

**Alta California Regional Center  
RESOURCE DEVELOPMENT POLICY**

Board Approved: November 18, 2010

Effective Date: January 1, 2011

Revised/Board Approved: March 28, 2013

Effective Date: April 1, 2013

Alta California Regional Center (ACRC) desires to develop resources to serve its clients. All funds utilized for the development or start-up of services and supports must be necessary for the establishment of new resources for the direct benefit of ACRC clients. It is the policy of ACRC to require a Request for Proposal (RFP) for all development of resources with an estimated annual expenditure in excess of \$250,000 as well as for any project where Start-Up Funds will be provided by ACRC. ACRC may also require an RFP for resource development where the estimated annual expenditure is less than \$250,000 if, in the discretion of the Executive Director or designee, determine that the use of an RFP will result in the creation of better resources for clients.

ACRC may use POS funds as Start-Up for developing new community resources to protect the clients' health and safety or because of other extraordinary circumstances, and the Department of Developmental Services (DDS) has granted prior written authorization.

All start-up funds shall be supported by a contract the shall include, but is not limited to the following:

- sufficient detail and measurable performance expectations and results
- disbursement requirements
- maintenance of accounting records
- language on a fair and equitable recovery of start-up funds should the provider cease to provide services to clients within a specified period of time

ACRC will issue Requests for Proposal (RFP) based upon the need for services and supports as assessed by the Regional Center. The RFPs will:

- be posted on the website
- provide instructions for the process, including timelines, submissions, evaluation, and selection
- specifications for the disbursement of start-up monies
- instructions to the provider to maintain accounting and other records to document the use of these monies

Exceptions to the policy:

Exceptions must be approved by the Executive Director and will only be granted in extraordinary circumstances and must be in accordance with all applicable laws and regulations.