



## *APPROVED* ALLOCATION DECISIONS

DATE: May 22, 2024  
TO: Members, Champaign County Developmental Disabilities Board (CCDDB)  
FROM: Kim Bowdry, Associate Director I/DD, Lynn Canfield, Executive Director  
SUBJECT: **Recommendations for Allocation of PY2025 I/DD Funding**

### **Purpose:**

For consideration by the CCDDB, this memorandum presents staff recommendations for funding for the Program Year (PY) 2025 (July 1, 2024 through June 30, 2025.) Decision authority rests with the CCDDB and their sole discretion concerning appropriate use of available dollars based on assessment of community needs, best value, alignment with decision support criteria, pricing, affordability, and distribution across service intensity.

### **Statutory Authority:**

The Illinois Community Care for Persons with Developmental Disabilities Act (50 ILCS 835/ Sections 0.05 to14) is the basis for CCDDB funding policies. All funds are allocated within the intent of the controlling act as codified in the laws of the State of Illinois. The recommendations described in this memorandum are based on staff assessment of how closely applications align with statute, CCDDB funding policies, approved decision support criteria and priorities, and Board discussion. Best and Final Offers may be sought as part of the contract negotiation process. The CCDDB reserves the right to refrain from making an award when such action is deemed to be in the best interest of the County.

### **Background and Other Considerations:**

**Input from people with I/DD and their supporters** should influence systems advocacy and planning. The 2021 community needs report features such feedback, which also informed the current strategic plan and funding priorities. That report is available [here](#).

Other input from people with I/DD was shared directly with the CCDDB and the Champaign County Mental Health Board (CCMHB) during a study session, the recording of which can be [viewed here](#). Self-advocates comments and responses to board questions were incorporated into the PY2025 funding priorities for all funds under the Boards' authority.

**Utilization data** of funded I/DD programs are useful for guiding the next set of decisions. Analysis of claims reported for PY2023 is [found on pages 60-76 of this posted packet](#).

**Program performance outcomes** reports for PY2023 are aggregated in [this report](#).

**Collaboration with the Champaign County Mental Health Board (CCMHB)** is described in an Intergovernmental Agreement between the two Boards, requiring integrated planning of Intellectual and Developmental Disabilities (I/DD) allocation decisions, a specific CCMHB set-aside commitment, and shared authority over a separate special fund.

The CCMHB set-aside for I/DD programs changes each year by the percentage change in the Board's property tax revenue. The PY2024 total was \$859,883, with \$809,883 for agency contracts and \$50,000 'credit' for CILA. Applying an adjusted increase of 3.4% results in PY2025 total of \$889,119, all in support of contracts. For PY2025, the CCMHB maintains its interest in services for very young children and their families, and one of the two PY25 CCMHB contracts for these services has a two-year term, making a decision unnecessary. Each board will consider recommendations for the remaining CCMHB I/DD allocation.

The Boards share a commitment to a special I/DD-focused collaboration, which from 2015 to 2021 enabled the operation of two small group homes. After the sale of the homes, the fund was renamed as I/DD Special Initiatives Fund, and the two boards approved a set of PY25 funding priorities, in the hope of serving the population initially of concern, people with I/DD and complex service needs not readily addressed in Champaign County.

## **Priorities, Overarching Considerations, and Expectations for Minimal Responsiveness:**

The PY2025 CCDDDB funding priorities and decision support criteria were approved November 15, 2023 and can be [viewed using this link](#).

Sixteen applications proposing I/DD supports and services were submitted for the Board's consideration. These requests total **\$5,144,850** and have been evaluated by the CCDDDB and staff. The CCDDDB will fund another PY25 program as the second year of its two-year term, at \$34,000. Two applications were made to the CCMHB for use of their set-aside I/DD funds, along with another I/DD program funded by the CCMHB by a two-year contract (does not require a funding decision) with additional commitment of \$232,945. The PY25 applications most closely aligned with the CCMHB priority for Young Children and their Families has also been reviewed by the CCMHB.

In their applications for PY2025 funding, agencies identified priority categories as follows:

- **Self-Advocacy:** 0 applications
- **Linkage and Coordination:** 2 agencies, 2 applications, totaling \$939,345
- **Home Life:** 2 agencies, 2 applications, totaling \$828,000
- **Personal Life:** 3 agencies, 4 applications, totaling \$784,972
- **Work Life:** 2 agencies, 3 applications, totaling \$838,000
- **Community Life:** 2 agencies, 3 applications, totaling \$1,278,500
- **Strengthening the I/DD Workforce:** 2 agencies, 1 application + 1 multi-year contract, totaling \$278,000

- **Young Children and Their Families (CCMHB focus):** 3 agencies, 2 applications + 1 multi-year contract, totaling \$889,119 when adjusted to remove the cost of mental health services in two applications, so that this total is exclusively for developmental services. The CCMHB will allocate this amount for I/DD under this priority, coordinated with CCDDDB decisions and finalized at a CCMHB meeting.
- Integrated I/DD Planning with the CCMHB also includes the **I/DD Special Initiatives Fund**, for which the Boards share oversight. Of PY2025 priority categories for this fund, **Community Life** is addressed by one proposal, at \$232,033.

## Recommended Allocations and Decision Section:

Staff recommendations are based on decision support criteria and other factors outlined above. For additional information, refer to Program Summaries presented in [the April 17, 2024 CCDDDB meeting packet](#) and to agency corrections where program summaries were in error or agency responses to questions, presented in this packet. The following staff recommendations continue a commitment to fund as much service capacity as possible and to prepare for flexibility during the contract year. Services should support the board's mission to enhance the lives of our neighbors with I/DD and their families.

In addition to the pre-contracting requirements identified per request below, any final award which is for a different amount than requested will trigger the need for revised budget plan forms and, in some cases, adjustment to the Scope of Services. Also, as part of the contracting process, organizations will share with the CCDDDB Operations and Compliance Coordinator their annual certificates of insurance, any relevant subcontracts, and letters of engagement with CPA firms.

***Priority: Self-Advocacy – no applications***

***Priority: Linkage and Advocacy***

- |   |           |
|---|-----------|
| CCRPC-Community Services – Decision Support PCP | \$418,845 |
|---|-----------|
- Conflict-free case management and person-centered planning for people enrolled in CCDDDB funded programs waiting for waiver funding, transition from ISBE setting to adult life, identification of desired supports (for future system planning), and case management services for dually diagnosed adults.
  - **Special Provisions:** any excess revenue is based on 4<sup>th</sup> quarter reports; online service claims reporting; collaborate with providers to move toward conflict-free case management for each participating TPC, with plans clarifying specific service needs and preferences; inform CCDDDB staff of any TPCs in which current program placement is not appropriate; work directly with other case management programs toward the best interests of people served and document these collaborative efforts in quarterly service activity report comments section; and contribute information to advance enhancing independence through online technology training and access for staff and clients; work directly with ISC agency and provider agencies to maintain list of participants eligible for conflict-free case management services and case

management services for dually diagnosed adults; contract prorated based on any staff vacancies at start of contract year; participate in Evaluation Capacity project group activities.

Motion to approve CCDDDB funding of **\$418,845** for **CCRPC-Community Services – Decision Support PCP**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

*Anne Robin made the motion. Kim Fisher seconded. Approved by roll call.*

- DSC – Service Coordination \$520,500
- Intensive case management and coordination of services and supports.
  - **Required prior to contract:** follow up with CCDDDB Financial Manager regarding any further program-specific expense clarifications.
  - **Special Provisions:** collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; provide CCRPC Decision Support PCP with list of participants for PCP completion; provide program brochures to ISC for distribution; online service claims reporting; collaborate with providers of similar service; training efforts in natural settings; provide CCDDDB staff with Implementation Strategy/Plan tools, list of clients enrolled in waiver funded services, monthly personnel change reports, and report on service needs otherwise unmet; avoid activities which risk conflict of interest; and contribute information to advance enhancing independence through online technology training and access for staff and clients; parameters on use of this fund for participants who have Medicaid waiver funding for the service.

Motion to approve CCDDDB funding of **\$520,500** for **DSC-Service Coordination**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

*Kim Fisher made the motion. Anne Robin seconded. Approved by roll call.*

***Priority: Home Life***

- Community Choices, Inc. – Inclusive Community Support \$213,000
- Provides community-based living mid-level support in 3 main tracks.
  - **Required prior to contract:** Expense form revisions; resolve any discrepancies in Personnel costs; if known, clarify Staff Development expense in Budget Narrative.
  - **Special Provisions:** collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; provide brochures to ISC for distribution; provide CCRPC Decision Support PCP with list of participants for PCP completion; online service claims reporting; collaborate with providers of similar service; provide CCDDDB staff with copies of interagency agreements, and list of clients enrolled in waiver funded services; training efforts in natural settings; and contribute information to advance enhancing independence through online technology training and access for staff and clients.

Motion to approve CCDDDB funding of **\$213,000** for **Community Choices, Inc. – Inclusive Community Support**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

*Georgiana Schuster made the motion. Anne Robin seconded. Approved by roll call.*

- DSC – Community Living \$615,000
- Formerly Apartment Services.
  - Longstanding program supports people to live independently. Adds staff to support health and wellness of current participants.
  - **Required prior to contract:** follow up with CCDDDB Financial Manager regarding any further clarifications of program-specific expenses.
  - **Special Provisions:** collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; provide CCRPC Decision Support PCP with list of participants for PCP completion; provide program brochures to ISC for distribution; provide CCDDDB staff with list of clients enrolled in waiver funded services and monthly personnel change report; report service claims online; collaborate with providers of similar service; training efforts in natural settings; and contribute information to advance enhancing independence through online technology training and access for staff and clients.

Motion to approve CCDDDB funding of **\$615,000** for **DSC – Community Living**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

*Vicki Niswander made the motion. Anne Robin seconded. Approved by roll call.*

***Priority: Personal Life***

- Community Choices, Inc. – Transportation Support \$171,000
- Addresses transportation gap with personalized and community-focused approach allowing participants an increased ability to access their community.
  - **Special Provisions:** contribute information to advance enhancing independence through online technology training and access for staff and clients; and if claims system is not used, provide information about riders and riding trends in comments section of quarterly program reports.

Motion to approve CCDDDB funding of **\$171,000** for **Community Choices, Inc. – Transportation Support**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

*Anne Robin made the motion. Kim Fisher seconded. Approved by roll call.*

- DSC – Clinical Services \$260,000
- Improves access to behavioral healthcare, collaborates with other providers, buffers vulnerable people from changes in the health care delivery and payment systems, and

helps meet behavioral health needs despite low provider capacity. Improves DSP skill set relevant to people with MI and DD.

- **Required prior to contract:** follow up with CCDDDB Financial Manager regarding any further clarifications of program-specific expenses; share copies of subcontracts.
- **Special Provisions:** provide CCRPC Decision Support PCP with list of participants for PCP completion; provide brochures to ISC for distribution; document efforts to use community alternatives, including providers who bill insurance/other payers to create capacity for others in this program; provide CCDDDB staff with list of clients enrolled in waiver funded services, monthly personnel change report, samples of assessment tools, and any information to advance enhancing independence through online technology training and access for staff and clients; online service claims reporting; if consulting psychiatrist or counselors accept Medicaid in their other practices, the agency may arrange for DSC practice patients with Medicaid to be seen in the consulting provider's other office OR the agency may bill Medicaid directly for services provided to DSC practice patients with this coverage; develop individual clinical goals (similar to Medicaid standard) for those receiving counseling, to serve as the basis for quarterly review of progress and need.

Motion to approve CCDDDB funding of **\$260,000** for **DSC – Clinical Services**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

*Kim Fisher made the motion. Georgiana Schuster seconded. Approved by roll call.*

DSC – Individual and Family Support

*\$308,000*

- Continues portions of a long-standing program.
- **Required prior to contract:** follow up with CCDDDB Financial Manager on any further clarifications (e.g., Consumables, Conferences); share copies of subcontracts.
- **Special Provisions:** prior approval of specific assistance for clients; collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; collaborate with Illinois Respite Coalition and Envision Unlimited for state-funded Respite; work with PACE Consumer Control Program to help families find Personal Support Workers; provide CCRPC Decision Support PCP with list of participants for PCP completion; provide program brochures to ISC for distribution; provide CCDDDB staff with list of clients enrolled in waiver funded services and monthly personnel change reports; online service claims reporting; collaborate with providers of similar service; training efforts in natural settings; require proof of scholarship denial before providing specific assistance; no dual program enrollment with Community First without CCDDDB approval; and contribute information to advance enhancing independence through online technology training and access for staff and clients.

Motion to approve CCDDDB funding of **\$308,000** for **DSC- Individual and Family Support**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

*Georgiana Schuster made the motion. Anne Robin seconded. Approved by roll call.*

Persons Assuming Control of Their Environment (PACE) –

Consumer Control in Personal Support \$45,972

- Recruits and trains personal support workers (PSWs) and maintains a PSW registry.
- **Required prior to contract:** correct typos in Program Plan Narrative form and revise and clarify financial forms.
- **Special Provisions:** continue to work closely with ISC, DSC, Illinois Respite Coalition, and Envision Unlimited on behalf of those seeking PSWs for HBS and/or state-funded Respite workers; provide brochures to ISC for distribution; online service claims reporting, including people with I/DD utilizing PSWs; contribute information to advance enhancing independence through online technology training and access for staff and clients; participate in Evaluation Capacity project group activities.

Motion to approve CCDDDB funding of **\$45,972** for **Persons Assuming Control of Their Environment (PACE) – Consumer Control in Personal Support**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

*Vicki Niswander made the motion. Anne Robin seconded. Approved by roll call.*

***Priority: Work Life***

Community Choices, Inc. – Customized Employment \$239,500

- Long running program, providing individualized employment services.
- **Required prior to contract:** if known, provide more information on staff trainings in Budget Narrative.
- **Special Provisions:** collaborate with ISC when enrolling new people, with consideration for length of time on PUNS; provide brochures to ISC for distribution; provide CCRPC Decision Support PCP with list of participants for PCP completion; online service claims reporting; collaborate with providers of similar service; provide CCDDDB staff with Discovery process tools, copies of interagency agreements, and list of clients enrolled in waiver funded services; training efforts in natural settings; and contribute information to advance enhancing independence through online technology training and access for staff and clients.

Motion to approve CCDDDB funding of **\$239,500** for **Community Choices, Inc. – Customized Employment**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

*Anne Robin made the motion. Georgiana Schuster seconded. Approved by roll call.*

DSC – Community Employment \$500,000

- Longstanding program providing support in all aspects of employment.
- **Required prior to contract:** follow up with CCDDDB Financial Manager regarding any further clarifications of program-specific expenses.

- **Special Provisions:** continue Evaluation Capacity project support specific to this program's outcomes; collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; provide CCRPC Decision Support PCP with list of participants for PCP completion; provide brochures to ISC for distribution; online service claims reporting; collaborate with providers of similar service; provide CCDDDB staff with Discovery process tools, copies of interagency agreements and list of clients enrolled in waiver funded services; training efforts in natural settings; monthly personnel change report; and contribute information to advance enhancing independence through online technology training and access for staff and clients.

Motion to approve CCDDDB funding of **\$500,000** for **DSC – Community Employment**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

*Georgiana Schuster made the motion. Vicki Niswander seconded. Approved by roll call.*

DSC/Community Choices – Employment First \$98,500

- A continuing collaboration promoting inclusion and prioritizing employment for people with disabilities.
- **Required prior to contract:** copy of subcontract; provide any further clarification of program-specific expenses.
- **Special Provisions:** report zip codes of LEAP certified businesses; collaborate with ISC; share complete list of LEAP certified businesses; share details on number of jobs directly resulting from LEAP trainings; monthly personnel change report; and contribute information to advance enhancing independence through online technology training and access for staff and clients.

Motion to approve CCDDDB funding of **\$98,500** for **DSC/Community Choices – Employment First**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

*Anne Robin made the motion. Kim Fisher seconded. Approved by roll call.*

***Priority: Community Life***

Community Choices, Inc. – Self-Determination Support \$213,500

- Connects people with disabilities and their families to each other and the community.
- **Required prior to contract:** if known, provide more information on staff trainings in Budget Narrative.
- **Special Provisions:** provide brochures to ISC for distribution; collaborate with providers of similar service; provide CCDDDB staff with sample PCP documents, copies of interagency agreements, and list of clients enrolled in waiver funded services; training efforts in natural settings; and contribute information to advance enhancing independence through online technology training and access for staff and clients.



Motion to approve CCDDDB funding of **\$213,500** for **Community Choices, Inc. – Self-Determination Support**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

*Kim Fisher made the motion. Vicki Niswander seconded. Approved by roll call.*

- DSC – Community First \$950,000
- Longstanding program with continued focus on transformation from shelter-based services to meaningful community life.
  - **Required prior to contract:** follow up with CCDDDB Financial Manager on any further clarifications.
  - The per person cost associated with TPCs in this program is very close to the state’s rate for Community Day Services, but payment is value-based rather than reimbursed. Performance benchmarks (continued from PY24 contract) for each quarter relate to volume and type of service: a six-month minimum of 10,000 total service hours and subsequent quarterly minimum of 5,000 total service hours associated with qualifying TPCs; a minimum of 60% (6,000 and 3,000) of those service hours in direct (virtual or in-person) contact with TPCs engaging in activities they have identified in person-centered plans; and a minimum of 50% (3,000 and 1,500) of these direct contact service hours delivered in community settings or the person’s home. If benchmarks are not met during a quarter, the following quarter’s payments will be pro-rated. Fourth quarter data will inform the final payment.
  - **Special Provisions:** collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS, and on PCPs for each TPC reported; provide Decision Support PCP with list of participants for PCP completion; provide program brochures to ISC for distribution; provide CCDDDB staff with list of clients enrolled in waiver funded services and monthly personnel change reports; online service claims reporting; training efforts in natural settings; continue virtual service options and repeat survey on client/family preferences for staying connected; include number of people on program wait list and average wait time in quarterly report; benchmarks determine payments; no dual program enrollment with Individual and Family Support, without CCDDDB staff approval; and contribute information to advance enhancing independence through online technology training and access for staff and clients.

Motion to approve CCDDDB funding of **\$950,000** for **DSC – Community First**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

*Georgiana Schuster made the motion. Anne Robin seconded. Approved by roll call.*

- DSC – Connections \$115,000
- Provides access to recreation, hobbies, and leisure choices.
  - **Required prior to contract:** if needed, clarify program-specific expense items.
  - **Special Provisions:** continue Evaluation Capacity project support specific to this program’s outcomes; collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; provide CCRPC Decision

Support PCP with list of participants for PCP completion; provide brochures to ISC for distribution; provide CCDDDB staff list of clients enrolled in waiver funded services; online service claims reporting; training efforts in natural settings; monthly personnel change report; allow outside artists to participate in community art shows; allow outside artists to participate in program when feasible; and contribute information to advance enhancing independence through online technology training and access for staff and clients.

Motion to approve CCDDDB funding of **\$115,000** for **DSC – Connections**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

*Vicki Niswander made the motion. Kim Fisher seconded. Approved by roll call.*

### ***IDD Special Initiatives Fund Priority: Community Life***

CCRPC-Community Services – Community Life Short Term Assistance \$232,033

- Implements a ‘mini-grant’ process during the program year, for people with I/DD and their families to use specific assistance for purchases to support independence.
- **Special Provisions:** during the first quarter, meet with CCDDDB/CCMHB staff and possibly other stakeholders to discuss grant parameters; track contacts with people who do not have any services; coordinate with other agencies providing similar services; report quarterly via Online Reporting System; offer information on online technology training and access for staff and clients; require scholarship denial prior to specific assistance; align with IDHS-DDD purchase process; execute training activities in natural settings; mid-year progress report to both Boards; participate in Evaluation Capacity project group activities; excess revenue based on Q4 report rather than audit; if a two-year term, excess revenue cannot be spent in 2nd year, and an updated Agency Plan for PY26 submitted prior to June 2025.

Motion to approve I/DD Special Initiatives funding for **CCRPC-Community Services – Community Life Short Term Assistance** for a two-year term with **\$232,033** contract maximum per year, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement, pending similar approval by the CCMHB:

*Kim Fisher made the motion. Georgiana Schuster seconded. Approved by roll call.*

***If this program is contracted for a two-year term, the Boards might consider not opening an I/DD Special Initiatives funding opportunity for PY26. This is the only application submitted directly to the fund in its first two years, and it addresses a high priority category.***

### ***Priority: Strengthening the I/DD Workforce***

DSC – Workforce Development and Retention \$244,000

- Provides access to recreation, hobbies, and leisure choices.

*Recommendations for Allocation of PY2025 Funding*

- **Special Provisions:** participate as a target program with the Evaluation Capacity Building project; if a two-year term, any 1st year excess revenue cannot be spent in 2nd year, and PY26 forms should be complete by June 2025; provide CCDDDB staff with list of DSPs receiving bonuses and documentation of trainings selected from NADSP; and contribute information to advance enhancing independence through online technology training and access for staff.

Motion to approve CCDDDB funding of **\$244,000** for **DSC – Workforce Development and Retention**, subject to the caveats as presented in this memorandum, and to authorize the CCDDDB Executive Director and Board Officer to execute the agreement:

*Georgiana Schuster made the motion. Anne Robin seconded. Approved by roll call.*

***Priority: Collaboration with the CCMHB (Young Children & their Families)***

CC Head Start – Early Childhood MH Svs \$388,463 (\$216,800 is for DD)

- This application again combines Head Start’s mental health and DD services into one request.
- Serves children who are enrolled in HS/EHS and for whom a need has been identified through observation or scheduled screenings. Collaborates with other funded programs toward a trauma-informed system of care approach.
- A larger portion of the request will be geared toward developmental supports due to an increase in children presenting with developmental concerns.
- **Required prior to contract:** the Early Head Start Expansion grant which funds a fourth coach should be included in financial forms (personnel, expense, revenue, and budget narrative); any other revisions required to support the greater focus on developmental delays/risk.
- **Special Provisions:** continue to collaborate with providers of similar services and to report on efforts to secure other funding; inform eligible families of PUNS and ISC; online service claims reporting; excess revenue based on Q4 report rather than audit; if a two-year term, excess revenue cannot be spent in 2nd year, and an updated Agency Plan for PY26 submitted prior to June 2025.

Motion to advise the Champaign County Mental Health Board to use **\$216,800** of I/DD set-aside funds per year for a two-year term for **CC Head Start – Early Childhood MH Svs:**

*Vicki Niswander made the motion. Anne Robin seconded. Approved by roll call.*

CU Early – CU Early \$80,723 (\$16,145 is DD)

- Home visiting program serving expectant families and children up to age 3, provides developmental screenings on all enrolled children alongside the parent to ensure that children are developing on track. Focus on pregnant and parenting teens, homeless families, linguistically isolated/Spanish speaking community members.
- **Required prior to contract:** set TPC target (rather than a range).
- **Special Provisions:** the Provider will indicate # of children screened with developmental delay/risk in quarterly report comment section; collaborate with providers of similar services; report on other funding sought (especially through

ISBE); inform eligible families of PUNS and ISC; at the end of the contract term, program-specific audited financial statements will be provided (from combined audit); if a two-year term, excess revenue cannot be spent in the 2<sup>nd</sup> year, and an updated Agency Plan for PY26 should be submitted prior to June 2025.

Motion to advise the Champaign County Mental Health Board to use **\$16,145** of I/DD set-aside funds for **CU Early – CU Early** and to offer a two-year term:  
*Anne Robin made the motion. Kim Fisher seconded. Approved by roll call.*

## **Contract Negotiations and Special Notifications:**

Many recommendations are contingent on completion of contract negotiations, application revisions, or resolution of other issues. Awards may be adjusted by the cost of a vacancy and amended when that vacancy is filled. Award recipients may be required to revise program or financial forms to align with CCDDDB planning, budget, and policy specifications. They may be asked for more information, to reach terms that are agreeable to both parties. If requirements are not met prior to completion of the contract, a later contract start date will be established and the award reduced commensurate with the shorter term. Failure to submit required information shall result in cancellation of the contract award.

### **Motion to authorize the Executive Director to conduct contract negotiations as specified in this memorandum:**

*Vicki Niswander made the motion. Georgiana Schuster seconded. Approved by roll call.*

Recommendations are based on revenue estimates not finalized until the Champaign County Board approves budgets in November or December of 2024. For this reason, all PY2025 CCDDDB contract maximums will be subject to reductions to compensate for any CCDDDB revenue shortfall. These reductions will be documented by contract amendment at the discretion of the Executive Director, with every effort made to maintain the viability and integrity of prioritized contracts. All PY2025 contracts will include the following provision:

***Obligations of the Board will cease immediately without penalty or further payment being required if, in any fiscal year, the tax that is levied, collected, and paid into the “Developmental Disabilities Fund” is judged by the CCDDDB Executive Director not to be sufficient for payment as delineated in the terms and conditions under this Contract.***

### **Motion to authorize the Executive Director to implement contract maximum reductions as described in this memorandum:**

*Anne Robin made the motion. Vicki Niswander seconded. Approved by roll call.*

A provision was added to PY23 and PY24 contracts to clarify that specific terms of an agency’s contract may supersede a provision of the funding guidelines, if the exception is deemed in the best interest of the CCDDDB and Champaign County. This remains relevant:

*The CCDDDB Requirements and Guidelines for Allocation of Funds are incorporated into this contract by reference, except this contract will control should there be an inconsistent/contrary provision in the aforesaid Requirements and Guidelines. If the contract and funding guidelines are not in agreement, the contract shall prevail. For example, if the Provider will incur higher cost for an audit, review, or compilation than allowed per the Funding Requirements and Guidelines, the greater amount may be agreed to through the original budget submitted with an application or by a subsequent formal written request.*

**Motion to include in all PY2025 contracts the provision for specific exceptions to Funding Requirements and Guidelines, as described in this memorandum:**  
*Georgiana Schuster made the motion. Kim Fisher seconded. Approved by roll call.*