



South Central Los Angeles
Regional Center

for persons with developmental disabilities, inc.

SOUTH CENTRAL LOS ANGELES REGIONAL CENTER
FOR DEVELOPMENTALLY DISABLED PERSONS, INC.

**Unmet Service Needs
Request for Letters of Interest
Fiscal Year 2018/2019 Program Development Funds (PDF)**

In an effort to increase service utilization and develop resources in cities impacted by disparity, South Central Los Angeles Regional Center (SCLARC) is providing program development funds (PDF) to assist individuals and/or organizations interested in establishing the following vendored programs that will address identified unmet needs:

1. Behavior Management Program- Aggressive Behaviors

Traditional, licensed behavior management program (service code 515) with an individual, community integration component for consumers with severe to profound intellectual delays and non-compliant and/or aggressive behaviors. Consumers may require assistance with addressing personal care needs and many will be non-ambulatory. Individual (1:1) support for the community integration component will be funded separately (service code 055). Community activities may focus on the consumer's area of personal or vocational interest.

2. Behavior Management Program- Assaultive Behaviors

Traditional, license behavior management program (service code 515) with an individual community integration service component (service code 055) for consumers with mild to moderate intellectual delays and assaultive behaviors. Consumers may have mental health issues and/or involvement with the criminal justice system. Individual (1:1) support for the community integration component will be funded separately (service code 055). Community activities may focus on internships, employment, self-employment opportunities, post-secondary education, vocational training, etc.

3. Adult Socialization Training Program

Socialization training program for consumers with social competency deficits. Consumers may have autism and/or mild to profound intellectual delays. An assessment and interest inventory will determine consumer training needs and the appropriately desired social settings where newly learned skills can be put into practice. Services may include teaching social interaction modeling, strategies for eliciting communication, turn-taking, being part of a team, empathy, reciprocity, etc. This community-based program will have a small meeting/office location where consumers are introduced to new skills and spend a small amount of time practicing in a safe environment before venturing out into the community to put their newly learned skills into practice. This is not a respite, adult-sitting or companion service. Consumers appropriate for this program have expressed their desire to interact with others in social settings, but do not have the skills necessary to engage others successfully. The appropriate service code will be determined after the program design is reviewed and approved.

The start-up contract for each of the three programs cannot exceed **\$50,000**. A cash advance of 25% may be allocated after the Contractor provides proof that he/she has secured a physical location in one of the targeted cities. Grant projects are always contingent upon funding from the Department of Developmental Services.

Behavior Management Program Minimum Requirements

1. Applicants must employ a program director, behavioral consult and direct services staff who are bilingual in English and Spanish.
2. The center-based program must be located in one of the following cities:
 - Bell
 - Bell Gardens
 - Huntington Park
 - Lynwood
 - Maywood
 - Paramount
 - South Gate
3. Applicants' program director must have a minimum of 3 years of experience providing services in a day service environment which supports consumers with the specific characteristics identified in grant project chosen.
4. Applicants must be in good standing with SCLARC and with any other Regional Center the applicant is currently working with. Those with a negative history with a licensing agency, the regional center or similar actions taken by a placement or oversight agency may not be considered for the grants.
5. Applicants must commit to developing and submitting a behavior management program design within 90-days of signing the start-up contract.

Socialization Training Program Minimum Requirements

1. Applicants' program director and direct services staff must be bilingual in English and Spanish.
2. The program must be located in one of the following cities:
 - Bell
 - Bell Gardens
 - Huntington Park
 - Lynwood
 - Maywood
 - Paramount
 - South Gate
3. Applicants' program director must have a minimum of 3 years of experience providing special education, therapeutic (speech, OT, behavioral, etc.) or adaptive skills training services to consumers with the specific characteristics identified in this Request for Letters of Interest.
4. Applicants must be in good standing with SCLARC and with any other Regional Center the applicant is currently working with. Those with a negative history with a licensing agency, the regional center or similar actions taken by a placement or oversight agency may not be considered for the grants.
5. Applicants must commit to developing and submitting a socialization program design within 90-days of signing the start-up contract.

Ineligible Applicants

The following agencies or individuals are not eligible:

- The State of California, its officers or its employees;
- A Regional Center, its employees, or their immediate family members;
- State Council members, their employees or their immediate family members;
- Any applicants with a conflict of interest with either its board members or employees.

Rights and Reservations

- SCLARC reserves the right to reject any or all proposals received as a result of this Request for Proposals or to negotiate separately with any contractor when it is determined to be in the best interest of SCLARC;
- SCLARC reserves the right to select any one of the finalists interviewed regardless of the proposal score;
- SCLARC's decision will be final in any manner of interpretation of the RFP (Request for Proposals).

Letter of Interest Submission and Review Process

- Publish Date: April 16, 2019
- Information Meeting: April 22, 2019
- Letter of Interest Due Date: April 29, 2019
- Committee Review, Interviews and Recommendation: May 10, 2019
- Executive Director Approval: by May 20, 2019
- Behavior Management Program Begins To Serve Consumers: September 2020
- Socialization Program Begins To Serve Consumers: January 2020

Regional Center Contact

The contact person for this project is Evelyn Galindo, HCBS Evaluator. Ms. Galindo can be reached at evelyn@ sclarc.org or at (213)744-8443).

Letter of Interest Narrative

1. Letter of Interest must include the following:
 - Cover sheet which includes:
 - the applicant's name, address, telephone number and email address
 - Company Information
 - Letter of Interest Author
2. Description of qualifications and experience providing services to the population targeted in the request for letters of interest.
3. Applicants educational background and applicable licenses and/or certificates
4. List of all current regional center vendorizations.
5. Brief description of the scope of services to be provided.
6. Statement regarding the service's commitment to providing culturally competence services which includes staff training.
7. Statement regarding the service's commitment to continuous quality improvement.
8. Steps that will be taken to establish services in one of the cities identified in this request for letter of interest.
9. Proposed budget and startup plan outline which summaries how startup funds will be used.

10. Statement of commitment to comply with Title 17 of the California Code of Regulations as it relates to the provision of behavior management services.

Use of Startup Guidelines

Review, sign and submit the attached Use of Startup Guidelines document.

**South Central Los Angeles Regional Center
For Persons with Developmental Disabilities, Inc.**

Guidelines for Use of Start-up Funds

Payment provisions for start-up contracts are on a cost-reimbursement or a fixed unit rate basis. The ceiling is specified as the maximum dollar amount payable by SCLARC and is identified in the Agreement. The start-up contract sets forth the type of facility, or program to be developed and may indicate provisions or limitations on reimbursable items specific to the type of service. The start-up contract takes precedence over both written reimbursement guidelines and any verbal agreement.

SCLARC's Guidelines for Use of Start-Up Funds is attached to every published Request for Proposals (RFP), and is included as an Exhibit in every start-up contract. The Contractor's signature on the contract exhibit serves as verification that the document was reviewed and indicates agreement to abide by the guidelines unless other stated in the Agreement.

Guidelines for Use of Start-Up Funds

I. General Requirements

A. Reimbursement on start-up funds contracts commence by submitting a signed Progress Report and Request for Reimbursement, along with verification of paid expenditures to the resource developer assigned to the project. Verification of expenditures is copies of receipts indicating payment in full by cash, check, cashier check or credit card purchase. Copies of cancelled check will also be required. Lay-a-way items may only be reimbursed for the amount of the deposit or payments made. In the case of personnel costs, a copy of the payroll record or check for salary paid must be submitted. Written estimates are not acceptable and invoices may only be submitted as an itemized list of the items purchased or contract work completed. Invoices may not be used as payment verification, even when stamped "paid". For lease or rent payments, copies of the signed lease/rental agreement will also be required. SCLARC requires an original signature (no copies or faxes) on the Progress Report and Request for Reimbursement.

B. Milestone contracts are periodically used to developed specific projects and services. The contract specifies the tasks to be completed for each milestone. Requests for payment may be made after each milestone is completed using the Progress Report and Request for Reimbursement. Payment is made after the form and verification of each milestone is received.

II. Personnel Services

A. A maximum of four (4) months of identified and reasonable direct personnel and overhead costs, including employee fringe benefits, may be reimbursed. Where salaries and wages are a reimbursable item, the following information must be included:

- monthly, weekly, or hourly rate, as appropriate
- Personnel classification

- Number of hours worked

- Period worked (example: October 1 - 15, 2003)

- If the employee has other duties with the organization, a percentage of personnel time to be charged to the contract must be specified.

III. Administrative Overhead

A. Administrative overhead is an allowable cost only if there is a parent/corporate organizational staff involved with the project that will be expending staff time and resources not covered elsewhere in the project budget.

B. If administrative overhead is claimed, it shall not exceed ten percent (10%) of the total start-up fund amount.

IV. Cash Advance

A. A one-time advance payment is allowed. This amount must not exceed twenty-five (25) percent of the total amount of the start-up award. The advance must be addressed in the contract. The advance will not be released until the program design is submitted and approved by the Center. Reimbursement for other expenditures will not be made until receipts accounting for expenditures made with the advance are submitted to the regional center. All other reimbursement will be paid in arrears.

V. Consultants

A. Pre-approval is required for the use of consultants. Proposals submitted and accepted must state the rate of compensation to be paid to consultants. The rate must be an hourly rate with a ceiling on the total amount. Consultants must be qualified to perform stated service and services must be applicable to the development of the project.

B. Consultants rates must conform to either:

-Schedule of Maximum Allowances (Medi-Cal rate) for positions covered by that schedule; or

-Comparable State Civil Service positions; or

-The going (usual and customary) rate for similar work outside state service.

C. If the going (usual and customary) rate is applicable, the amounts to be paid consultants depends upon the complexity and difficulty of the projects, the ongoing rate for similar work, and the qualifications and reputation of the individual(s) or firm being awarded the contract.

VI. Real Property

A. Payments are not permitted for purchase or for construction, renovation, alteration, improvement, or repair of privately-owned property, which would enhance the value to such

property to the benefit of the owner. Start-up funds cannot be used for modifications that are solely aesthetic in nature or are not necessary to meet fire and life safety requirements.

B. Start-up fund monies may be used to modify residential and day program facilities to meet fire and life safety requirements of the fire marshal and/or the local licensing agency. SCLARC'S pre-approval is required. Licensed contractors must be used for physical plant enhancements. Proposals requesting facility modifications must include three bids to be considered for reimbursement. If a site requires extensive modification, another location should be considered. The following are examples of fire and life safety modifications:

- Wheelchair ramps;
- Handrails;
- Bedroom exit doors;
- Bathroom fixtures designed for non-ambulatory individuals;
- Widening of hallways and doors; Installing fireproof doors;
- Fire alarms;
- Fire sprinkler systems;
- Exit alarms or delayed egress devices; and
- Fencing around swimming pools.

C. A maximum of four month's rent or lease payments for a facility site is a reimbursable expense. The rent should not exceed the rental rates for an equivalent site/facility in the area where the program will be situated. A signed copy of the lease or rental agreement must be submitted with the request for reimbursement. Security or cleaning deposits are not a reimbursable item.

VII. Equipment

A. Examples of equipment, which may or may not be purchased, purchased only with prior written approval from regional center, or leased, include:

ITEM	PURCHASE MAY BE ACCEPTABLE	3 MONTH LEASE	COMMENTS EXCEPTIONS
Motor vehicles	NO	YES	May be leased for 3 months during development of project
Computers	NO	YES	May be purchased only if part of a training program for clients with an approved proposal and program design.
Camcorders, cameras, fax	NO	YES	May be purchased only if part of a

machines, slide projectors, copy machines			training program for clients with an approved proposal and program design.
Wall-to-wall carpeting	NO	N/A	
Area rugs	YES	N/A	
Shipping of furniture or truck rental	NO	N/A	
*Furniture, household appliances, linens, household supplies	*YES	YES	*Furniture needs to be new, sturdy, well built, and appropriate for residential facility or day program.
*Recreational equipment (games, TV, VCR, exercise equipment, mats)	* YES	N/A	*If for use in the facility/program and if appropriate for the type of service and clients served.
Warranties on appliances	NO	N/A	

B. All approved equipment of any kind purchased from funds reimbursed under the terms of the start-up contract is the property of the regional center. For the purpose of start-up contract, major equipment is considered any item purchased with start-up funds, which has a unit acquisition cost of at least \$5000 or a normal useful life of at least three years. The Contractor must submit to the regional center a detailed inventory, including serial numbers, of any equipment that meets the above criteria. This inventory (items acquired under start -up fund contracts) is due within 30 days of the end of the project’s completion. The final reimbursement will not be distributed until the regional center is in receipt of the inventory.

C. As a general rule, it can be assumed that equipment with a value under \$5000 will be amortized and no longer be regional center property after three years. For purposes of the start-up funds contract, equipment/item costs must be considered the sum of the costs. For example, a “bed” would include the mattress, box springs and frame.

- D. Written pre-approval from the regional center is required for reimbursement of any article, supplies, or equipment exceeding \$1,000 in cost (per unit). A justification, including the reasonableness of the cost, should be submitted prior to purchasing any such article.
- E. Equipment that is approved for lease may not be leased with an option to purchase. The Contractor shall provide the regional center with copies of signed leases for any equipment using start-up funds.
- F. All furniture, mattresses sets, and appliances purchased with start-up funds must be new, sturdy and well built. Written pre-approval from the regional center shall be obtained before purchasing previously owned furniture. Household supplies such as linens must be high quality. Comforters and bedspreads must cover the entire bed and coordinate with the room decor (e.g., no partial or non-matching sets).

VIII. Other

For questions concerning specific items appropriate for purchase with start-up funds, the regional center resource developer should be contacted.

**AGREEMENT TO ABIDE BY
SCLARC'S USE OF START-UP FUNDS GUIDELINES**

I _____ of _____ confirm that
(Name) (Company)

I have received a copy of SCLARC's Guidelines for Use of Start-up Funds. I have read the document and understand that there are provisions and/or limitations on reimbursable items specific to the development of this _____. I agree to abide by the guidelines.

Signature

Date