

Harbor Regional Center

Policy and protocol for the Use of Start-up Funding For the purpose of Resource Development

Purpose:

From time to time Harbor Regional Center uses funds provided under contract with the Department of Developmental Services for the purpose of financing “start-up” costs associated with the development of new community resources needed to meet client needs. The purpose of this policy is to specify the circumstances under which Harbor Regional Center will issue Requests for Proposals (“RFP”) in connection with the provision of such start-up funding.

Policy:

Harbor Regional Center Purchase of Service funds may be used for start-up grants when the Department of Developmental Services has provided prior written permission to use such funds for this purpose. Such written permission may be provided in connection with the approval of a Harbor Regional Center Community Placement Plan proposal or in connection with other resource development initiatives of the Department of Developmental Services.

Harbor Regional Center may issue a Request for Proposal (RFP) at any time when a resource need is identified and there are no, or insufficient, community-based resources available to meet the identified need. HRC may issue such an RFP to solicit applicants for resource development whether or not there will be start-up funds available for the project. HRC must issue a Request for Proposal whenever a start-up grant in an amount greater than \$250,000.00 is expected to be awarded to an individual service provider/organization.

Process:

Requests for Proposal in connection with the resource development process as described above will be issued by notice posted on the HRC website. All such notices will describe all requirements of the application process. In addition, HRC will notify the HRC Service Provider Advisory Council of the issuance of the RFP, as well as any other service provider/organization who submits a written request to receive RFP's. Those who submit written requests to receive such notification will be notified by electronic mail.

Any person or organization wishing to respond to an HRC RFP will be required to access the HRC website at www.harborrc.org in order to obtain detailed information concerning applicant qualifications, proposal and deadline requirements, selection criteria and any other specifics related to the resource development project expected to be funded.

Only those proposals which are received timely and are complete and fully responsive to the application requirements as posted will be considered for funding. Such proposals will be reviewed by a team of at least three people. The review team will consist of Harbor Regional

Center staff but may also include Harbor Regional Center Board members, clients, and community-based professionals.

Final funding for all proposals shall be upon recommendation of the review team and approval by the Harbor Regional Center Executive Director whose decision shall constitute the final decision level. All applicants will receive notification of the decision regarding the proposal.

Harbor Regional Center 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.

Approved by the HRC Board of Trustees January, 2011