

**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  
Revised/Board Approved: November 18, 2021  
Effective Date: November 18, 2021  
Revised/Board Approved: November 21, 2024  
Effective Date: January 1, 2025

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.

ACRC seeks to reach industry standards and best practices related to insurance coverage policies to protect the vendors' interests; as well as the interests of ACRC and the individuals ACRC serves. In order to transact business with ACRC, vendors must satisfy the insurance requirements noted in ACRC's **Vendor Insurance Requirement Listing** and provide verification of coverage. Each vendor shall, at its own expense, carry and maintain the required minimum insurance to fully protect both the vendor and ACRC from all liability, losses, claims, demands, damages, judgements, legal expenses, and/or costs of any nature for arising out of the performance of vendor's ongoing operations.

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 that 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

\* Community Resource Development Plan (CRDP) – Multi-Family Housing development proposals

- No RFP will be required when start-up funding for multi-family housing development is available through the CRDP.
  - Pursuant to California Welfare and Institutions Code Sections 4418.25 and 4679, regional center requests to DDS for CRDP multi-family housing funding must result from a need identified by the CRDP stakeholder process. Awards for multi-family housing development proposals may only be for those entities identified in ACRC's CRDP request to DDS and approved by DDS.
- Prior to submission to DDS, the proposed multi-family housing development will be presented to the board of directors for their review.

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.

Enclosure: ACRC's Vendor Insurance Requirement Listing

## Alta California's Regional Center's Vendor Insurance Requirement Listing

Coverage	Requirement	Details/Values
<b>General Liability</b>	Each Occurrence	\$1,000,000
	General Aggregate Limit	\$3,000,000
	<i>*Should not have any limitations to abuse/molestation/harassment/malpractice</i>	
<b>Auto Liability</b>	Combined single limit	\$1,000,000
<b>Professional Liability</b>	Each Occurrence	\$1,000,000
	General Aggregate Limit	\$3,000,000
	<i>*Should not have any limitations to abuse/molestation/harassment/malpractice</i>	
<b>Workers Compensation &amp; Employers Liability</b>	Each Occurrence	\$1,000,000
	Each Employee Limit	\$1,000,000

Other Certificate of Insurance (COI) Requirements:	
Additional Insured Entities noted on policy:	Alta California Regional Center
Please send Insurance Certificates to:	<p><b><u>Mailing Address:</u></b>                      Alta California Regional Center                      ATTN: Community Services Department                      2241 Harvard Street, Suite 100                      Sacramento, CA 95815</p> <p><b><u>Email:</u></b> providers@altaregional.org</p>

### **Covering Service Codes:**

8, 15, 17, 25, 28, 34, 48, 55, 56, 58, 62, 63, 72, 73, 74, 77, 83, 90, 91, 93, 94, 96, 101, 102, 103, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 315, 316, 317, 475, 490, 491, 505, 510, 515, 520, 525, 605, 610, 612, 613, 615, 616, 620, 625, 630, 635, 645, 650, 670, 672, 674, 676, 678, 680, 691, 692, 693, 694, 702, 710, 715, 720, 741, 742, 743, 744, 745, 750, 765, 775, 780, 785, 790, 793, 800, 805, 810, 850, 851, 854, 855, 856, 858, 860, 862, 868, 869, 875, 880, 882, 883, 885, 890, 894, 896, 904, 905, 910, 915, 920, 925, 930, 935, 940, 950, 952, 954.

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