



## COMMUNITY SERVICES

## Guidelines for Use of Regional Center Funds - #3004

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California State Constitution

Article XVI, Section 6

The Legislature shall have no power to give . . . nor shall it have the power to make any gift or authorize the making of any gift, of any public money or thing of value to any individual, municipal or other corporation whatever; . . .

SPECIFIC GUIDELINES FOR PROPOSALS AND CONTRACTS

**General Budget Provisions**

Payment provisions in the contracts may be on a cost reimbursement or fixed unit rate basis, with a ceiling specified on the maximum dollar amount payable by the State.

Cost reimbursement type contracts must set forth in detail the reimbursable items, unit rates, and extended total amounts for each line item. Identified and reasonable direct costs and overhead costs, including employee fringe benefits, may be reimbursed.

**Personnel Services**

Where salaries and wages are a reimbursable item, the monthly, weekly, or hourly rate, as appropriate, and personnel classification, should be specified, together with the percentage of personnel time to be charged to the contract.

**Consultants**

Consultants' rates must conform to (1) the Schedule of Maximum Allowances for positions covered by that schedule; (2) comparable state civil service positions; or if the above are not applicable, (3) to the going rate for similar work outside state service. If Option 3 is applicable, the amounts to be paid consultants depend 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. Proposals submitted must state the rate of compensation to be paid to consultants. Rates paid to consultants under Option 3 must have prior written approval from the regional center. The rate shall be an hourly rate with a ceiling on the total project or contract amount.

## Travel

Any reimbursement for necessary traveling expenses and per diem shall not exceed FNRC staff travel reimbursement rates. No travel outside the State of California shall be reimbursed unless prior written authorization is obtained from DDS.

## Real Property

Payments are not permitted for construction, renovation, alteration, improvement, or repair of privately owned property that would enhance the value to such property to the benefit of the owner.

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. Proposals requesting facility modifications must include three bids to be considered for funding. The following are examples of fire and life safety modifications:

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

Monies cannot be used for modifications that are solely aesthetic in nature or are not necessary to meet fire and life safety requirements.

If a site requires extensive modification, another location should be considered.

Rent for a facility is a reimbursable expense. The rent should not exceed the rental rates for an equivalent size facility in the area where the program will be situated. Rental of a facility may not include an option to purchase.

## Equipment

All equipment of any kind purchased from funds advanced or reimbursed under the terms of this agreement is the property of the State. Equipment is any item purchased by the vendor that has a unit acquisition cost of at least \$1,500 or a normal useful life of at least three years. The contract must include a detailed inventory of any equipment purchased with these monies. Prior authorization of the regional center, in writing, is required prior to reimbursement for any articles, supplies or equipment exceeding \$1,500 in cost. A justification, including the reasonableness of the cost, is required prior to authorizing such purchases.

Examples of equipment that may not be purchased or purchased only with prior approval include:

1. Motor vehicles -- may not be purchased, but they may be leased for the duration of the project.
2. Computers -- may only be purchased with prior approval from the regional center and if it can be demonstrated they are for the use of the clients and are a part of their program.
3. Video equipment – may only be purchased if it can be shown they are an integral and necessary part of the consumers’ program.
4. Wall-to-wall carpeting -- may not be purchased, but area rugs may be purchased with these monies.
5. Fax machines -- may not be purchased, but may be leased for the duration of the grant
6. Photocopy machines -- may not be purchased, but may be leased for the duration of the grant.
7. Any equipment item that is attached to a facility or vehicle that cannot be removed in usable condition if the facility or vehicle ceases to serve persons with developmental disabilities.

As a general rule, it can be assumed that equipment with a value under \$1,500 will be amortized and no longer be state property after three years. For purposes of use of these monies, equipment item costs must be considered in terms of the end usable product, e.g., a bed is considered the sum of the costs of the mattress, box springs and frame.

*APPROVED BY FNRC BOD 09/24/10*