

PRODUCTIVE LIVING BOARD
REQUEST FOR MULTI-YEAR FUNDING
July 10, 2019

Letter of Intent

The Productive Living Board is accepting Letters of Intent from PLB funded agencies for Multi-Year funding, consisting of one-time funding to be disbursed over three years. Letters of Intent must address the needs of St. Louis County Citizens with developmental disabilities, providing them with opportunities to fulfill their potential and live as respected and included members of the community.

Instructions for Letter of Intent:

Letter of Intent must address one or more of the following areas:

- Create new services to meet a documented unmet need
- Enhance or expand current services which address a documented unmet need
- Support individuals and their families to navigate the service delivery system (Family Navigation, Information, Referral and Assistance)

This is one-time funding and therefore grant requests for ongoing projects must be sustainable with alternate funding. Agencies may include start-up/capital costs in the first year budget. Capital requests must be for expenditures within St. Louis County and directly related to service provision. Capital requests cannot be used for facility expansion or real estate.

PLB will only fund the percentage of the cost related to eligible St. Louis County residents for proposals that will also be used to support individuals that are not St. Louis County residents or for individuals that do not meet the PLB's eligibility requirements.

Selected agencies will be required to adhere to the PLB Funding Manual: A Guide to the PLB's Policies and Procedures and the Quality Enhancement/Service Excellence System.

Selected agencies will be invited to submit a full application by October 4, 2019 for Board consideration at the November 12, 2019 Board meeting. Projects approved by the Board will be eligible to receive funding in January 2020.

Letter of Intent must include the following:

A. Agency Information

1. Agency Name
2. Project Name
3. Contact Persons (name, phone number and email)

B. Project Overview – (this section should be no more than 2 pages in length)

1. Brief description of the project – describing how the service increases independent living or employment opportunities, skill development, or community involvement
2. Description of individuals to be served (target audience)
3. Demonstrate documented need for the project
4. Intended outcome(s) to be achieved and evaluation process

C. Financial Overview

1. Three year funding plan (revenue/expenses). This must include projections for revenue, total project costs, and the agency's efforts to secure additional funding sources.

Letters are due: **August 8, 2019.** No later than **1:00 p.m.**
All Letters of Intent received will be considered in final format.

Submit: Electronic copy in PDF format to
kkopff@plboard.com
Kimberly A. Kopff, MA
Director Agency and Community Relations

Questions: Questions must be submitted online at www.plboard.com
From the menu:
Click Get Information
Then click, RFP/Letter of Intent
To ask a question click "Ask Question"
To review answers click "Review Answers"
All phone calls will be referred to the website