

## VOLUNTARY OPERATED DAY/RESIDENTIAL/RESPIRE PROGRAM MAINTENANCE PROGRAM

The Office of Mental Retardation and Developmental Disabilities (OMRDD) provides reimbursement funding up to 100 percent of the net cost of services and expenses related to the maintenance and improvement of voluntary not-for-profit provider operated community residential, respite and day programs. The purpose of the program is to assist provider agencies with the maintenance and preservation of the various structures where services are provided and where individuals with developmental disabilities reside to ensure a healthy and safe environment. The cost of each project is a minimum of \$1,000 and may not exceed \$30,000. Accordingly, OMRDD has identified the following categories into which most proposed preservation projects are expected to fall:

### IN ORDER OF PRIORITY

#### HEALTH AND SAFETY

- ✓ Code Deficiencies
- ✓ Fire Alarms
- ✓ Sprinkler Systems
- ✓ Other Life-threatening Deficiencies

#### STRUCTURAL DEFICIENCIES

- ✓ Deteriorated Foundation
- ✓ Roofs
- ✓ Heating
- ✓ Electrical Systems
- ✓ Plumbing
- ✓ Floor Replacement
- ✓ Wall Replacement/Reconfiguration
- ✓ Stair Replacement

#### RENOVATIONS

- ✓ Bathroom/Accessibility
- ✓ Kitchens/Accessibility

#### OTHER

- ✓ Window Replacement
- ✓ Insulation
- ✓ Storm Windows/Doors

## VOLUNTARY OPERATED DAY/RESIDENTIAL/RESPITE PRESERVATION PROGRAM

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### PROGRAM PROCEDURES:

Provider Agencies must complete an application form, "*Application for Voluntary Operated Day/Residential Program Maintenance Funds*", for each preservation project and a "*Multi-Year Maintenance Need Assessment Plan*" (updated if previously submitted) for each site for which funds are being requested and submit both forms to the responsible DDSO. Attached to each application **must be** a detailed Scope of Work and a list of vendors to be solicited to bid. If the site where the preservation work is needed is a leased site, the agency **must attach** a copy of the portion of the lease that pertains to maintenance/repairs responsibility. **THE AGENCIES DO NOT BID THE PROJECT PRIOR TO APPROVAL FROM THE DDSO.**

DDSOs will evaluate and prioritize the rough estimates of project costs and based on the priority ranking, notify providers to go to bid on those projects which will financially fit with the DDSO's tentative allocation. **Sites opened two years or less are not eligible for preservation funding unless approved by Central Office.** DDSOs will be required to provide compelling justification for projects at these sites should they seek project approval for these locations.

DDSOs will provide the Central Office Budget Office the "*Voluntary Preservation Project Listing 2004-05 DDSO Original Plan*" which is downloaded from the "E:\Drive". This is the summary list of tentatively approved projects. **The list is to be submitted no later than 45 business days after the DDSO receives its tentative allocation.** Once completed by the DDSO, the "*Original Plan*" is to be returned to your "E:\Drive" folder. Please notify Allen Coleman via e-mail or telephone when your tentative list is available for our review.

Upon review of the DDSO list of projects, the Budget Office will provide the DDSO with an approved list of projects within five business days. The DDSO notifies all successful applications for the program which projects have final approval.

DDSOs may reserve a **small** amount of funding to pay for emergencies since all funds will be allocated to the DDSOs. Given the nature of capital projects, all planned projects are unlikely to be completed and there will be funding flexibility within a DDSO's allocation to fund emergency projects.

Any changes to a DDSO's approved list of projects are to be electronically reported to the Budget Office as soon as practicable. The Budget Office will approve and confirm the adjustment.

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### REIMBURSEMENT

This is a reimbursement program. OMRDD will reimburse the Provider Agency for all approved project costs.

#### Eligible Costs:

- ✓ Projects with a value of **at least \$1,000** (smaller projects are generally repair projects and are included in a provider's rate) and **no more than \$30,000** (larger projects must use the Prior Property Approval process).
- ✓ Projects with a useful life of two years or more.
- ✓ Costs defined in the application and bids.
- ✓ Project materials.
- ✓ Labor.

Labor cost paid by a voluntary agency is allowed if all of the following criteria are met:

- ◆ The project must be bid. The cost of the project (including all labor and materials) if completed by voluntary staff, must be lower than the **lowest responsible bid from a private contractor**.
- ◆ Staff persons cannot be paid from normal operating revenues ("no double-dipping"). The voluntary agency must maintain documentation to assure that there are no duplicate personal service billings.
- ◆ The voluntary agency must assure that all repairs meet all building and environmental regulations and codes.

#### Ineligible Costs:

- ✓ Expenses beyond those in the application and bid.
- ✓ Costs that are covered by warranty, insurance or are a landlord responsibility.
- ✓ Interest.

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### Contracts:

All OMRDD voluntary providers should have a standby contract in place, even if the provider has no immediate need to request preservation funding. These contracts will be on file with OMRDD to accommodate possible future emergencies. The standard five-year contract procedures must be followed when submitting the contracts. (The original and six copies with a completed Contract Transmittal Sheet must be sent to the Central Office Contract Management Unit).

For providers, payments for preservation projects will be made against the provider's standby contract. This will enable OMRDD to process a provider's voucher for an approved project as soon as it is received.

Three comparable bids (may be telephoned quotes) are required for projects with cost under \$15,000. Providers must retain a record of these bids on file including but not limited to the vendor's name, address, date of the bid, amount of the bid, etc.

Three or more vendors must be given the opportunity to bid on a project with a cost of \$15,000 up to \$30,000. The bidder's proposal and all provisions of the offer must remain in effect for one hundred eighty (180) days, during which period bids must remain firm. If the bidder selection process is not finalized by the projected bid award date, a bid shall remain firm until such later time as either a contract/purchase order is awarded or the vendor delivers written notice of the withdrawal of the bid.

### Payment:

Upon completion of each preservation project, agencies must submit a New York State Aid Voucher (Form AC 1171) with a copy of the bids (**each project must be bid separately**), bid tally sheet (Day/Residential Program Maintenance Program Bid Tally Sheet) and vendor's invoices to the Business Office at the DDSO. ***Preservation projects may not longer be combined on a single voucher. Be sure to include the 10-digit "PIN" number into section 6 of each voucher or vouchers will be rejected.***

DDSOs will review and approved the provider agency's request for payment. The DDSO will initial the voucher and send it with the appropriate attachments to OMRDD, Budget Office/Community Funding, 3rd Floor, 44 Holland Avenue, Albany, NY 12229-0001.

