North Los Angeles County Regional Center
Board of Trustees

Disbursement of Start-Up Funding Policy

I. Purpose:

Purchase of Service (POS) funds may be used by the North Los Angeles County Regional Center to provide grants for reasonable start-up costs associated with resource development. Each fiscal year, the center may receive start-up funding from the Department of Developmental Services (DDS) for approved projects directed towards developing services and supports for consumers. The center strives to develop resources to meet the current and emerging needs of the consumers it serves by awarding start-up funding to service providers or recipients. As such, a formal policy is required to provide grants for reasonable start-up costs associated with resource development to procure new services and supports that are effective, cost-effective, and comply with statute as well as applicable regulations. This start-up funding policy is designed to meet all of the aforementioned and to document the use of the start-up funding.

II. Rationale (or other description):

The center's contract with DDS states that "Contractor shall develop and maintain a policy for the disbursement of start-up monies and shall keep accounting and other records to document the use of these monies."

III. Policy:

A. The center shall award start-up funds to vendor(s) in accordance with the Board of Trustees' Request for Proposals Policy.

B. Start-up funds must be utilized for establishing a new or additional program, project, or resource for providing services and supports to consumers.

C. Start-up funds must be utilized for the direct benefit of consumers. Start-up funds utilized for construction, renovation, alteration, improvement, or repair of real property must be of direct medical or remedial benefit to the consumer.

D. The use of start-up funds for routine maintenance of a provider's plant or facility is prohibited.

E. The use of start-up funds for the purchase, lease, or maintenance of a provider's vehicle is prohibited.

F. The use of start-up funds must be supported by a contract between the center and the vendor with sufficient detail and measurable expectations and results.

1. The contract between the center and the vendor shall include a provision for the fair and equitable recoupment of start-up funds should the vendor cease to provide services to consumers after a specified period of time. The requirement under this section includes start-up funding utilized by the vendor for the purchase of real property.

G. The center shall maintain an accounting and other records to document the use of the start-up funds by the vendor.