouri SSP Code of Professional Conduct (Appendix D) and the MO SSP Program Background Screening Policy (Appendix E).

***Missouri DeafBlind Scholarship Program for Independence and Education (MO DB-SPIE)***

**Objective**: To enable DeafBlind individuals to attend programs and events that allow them to develop skills toward establishing or maintaining independence

**Statutory Authority**: “Missouri commission for the deaf and hard of hearing shall provide grants to: … “(2) Organizations that provide services for deaf-blind adults. Such grants shall be used to provide assistance to deaf-blind adults who are working towards establishing and maintaining independence…”

**Flow of Funds**: MCDHH 🡪 Grantee Organization 🡪 Scholarship to DeafBlind Participant

Proposals for *MO DB-SPIE* should provide the design for a scholarship program through which DeafBlind individuals can apply for funding to attend programs and events that will allow them to develop skills toward establishing or maintaining independence. The proposal should address, at a minimum, allowable expenses to be covered by the scholarship, quantity and amounts of scholarships, details of the application process, criteria for selecting awardees, and a budget and timeline for the project. Recipients of the scholarships must be DeafBlind Missouri residents.

An example of this program would be a DeafBlind individual receiving a scholarship from the grantee to attend the nationally recognized retreat in Seabeck, Washington to learn new skills and experience a fully accessible environment.

***Missouri DeafBlind Scholarship Program for Independence and Education of Families (MO DB-SPIE Kids)***

**Objective**: To enable the families of DeafBlind children to attend programs and events that allow them to develop skills toward establishing or maintaining independence

**Statutory Authority**: “Missouri commission for the deaf and hard of hearing shall provide grants to: (1) Organizations that provide services for deaf-blind children and their families. Such services may include providing family support advocates to assist deaf-blind children in participating in their communities and family education specialists to teach parents and siblings skills to support the deaf-blind children in their family…”

**Flow of Funds**: MCDHH 🡪 Grantee Organization 🡪 Scholarship to Family Member

Proposals for *MO DB-SPIE Kids* should provide the design for a scholarship program through which family members of DeafBlind children can apply for funding to attend programs and events that will allow them to support their child in developing skills toward establishing or maintaining independence. The proposal should address, at a minimum, allowable expenses to be covered by the scholarship, quantity and amounts of scholarships, details of the application process, criteria for selecting awardees, and a budget and timeline for the project. Recipients of the scholarships must be family members of DeafBlind Missouri residents under 18 years of age.

An example of this program would be a mother of a four-year-old with CHARGE Syndrome receiving a scholarship from an organization in her community to pay for her registration at the International CHARGE Syndrome Conference in Dallas, TX, where she will learn new strategies to support her son as he prepares for kindergarten.

**5. Grant Amount**

The initial awards made for this grant will take into consideration the merit of each application, as well as the regional distribution of funds proportional to the distribution of Missouri’s DeafBlind population; the table below shows the suggested regional division of funds. MCDHH reserves the right to reallocate funds within the fiscal year if spending patterns indicate that a grantee will not reach its granted amount by the end of the grant period. Each applicant may apply for one (1) region, all regions, or any combination of regions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Region** | **Regional %** | **Total Available** | **Maximum Indirect (5.1%)** |
| Northwest | 25 | $24,276.25 | $1,238.09 |
| East | 41 | $39,813.05 | $2,030.47 |
| Southwest | 12 | $11,652.60 | $594.28 |
| Southeast | 11 | $10,681.55 | $544.76 |
| Central/Northeast | 11 | $10,681.55 | $544.76 |
| **Total** | **100** | **$97,105.00** | **$4,952.36** |

**6. Grant Administration**

The grantee will be responsible for the day-to-day operations of the programs for which it receives funding. This may include tasks such as tracking spending and submitting invoices to MCDHH for reimbursement, ensuring compliance with all grant rules and policies, distributing funds to scholarship and/or discretionary fund recipients, promoting availability of these new opportunities, conducting application processes, keeping required records such as background screenings and program data, and administering surveys. The grantee may take 5.1% of the grant award for indirect costs and grant administration.

**7. Grant Restrictions**

Grant funds may not be used to pay administrative or staff salaries unless utilizing indirect funds. SSPs and assigned DeafBlind individuals cannot be family members or someone who has had a significant personal relationship with the DeafBlind individual.

**8. Grant Period**

The grant period is from the date of award through June 30, 2019. MCDHH may offer three additional renewal periods up to one year in length, contingent upon appropriated funding. MCDHH reserves the right to reallocate funds within the fiscal year if spending patterns indicate that a grantee will not reach its awarded amount by the end of the grant period.

**9. Grant Award Criteria**

The evaluation team will score grant applications based on the following criteria:

|  |  |
| --- | --- |
| **Criteria** | **Points** |
| Experience of the Grantee  Grantees must be an organization, company, agency, or bureau that serves Missourians with disabilities.  Applicants must demonstrate successful experience serving Missourians with disabilities, preferably DeafBlind individuals. Applications should include the following to support their experience in the grant application:   * A description of services the applicant has provided to Missourians with disabilities—particularly DeafBlind individuals—and the number of years of experience providing such services. * A description of programs the applicant has administered that primarily involve distributing funds (i.e. scholarships, grants, contracts). * Details of successful projects by the applicant in working with DeafBlind individuals. * A description of how the applicant can positively contribute to Missouri’s DeafBlind Community. * Any licensure, certification, and/or training related to serving DeafBlind individuals or coordinating programs that primarily involve distributing funds. * At least three references from organizations and/or DeafBlind individuals. | 20 |
| Grant Application Plan  This grant opportunity consists of four components. It is up to the applicant to determine which programs would be valuable in the regions for which they are applying, and how to distribute funds amongst them. Applicants may apply for one, all, or any combination of the four programs. The grant application plan must indicate how the grantee will implement each chosen program. | 60 |
| Budget Worksheet  Grant applicants must develop program procedures and a budget that addresses all the grant requirements stated herein and submit the plan as part of the grant application. | 20 |
| TOTAL POINTS | 100 |

An expert review panel will evaluate eligible applications. If a proposal is late, significantly incomplete, or an applicant cannot establish its eligibility, the proposal will be omitted from the review process. MCDHH will make grant awards within 30 calendar days of the application due date.

**10. Grant Reporting Requirements**

***Monthly Invoicing and Reporting***

The grantee must submit monthly invoices based on actual expenditures to access grant funds. All grant funds must be invoiced by June 13, 2019. Each invoice must be itemized by the budget categories in the grant application, and accompanied by a program tracking spreadsheet. The checklist and procedures for monthly billing and tracking are listed on Appendix F. Invoices are due by the final day of the following month; for example, the November invoice is due by the end of December.

Deadlines for May and June invoices are subject to change as is necessary for timely reimbursement by the end of the fiscal year. MCDHH will communicate these deadlines as information becomes available.

The invoice form template is included as Appendix G.

***Annual Survey***

Additionally, the grantee must conduct an annual survey developed by MCDHH, and report results with final invoices in June 2019. The grantee may ask additional questions and/or administer surveys on a more frequent basis if desired.

***Monitoring***

Once the agreement is signed, the grantee will be responsible for managing the day-to-day operations of the grant. As the awarding agency, MCDHH staff will monitor grants to identify potential problems and areas where technical assistance might be necessary. This active monitoring is accomplished through review of reports and correspondence from the grantee, audits, site visits, and other available information.

Applicant organizations are required to have financial systems in place to monitor their grant expenditures. MCDHH will work with each organization to fit its financial system into our fiscal requirements, to provide the outputs needed for reports, and other requirements. Monitoring will include both office-based monitoring and on-site monitoring visits.

During both processes, MCDHH may evaluate the following as applicable:

* Intake and application process
* Accuracy and timeliness of billing and service delivery
* Records retention
* Screening process
* Direct services programs
* Ability to maintain confidentiality
* Marketing and outreach plans and products
* Payments to awardees or service providers
* Ability to ensure that DeafBlind participants meet grant criteria
* Any other records directly related to these grant-funded programs

One purpose of on-site monitoring is to compare the monthly invoices and regular reporting MCDHH has received in the office with the grantee’s records. On site, MCDHH will examine applicant files, billing records, and other documentation to gain an understanding of the grantee’s day-to-day operations and processes for handling the grant.

Monitoring a grant involves both financial supervision to ensure the grant is being spent on its purpose as well as staff supervision to ensure performance is high and deadlines are met. Monitoring allows MCDHH to identify areas of need for grantee support, provide feedback on ways to improve its services, and recognize promising practices performed by grantees. Both forms of monitoring require written documentation, and MCDHH will provide grantees with samples of the required paperwork.

Checklists for on-site monitoring visits will be sent out at least two weeks in advance of any on-site visit.

***Records Retention***

The grantee must retain all records pertaining to this grant for a period of no less than three years from the closing date of the grant year. All records should be retained in a condition that they can be reviewed by MCDHH staff, should the need arise during that time. The grantee shall maintain these records as confidential at all times.

**11. Grant Terms**

***Termination*** – The Missouri Department of Elementary and Secondary Education (DESE) and/or MCDHH reserves the right to terminate the grant at any time for the convenience of DESE, without penalty or recourse, by giving written notice to the grantee at least thirty (30) calendar days prior to the effective date of such termination.

***Grantee Liability*** - The grantee shall be responsible for any and all injury or damage as a result of the grantee's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the grant. In addition to the liability imposed upon the grantee on account of personal injury, bodily injury (including death), or property damage suffered as a result of the grantee's negligence, the grantee assumes the obligation to save DESE, MCDHH, employees, and assignees, from every expense, liability, or payment arising out of such negligent act. The grantee also agrees to hold DESE, MCDHH, including its employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the grantee under the terms of the grant.

***Insurance*** – The grantee shall understand and agree that DESE cannot save and hold harmless and/or indemnify the grantee or employees against any liability incurred or arising as a result of any activity of the grantee or any activity of the grantee's employees related to the grantee's performance under the grant. Therefore, the grantee must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect DESE, MCDHH, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the grant.

***Grantee Status*** - The grantee represents himself or herself to be an independent contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of DESE or MCDHH. Therefore, the grantee shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold MCDHH and DESE, and their officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

**12. Submission Instructions**

Grantees must submit three original copies of the full proposal to MCDHH. The original must include an original signature of the authorized institutional official. Submission formatting guidelines are detailed in Appendix H. All grant applications must be received by MCDHH by noon on January 22, 2019. Faxed and e-mail applications will also be accepted. Incomplete applications will not be considered. Proposals should be mailed or delivered to:

Missouri Commission for the Deaf and Hard of Hearing

3216 Emerald Lane, Suite B

Jefferson City, MO 65109

Email: Emily.Morrison@mcdhh.mo.gov Fax: (573) 526-5209

**APPENDIX A: RSMo. 161.412**

Effective 28 Aug 2016

Title XI EDUCATION AND LIBRARIES

Chapter 161

**161.412. Issuance of grants to deaf-blind adults and children and their families. – 1.** Subject to appropriations, the Missouri commission for the deaf and hard of hearing shall provide grants to:

1. Organizations that provide services for deaf-blind children and their families. Such services may include providing family support advocates to assist deaf-blind children in participating in their communities and family education specialists to teach parents and siblings skills to support the deaf-blind children in their family;
2. Organizations that provide services for deaf-blind adults. Such grants shall be used to provide assistance to deaf-blind adults who are working towards establishing and maintaining independence, and
3. Organizations that train support service providers. Such grants shall be used to provide training that will lead to certification of support service providers in Missouri.

2. The commission shall use a request-for-proposal process to award the grants in this section. Organizations that receive grants under this section may expand the grant for any purpose authorized in this section. The total amount of grants provided under this section shall not exceed three hundred thousand dollars annually.

(L. 2016 H.B. 1696)

**APPENDIX B: Service Area Regions Map**

This is a text-only list of counties by service region. The following page includes a color-coded map to show the location of each region.

**Central/Northeast Region**

* Adair
* Audrain
* Boone
* Callaway
* Carroll
* Chariton
* Clark
* Cole
* Cooper
* Grundy
* Howard
* Knox
* Lewis
* Linn
* Livingston
* Macon
* Marion
* Mercer
* Moniteau
* Monroe
* Osage
* Pike
* Putnam
* Ralls
* Randolph
* Saline
* Schuyler
* Scotland
* Shelby
* Sullivan

**Southwest Region**

* Barton
* Barry
* Camden
* Cedar
* Christian
* Dade
* Dallas
* Douglas
* Greene
* Hickory
* Jasper
* Laclede
* Lawrence
* McDonald
* Miller
* Morgan
* Newton
* Ozark
* Polk
* St. Clair
* Stone
* Taney
* Vernon
* Webster
* Wright

**Southeast Region**

* Bollinger
* Butler
* Cape Girardeau
* Carter
* Crawford
* Dent
* Dunklin
* Howell
* Iron
* Madison
* Maries
* Mississippi
* New Madrid
* Oregon
* Pemiscot
* Perry
* Phelps
* Pulaski
* Reynolds
* Ripley
* Shannon
* Ste. Genevieve
* St. Francois
* Scott
* Stoddard
* Texas
* Washington
* Wayne

**Northwest Region**

* Andrew
* Atchison
* Bates
* Benton
* Buchanan
* Caldwell
* Cass
* Clay
* Clinton
* Daviess
* DeKalb
* Gentry
* Harrison
* Henry
* Holt
* Jackson
* Johnson
* Lafayette
* Nodaway
* Pettis
* Platte
* Ray
* Worth

**Eastern Region**

* Franklin
* Gasconade
* Jefferson
* Lincoln
* Montgomery
* St. Charles
* St. Louis
* STL City
* Warren

****

**APPENDIX C: MO SSP Program – Program Guidelines**

1. ALLOWED SSP ACTIVITIES: An SSP is an individual hired by the grantee to empower persons who are DeafBlind to be independent and make their own decisions. The SSP assists by allowing the DeafBlind person to integrate into the community with guidance, environmental information, and communication assistance. The following are examples of things that SSPs may and may not do for DeafBlind individuals in alignment with the spirit of this definition of an SSP:

SSPs may assist with:

* + Shopping and errands
* Searching for an apartment or house
* Reading mail
* Facilitating communication
* Attending religious events
* Hiking
* Banking
* Going to appointments, including to the doctor or hairdresser/barber
* Attending a support group
* Visiting attractions, such as a garden or an amusement park
* Participating in community events, such as fundraisers and socials
* Attending family events, such as weddings, funerals, or reunions

SSPs may not:

* Interpret
* Teach
* Clean or do other household chores
* Help to physically move boxes or furniture
* Use their personal vehicle simply to haul large items
* Assist with emergencies
* Give rides to a destination that does not involve an SSP appointment
* Run errands on behalf of the DeafBlind person
* Provide personal care services (bathing, cooking, etc.)
* Bring a spouse, relative, or friend to ride along during an appointment
* Leave pets/guide dogs unattended inside a vehicle

2. REQUESTING AN SSP: The DeafBlind consumer must contact the coordinating organization and/or their preferred SSP for an appointment with ample advance notice, as determined by the organization’s individual policy. The organization is responsible for letting a DeafBlind consumer know in a timely manner if they are unable to fulfill the request.

3. CANCELLATION: It is the responsibility of the DeafBlind consumer to contact the coordinating agency and/or the SSP as soon as possible in the event of a cancellation, following the procedures of the coordinating agency. MCDHH requires a 24-hour notice to cancel an SSP. Cancellations made less than 24 hours in advance will be considered a no-show (see #4).

4. NO-SHOWS: SSP appointments canceled within 24 hours of the scheduled time, or if an SSP arrives on time for the appointment and the DeafBlind consumer is not available, the appointment time is still factored into the DeafBlind consumer’s service usage for the month. The coordinating organization reserves the right to suspend services to a DeafBlind individual who has excessive no-shows.

5. EMERGENCIES: In the event of an emergency, such as an accident or serious illness, the SSP has the right to call for emergency services. The DeafBlind individual may not hold MCDHH responsible for any costs related to the emergency, including medical bills. SSPs are not responsible for interpreting, even in emergencies.

6. COSTS: SSPs will be compensated for their time through this grant program; it is the responsibility of the DeafBlind person to cover other fees associated with the appointment for both themselves and the SSP. These costs may include transportation fares, admission fees, and parking costs. The DeafBlind individual should NOT be giving an SSP additional payment, such as tips or gifts.

7. MUTUAL RESPECT: The following behaviors will not be tolerated amongst DeafBlind consumers, grantees and program coordinators, and MCDHH staff:

* verbal abuse and/or inappropriate language
* physical abuse
* sexual/romantic advances or suggestive language
* any behavior that makes the individual feel uncomfortable or threatened

8. DRUGS AND ALCOHOL: SSPs and DeafBlind consumers under the influence of drugs or alcohol during an SSP appointment. If alcohol or drugs are used during an appointment, the involved person(s) are to leave the situation as quickly and safely as possible and immediately notify the organization’s program coordinator. These incidents must be reported to MCDHH staff, who will evaluate the situation on a case-by-case basis. MCDHH staff reserves the right to seek legal counsel to determine appropriate and fair consequences. The outcome may or may not include termination from the Missouri SSP Program, depending on the severity of the offense.

9. CONFIDENTIALITY AND PRIVACY: All activities during an SSP appointment and contents of a DeafBlind individual’s file must be kept confidential by the SSP and the program coordinators. All personal information and personal affairs of the DeafBlind consumer should be confidential. Likewise, DeafBlind individuals should respect the privacy of their SSPs by not asking probing, personal questions or sharing information provided in confidence.

10. COMMUNICATION FACILITATION: SSPs CANNOT interpret for a DeafBlind consumer during an SSP appointment, even if the SSP is certified and licensed to interpret in Missouri. SSPs may help to facilitate brief, casual communication. The DeafBlind consumer is responsible for arranging for sign language interpreters when necessary (i.e. for a medical appointment, the DeafBlind individual, not the SSP, is responsible for requesting an interpreter from the hospital).

11. BREAKS: SSPs must be allowed to take breaks during appointments. The DeafBlind consumer must approve the timing of these breaks. Length and number of breaks may vary depending on what is reasonable for the nature of the appointment. At a minimum, an SSP must be allowed a 15-minute break for every four hours of work.

# 12. FAMILY MEMBERS: The relationship between an SSP and a DeafBlind consumer should be professional in nature. Therefore, funds through the Missouri SSP Program cannot be used for DeafBlind consumers to receive SSP services from their family members, romantic/intimate partners, or former partners.

13. GRIEVANCES: Grievances regarding the Missouri SSP Program should first be taken to the coordinating organization to attempt resolution. If the issue cannot be solved, then it should be brought to the attention of MCDHH. Each grantee organization should have a clear grievance policy explained to both SSPs and DeafBlind participants during training.

14. STANDBY PERIODS: Depending on the nature of the appointment, there may be times when an SSP is not actively providing service to the DeafBlind consumer. For example, an SSP may be asked to sit in a waiting room while the DeafBlind individual is having a medical examination. SSPs will receive compensation for these periods. Appointments that are expected to consist of 2 or more hours of standby time or where over half of the appointment requires the SSP to be on standby should be reviewed by the grantee’s program coordinator to ensure that program funds are being used appropriately.

15. MOBILITY AND ACCESSIBILITY: In order to request or accept a particular job, SSPs and DeafBlind consumers should consider their own mobility and accessibility needs in the context of the physical requirements of the appointment. If the DeafBlind individual needs to touch the SSP for walking and balance, this is generally okay; however, if they are leaning on the SSP for support, this crosses out of the SSP’s area of expertise and training. Concerns about mobility and accessibility should be discussed between the organization’s program coordinator, the SSP, and the DeafBlind consumer. Unresolved discussions should be brought to MCDHH for consideration.

**APPENDIX D: Missouri SSP Code of Professional Conduct**

All grantees and SSPs involved in the Missouri SSP Program must adhere to the following:

* SSPs provide services that respect the privacy, integrity and confidentiality of Missouri’s DeafBlind citizens.
* SSPs believe that DeafBlind individuals have the right to be treated with respect and dignity, and that DeafBlind people are the experts regarding their own life experiences.
* SSPs assume personal responsibility for furthering their knowledge and training to improve their SSP skills, their understanding of the DeafBlind experience and their communication/language skills.
* SSPs provide a professional level of service consistent with current best practices and within one’s area of expertise and qualifications.
* SSPs follow through on commitments, and are dependable and punctual.
* SSPs should wear attire that corresponds with the assignment and meets the visual needs of the DeafBlind individual.
* To ensure impartiality, SSPs do not provide services where there may be a conflict of interest.
* Breaches of this Code of Professional Conduct will result in possible removal from the Approved Missouri SSP List, and can result in legal action if warranted.

**APPENDIX E: MO SSP Program Background Screening Policy**

Anyone acting as an SSP or a trainer in the Missouri SSP Program is required to disclose any felony or misdemeanor guilty plea, plea of nolo contendere or convictions in Missouri or any other state or jurisdiction. Grantees must have a fingerprint check conducted through the Missouri State Highway Patrol’s approved vendor for all SSPs and trainers. If misdemeanor offenses match the fingerprint results, it is noted in the individual’s file.

If the record is a felony and is 10 years old or older, the grantee may submit a request for authorization to MCDHH. Staff, commissioners and/or task force members will review the request and determine whether the individual is eligible to work under the MO SSP Program.

Felonies less than 10 years old where the applicant received a Suspended Imposition of Sentence (SIS) and have completed their probation and disclosed the offense on the application will be allowed to work under the MO SSP Program with no further action.

Felonies less than 10 years old where the applicant either received a Suspended Execution of Sentence (SES) or served part or all of their sentence are subjected to a background investigation. The investigation includes gathering certified copies of court documents, interviews with the applicant, and applicant’s probation officer. MCDHH will review these applications and associated documents and determine if the individual will be allowed to work under the MO SSP Program.

A trainer or SSP cannot work under the Missouri SSP Program if he or she has pleaded guilty to, entered a plea of nolo contendere to, or been found guilty of any of the following offenses or offenses of a similar nature established under the laws of this, any other state, the United States, or any other country, notwithstanding whether sentence is imposed:

* Any dangerous felony as defined under section 556.061, RSMo, or murder in the first degree;
  + 556.067 Section 19

"Dangerous felony", the felonies of arson in the first degree, assault in the first degree, attempted rape in the first degree if physical injury results, attempted forcible rape if physical injury results, attempted sodomy in the first degree if physical injury results, attempted forcible sodomy if physical injury results, rape in the first degree, forcible rape, sodomy in the first degree, forcible sodomy, assault in the second degree if the victim of such assault is a special victim as defined in subdivision (14) of section 565.002, kidnapping in the first degree, kidnapping, murder in the second degree, assault of a law enforcement officer in the first degree, domestic assault in the first degree, elder abuse in the first degree, robbery in the first degree, statutory rape in the first degree when the victim is a child less than twelve years of age at the time of the commission of the act giving rise to the offense, statutory sodomy in the first degree when the victim is a child less than twelve years of age at the time of the commission of the act giving rise to the offense, child molestation in the first or second degree, abuse of a child if the child dies as a result of injuries sustained from conduct chargeable under section 568.060, child kidnapping, parental kidnapping committed by detaining or concealing the whereabouts of the child for not less than one hundred twenty days under section 565.153, and an "intoxication-related traffic offense" or "intoxication-related boating offense" if the person is found to be a "habitual offender" or "habitual boating offender" as such terms are defined in section 577.001

* Any of the following sexual offenses: rape, statutory rape in the first degree, statutory rape in the second degree, sexual assault, forcible sodomy, statutory sodomy in the first degree, statutory sodomy in the second degree, child molestation in the first degree, child molestation in the second degree, deviate sexual assault, sexual misconduct involving a child, sexual misconduct in the first degree, sexual abuse, enticement of a child, or attempting to entice a child;
* Any of the following offenses against the family and related offenses: incest, abandonment of a child in the first degree, abandonment of a child in the second degree, endangering the welfare of a child in the first degree, abuse of a child, using a child in a sexual performance, promoting sexual performance by a child, or trafficking in children; and
* Any of the following offenses involving child pornography and related offenses: promoting obscenity in the first degree, promoting obscenity in the second degree when the penalty is enhanced to a class D felony, promoting child pornography in the first degree, promoting child pornography in the second degree, possession of child pornography in the first degree, possession of child pornography in the second degree, furnishing child pornography to a minor, furnishing pornographic materials to minors, or coercing acceptance of obscene material.

Additional screening procedures, such as background checks and drug testing, are allowed as long as the grantee implements them for all individuals acting as an SSP or a trainer in the MO SSP Program during the current fiscal year.

**Appendix F: Documentation Guidelines for Missouri DeafBlind Programs**

Monthly Invoice Checklist

* All expenses for the month are listed on the invoice
* All expenses on invoice have a corresponding supporting document
  + Totals on receipts/invoices MATCH, or written documentation explains discrepancies
  + Hourly rate for each trainer/SSP paid is clearly available in documentation
  + For mileage, include a start and end point, purpose of the trip, and passenger list
* Invoices should be divided by region and by program
* Calculate and add indirect cost last (5.1%)
* Remember: Invoices are due by the final day of the following month; for example, the November invoice is due by the end of December. All grant funds must e invoiced by June 13, 2019.

Upon receiving this grant, grantees shall work with MCDHH to determine a monthly data reporting procedures that best matches the design of the programs and MCDHH’s duty to monitor program effectiveness.

**APPENDIX G: Invoice Template**

Grantee: \_\_\_\_\_\_\_\_\_\_\_\_\_ Region: \_\_\_\_\_\_\_\_\_\_\_\_\_ Month: \_\_\_\_\_\_\_\_\_\_\_\_\_

Attach receipts and invoices to correspond with each line item listed

|  |  |
| --- | --- |
| Program A: MO DB-CF | AMOUNT |
|  |  |
|  |  |
|  |  |
| Program A Subtotal |  |
| Indirect (<5.1%) |  |
| Program A Total |  |

|  |  |
| --- | --- |
| Program B: MO SSP-D | AMOUNT |
|  |  |
|  |  |
|  |  |
| Program B Subtotal |  |
| Indirect (<5.1%) |  |
| Program B Total |  |

|  |  |
| --- | --- |
| Program C: MO DB-SPIE | AMOUNT |
|  |  |
|  |  |
|  |  |
| Program C Subtotal |  |
| Indirect (<5.1%) |  |
| Program C Total |  |

|  |  |
| --- | --- |
| Program D: MO DB-SPIE-F | AMOUNT |
|  |  |
|  |  |
|  |  |
| Program D Subtotal |  |
| Indirect (<5.1%) |  |
| Program D Total |  |

|  |  |
| --- | --- |
| Total Request | AMOUNT |
| Program A |  |
| Program B |  |
| Program C |  |
| Program D |  |
| GRAND TOTAL |  |

**APPENDIX H: Submission Formatting Guidelines**

All grant proposals must be submitted using the following organization:

**Section I – Organization Information:** Provide an overview of the applying organization, particularly in regards to its history working with DeafBlind individuals. Attachments, such as brochures or media clips, may be included as appendices at the end of the proposal.

**Section II – Abstract:** Provide an abstract of the proposal that briefly and concisely describes the program(s) to be implemented and summarizes the intended results of the program(s). The abstract may not exceed 250 words.

**Section III – Program Plan and Timeline:** The program plan must include a timeline for the implementation of activities and address each of the following items. This section may not exceed ten (10) pages.

* Program Goals and Objectives
* Program Activities (Describe the activity and how it aligns with MCDHH goals)
* Organizational Capacity
* Coordination with Existing Programs and Initiatives

**Section IV – Budget Worksheet:** Complete the budget worksheet included in Appendix I.

**Section V – Budget Narrative:** The budget narrative should describe the basis for determining the amounts shown in Section IV. Both the budget worksheet and narrative should align with the activities described in Section III and should reflect any coordinated uses of resources from other sources.

All proposals should use 12-point Arial font, double-spacing, and standard one inch margins. If submitted by email, use a Microsoft Word or a PDF document. If submitted by fax, make sure that all graphics and charts are large enough to be legible by the evaluation team.

**APPENDIX I: Budget Worksheet**

Complete budget form for each proposed region. List itemized expenses for each program. Insert more rows as needed.

REGION:

□ Northwest - $24,276.25

□ Southwest - $11,652.60

□ Central & NE - $10,681.55

□ Eastern - $39,813.05

□ Southeast - $10,681.55

|  |  |
| --- | --- |
| MO DB Kids | AMOUNT |
|  |  |
|  |  |
|  |  |
| MO DB Kids Subtotal |  |
| Indirect (<5.1%) |  |
| MO DB Kids Total |  |

|  |  |
| --- | --- |
| MO SSP-D | AMOUNT |
|  |  |
|  |  |
|  |  |
| MO SSP-D Subtotal |  |
| Indirect (<5.1%) |  |
| MO SSP-D Total |  |

|  |  |
| --- | --- |
| MO DB-SPIE | AMOUNT |
|  |  |
|  |  |
|  |  |
| MO DB-SPIE Subtotal |  |
| Indirect (<5.1%) |  |
| MO DB-SPIE Total |  |

|  |  |
| --- | --- |
| MO DB-SPIE Kids | AMOUNT |
|  |  |
|  |  |
|  |  |
| MO DB SPIE Kids Subtotal |  |
| Indirect (<5.1%) |  |
| MO DB SPIE Kids Total |  |

|  |  |
| --- | --- |
| Total Request | AMOUNT |
| MO DB Kids |  |
| MO SSP-D |  |
| MO DB-SPIE |  |
| MO DB-SPIE Kids |  |
| GRAND TOTAL |  |