

Westside Regional Center

Protocol for Disbursement for Start-Up and Development Funding Utilizing Purchase of Service Funds

I. Effective Date: January 1, 2011

II. Issue:

The WRC contract with the Department of Developmental Services (DDS) includes a provision, under Article II. Program Provisions, (2) Resource Development that regional centers may choose to utilize purchase of service (POS) funds for selected new program development. The contract requires that the regional center develop and maintain a written policy for the disbursement of start-up monies, and submit a copy of the policy to DDS once said policy has been approved by the contractor's board of directors. This policy has been developed in accordance with the requirements of the current WRC/DDS contract and shall be submitted to DDS.

III. Procedures/Guidelines for Services Development and Start-up Funding Criteria for Consideration of Funding:

- a. The regional center's executive director shall approve the decision to utilize POS funds for start-up prior to any announcement of funding availability.
- b. Criteria for each specific round of applications will be based on individuals need and approved by the executive director.
- c. Applicants must have proven expertise and experience in related services.
- d. Applicants must demonstrate fiscal stability and responsibility.
- e. Start-up costs must be reasonable, necessary and not available from another source.
- f. Proposals may include an applicant share of cost.
- g. Ongoing POS costs after start-up should not exceed typical costs for similar services.

IV. Proposal Announcement and Screening:

- a. If start-up funding is made available, there will be a general announcement to the WRC Vendor Advisory Committee with follow-up information, in writing, to the community.
- b. The written announcement will include information on application requirements, selection criteria and deadlines for applications.
- c. The WRC community services staff shall coordinate screening. Additional persons, including people with developmental disabilities, professionals and members of the community may be included in the process, based on the scope and content of the proposal.
- d. The executive director shall approve final funding for all proposals. The decision of the WRC director is the final decision level.
- e. All applicants will receive notification of the WRC decision regarding their proposal.
- f. WRC reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals.

V. Proposal Screening Guidelines:

- a. Will the proposal develop a needed new service, increase the number of people supported in a needed existing service, or enhance the quality and safety of needed services?
- b. Will the proposal address an identified need of the regional center?
- c. Will the proposal assure that the ongoing cost of an existing service is not increased or that the ongoing cost of a new program is cost-effective in comparison to other typical services?
- d. Is the cost of the start-up proposal reasonable, not included in current rates or fees, and not available from another funding source?

VI. Record Keeping:

- a. All allocations of start-up funds shall be governed by a written agreement/contract between WRC and the provider.
- b. Agreements may be performance-based or paid by cost reimbursement.
- c. Agreements for projects will include a provision for repayment if not completed, and describe circumstances that may require a repayment.
- d. Agreements will include the basis of the payment agreement and comply with any regional center contracting requirements including the provisions of Title 17, Sections 50601 et seq., Service Provider Accountability.
- e. Development agreements utilizing pas funding shall be assigned a vendor number and a subcode as directed by DDS.
- f. Original agreements shall be filed with the vendor files in the centers community services department and a copy shall be sent to the accounting department.
- g. Provider billings, based on performance objectives, shall be reviewed and approved by WRC's Community Services department prior to submission to the accounting department.
- h. Provider billings based on cost reimbursement shall be reviewed by the accounting department's fiscal monitor for compliance with agreement payment provisions prior to disbursement.

Approved by:

Cecilia Fabulich

Chairperson, WRC Board of Directors

November 3, 2010