Announcement of  
Request for Proposals:  
CPP Adult Day & Individualized Services  
Fiscal Year 2019-2020

Summary of Project:

The Westside Regional Center (WRC) is requesting proposals for the development of Adult Day & Individualized Services. This individualized service will support exploration of employment options and increase community integration opportunities for up to 25 individuals. The program will support individuals that have the desire to work in the community, but have health conditions, behavioral, and/or sensory support needs requiring clinical intervention during the day. The program will support individuals that have experienced barriers to employment and other traditional day service models due to their pervasive sensory and medical support needs.

The program will serve a maximum of up to 25 individuals. The rate of service is a negotiated rate. Start-up funds are included.

Justification:

Individuals that have Intellectual Disability and substantial mental health diagnoses, including challenging behaviors, who desire competitive work opportunities in the community require specialized and individualized employment support to be successful and safe. Employment development and support staff will need specialized training and expertise to ensure the success of the people they support in the community.

Adult Individualized Day Services offer opportunities for adults with developmental disabilities to choose and customize day services to meet their individualized needs; have opportunities to further the development or maintenance of employment and/or internship activities; direct their services; pursue post-secondary education; and increase their ability to lead integrated and inclusive lives.

Adult Individualized Day Services shall:

- Include an individualized service design, as determined through the individual program plan and approved by the regional center that maximizes the consumer’s individualized choices and needs. This service design may include flexibility on the duration and intensity of services to meet the consumer’s individualized needs and should be developed through a person-centered-planning process.
- Encourage opportunities to further the development or maintenance of employment, internship activities and/or pursuit of post-secondary education; and maximize consumer direction of the service; and increase the consumer’s ability to lead an integrated and inclusive life.
- Include a clinical consultation support plan to assist in offering service options for those with pervasive support needs, requiring enhanced sensory support, behavioral support, or medical/personal assistance.
The type and amount of individualized service shall be determined through the individual program plan process. The individual program plan shall contain, but not be limited to, the following:

- A detailed description of the consumer’s individualized choices and needs and how these choices and needs will be met.
- The type and amount of services and staffing needed to meet the consumer’s individualized choices and needs and unique health and safety and other needs.

Adult Individualized Day Services offer a variety of opportunities to adults with disabilities 18 years of age and older. Adult Individualized Day Services are provided with a maximum of 30 hours weekly. Services will be provided on a 1:1 basis and 1:2 basis as determined by individual client support need.

The intent of Adult Individualized Day Services is to choose and customize day services to meet the client individualized needs; have opportunities to further the development or maintenance of employment and internship activities; direct their services; pursue postsecondary education; and increase their ability to lead integrated and inclusive lives.

**Individualized Service Option Domains:**

- Employment & Internship Placement
- Post-Secondary Education
- Leading an Integrated and Inclusive Life
- Maximizing Self Direction

**Employment and Internship Placement**

**Individuals gain practical experience by participating in competitive integrated paid employment or internships in the community**

- Provision of clinical consulting services that are available to address pervasive sensory, medical, mental health, and/or behavioral support needs that have presented barriers to employment (i.e.: Occupational Therapy, Nursing, BCBA, etc.) as determined by a person-centered-planning process.
- Employment development supports that can be provided in a variety of settings including in-home, community-based, and/or integrated site-based
- Support in identification and utilization of generic/community employment resources including vocational assessments, trainings, and services.
- Career exploration through discovery and person-centered-planning practices to identify employment goals and strengths
- Employment development supports including job seeking, interviewing, and placement
- Job supports within allotted weekly hours
- Exploration of internship opportunities – may add Paid Internship Program as addendum to approved program design
- Identification of communication and/or adaptive technology available through generic/community resources that may address pervasive support needs and increase employment opportunities.
- Micro-Business, Self-Employment, and/or Customized Employment
Post-Secondary Education

- Provision of clinical consulting services that are available to address pervasive sensory, medical, mental health, and/or behavioral support needs that have presented barriers to educational advancement (i.e.: Occupational Therapy, Nursing, BCBA, etc.) as determined by a person-centered-planning process.
- Supporting individuals in their pursuit of attending college, adult education programs, continued education, or trade schools.
- Support with enrollment and selection of courses and/or programs.
- Accessing Disabled Student Services and obtaining any necessary accommodations or modifications.
- Participating in campus life including clubs, events, and activities.
- Support with organizational skills required – understanding syllabus, creating a course work execution plan, managing assignments.
- Support with scheduling office hours visits with educators or on-campus tutoring resources that may be available to ensure success.

Leading an Integrated and Inclusive Life

- Provision of clinical consulting services that are available to address pervasive sensory, medical, mental health, and/or behavioral support needs that have presented barriers to living an integrated and inclusive life (i.e.: Occupational Therapy, Nursing, BCBA, etc.) as determined by a person-centered-planning process.
- Community integration supports that can be provided in a variety of settings including in-home, community-based, and/or integrated site-based.
- Completing an ecological inventory of the individual’s community (community mapping) and connecting potential preferred community sites with opportunities for advancement towards person-centered-plan goals.
- Activities that foster development of interpersonal relationships and a sense of belonging within one’s community.
- Participating in community opportunities using natural environments, offering integrated socialization experiences.
- Memberships in groups, clubs, fitness activities, or teams with non-disabled peers sharing the same interests through generic sources such as libraries or local Park & Recreation Centers as related to person-centered-plan goals.
- Maintaining health & exercise.
- Personal safety training while in a variety of community settings.
- Money management skills related to employment development (budgeting a paycheck, reporting to SSA, etc.)
- Using public transportation and ACCESS Services to expand community involvement.

Maximizing Self-Direction

Participants fully engaging, as much as possible, in making decisions about their services should be an ISP goal regardless of whether they are pursuing employment, an internship position, post-secondary education or training, or a more inclusive, integrated life.

Participant choices, while valued, need to result in specific measurable goals that can be defined and measured.

For individuals with pervasive sensory and/or behavioral support needs, planning and supports should ultimately lead to some level of integration and inclusion with non-disabled peers. For those with
restrictive health conditions, planning and supports should lead to increased self-advocacy, self-direction, communication, and independence in self-care.

**Service Guidelines:**

Adult Day & Individualized Services are a community based service, to be provided in the community at the intended community activity/task and not offered full time in an agency provider building/program administration site. Participants may receive services in-home or in an integrated site setting as a partial component of their regular activities, determined by the person-centered-planning and clinical consulting process. The intent of the service is to assist clients in accessing their communities and engaging in community inclusive, integrated activities with typical peers in natural settings. Adult Individualized Day Services should not be provided in a segregated setting or primarily utilizing the provider's facility-based program environment.

If clients are in need of assistance with transportation, Adult Individualized Day Services support staff can meet the client at the home or another community location and support the client to learn how to use public transportation, which would include accompanying a client to register for Access and Dial a Ride or similar service, as well as using the local bus/public transportation. If transportation provision is required due to behavioral, supervision and/or medical support needs, this may be discussed with the support team, regional center and approved on a case by case basis, as appropriate.

All regional center vendored agencies must provide services in accordance with the specific service type and design approved by the vending regional center.

Adult Individualized Day Services should provide support and training that allows individuals to develop the necessary skills to live and thrive on their own, working towards goals to obtain higher education or employment.

**Referrals and planning**

Structure of services, location of services, intensity of support, and actual number of hours needed will vary greatly.

Participants who face restrictive health conditions or other significant physical limitations or tolerances may be served in varying locations, based on the decision of the ID team.

**Deadline for Submission:** Proposals must be received at the Regional Center by 4:00PM, Wednesday November 20, 2019.

Applications that are submitted after the deadline or that are incomplete, or proposals that do not meet the basic requirements will be disqualified. No proposals will be returned.

This RFP does not commit WRC to procure or contract for services or supports. WRC may elect to fund all, part, or none of the project, depending on funding availability as approved by the Department of Developmental Services and the quality of the proposals received.

**APPLICANT QUALIFICATIONS**

The following qualifications will be sought in a potential provider and will be assessed by evaluating an applicant's proposal, and responses to interview questions, if applicable. For finalists, assessment of these qualifications will also include the collection and evaluation of additional information utilizing, but not limited to, the evaluation procedures listed below:
Qualifications Sought in a Provider

Applicant has a proven history of financial responsibility, stability and soundness.

Applicant has a proven history demonstrating the ability to provide direct supervision or services/supports to persons with developmental disabilities or special needs.

Applicant has proven credentials, licenses, training and/or skills required and/or preferred for the proposed project or service.

Applicant has a proven history of positive working relationships with the community and applicable government agencies. If applicant is a current vendor, applicant must be in good standing with the regional center and licensing agencies.

Applicant has a proven history in the area of project development, including the ability to complete projects, meet project timelines and manage a project of this size and scope.

Applicant has the administrative capacity to complete the project and/or implement the service in a timely fashion.

Evaluation Procedures

- All finalists will be required to submit a Financial Statement form and attach business and financial records to substantiate the finalist's adequate working capital. For finalists without business records, two years of tax returns will be requested and reviewed.
- Confer with Accounting Department and Fiscal Monitor at WRC, and the Community Services and Accounting Departments at other regional centers as applicable.
- Confer with Client Services and Community Services staff at WRC, and other regional centers as applicable.
- Complete unannounced visit(s) to existing programs, homes or services owned/operated by the applicant.
- Complete reference check to substantiate submitted resume(s) including applicable degrees, credentials, licenses or certificates, and descriptions of staff qualifications including specialized training and skills.
- Confer with Client Services and Community Services staff at WRC, and other regional centers as applicable.
- Confer with licensing agencies (e.g., Dept. of Public Health or Community Care Licensing), as applicable.
- Confer with Community Services staff at WRC, and other regional centers as applicable, regarding applicant's track record on managing and completing projects and meeting project timelines.
- Confirm the number of programs/projects applicant currently operates and/or has in development, and ensure that the applicant's administrative capacity is not over stretched or that the applicant has competing or conflicting responsibilities with services vendored or in development with other regional centers.

On-Going Service Specifications

1. The service provider must have a working relationship or knowledge of specific programs and supports.
2. Services must be provided in a community setting.
3. The service provider agency must employ a clinical consulting team that can address pervasive medical, sensory, and behavioral support needs.
4. The service provider must describe a plan to utilize clinical consulting team for direct support staff training, on-going client assessment and planning.
5. Direct support staff must be CPI certified.
6. Direct support staff must participate in on-going enhanced training, such as training relevant to supporting adults who have been dually diagnosed with an intellectual or other developmental disability and a co-occurring mental health disorder or complex medical support needs.

7. The service provider lead staff must have completed Universal Enhancement Course.

8. Direct support staff must have prior experience providing support to individuals with significant behavioral challenges and sensory/communication support needs.

9. Job developer and job support staff must possess certification, training and experience in community integrated employment support.

10. The service provider applicant must include in the proposal:
   - A statement outline of the applicant’s plan to serve diverse populations, including, but not limited to, culturally and linguistically diverse populations;
   - Examples of the applicant’s commitment to addressing the needs of those diverse populations; and
   - Any additional information that the applicant deems relevant to issues of equity and diversity.

**Required Education, Experience, Credentials, Skills and/or Training for On-Going Services**

The applicant(s) selected must provide the following:

**Program Manager/Director must have:**
- Bachelor’s degree in Human Services field and a minimum of two years’ experience working with people who have developmental disabilities OR a combination of education and experience equivalent to a minimum of six years in the field of developmental disabilities.
- Supervisory experience, including at least 1 year of full-time work history in a comparable program.
- Prior experience working as a direct support professional in the field, for at least two years.
- Demonstrated understanding of the IPP process and the legal rights of people with developmental disabilities in California.
- Demonstrated knowledge of the principle and philosophy of inclusion.
- Completion of Universal Enhancement Training that is provided by WRC annually.

**Mentor/Coach must have:**
- Bachelor’s degree in Human Services field and experience working with individuals with a wide range of disabilities OR six years combination of specialized training and demonstrated experience in the field of disabilities. Other relevant training or experience will be considered.

**Preferred Education, Experience, Credentials, Skills and/or Training for On-going Services**
- Experience working with adults with developmental disabilities in a comparable setting.
- Enhanced training, such as training relevant to supporting adults who have been dually diagnosed with an intellectual or other developmental disability and a co-occurring mental health disorder.
- Experience recruiting staff with the technical skill to assist clients in a variety of settings and situations.
- Experience supporting clients in a community educational and employment setting.

**Service Start Date**
The program should be ready to provide services no later than February 1, 2020.

Successful applicants to this RFP project must adhere to the RFP writing guidelines outlined in this RFP and complete each attachment enclosed in this RFP.
APPLICANT ELIGIBILITY AND RESTRICTIONS

Eligibility
Any individual, partnership, corporation, association or private-for-profit or not-for-profit agency may submit a proposal.

- For partnership submissions, all partners should have full knowledge of the contents of the proposal submitted, and must demonstrate commitment to the project during start-up as well as ongoing operations.

Ineligibility
Under the following conditions, an individual or entity is ineligible to be a regional center vendor, and therefore may not submit a proposal.

1. Conflict-of-Interest: Any individual or entity that has a conflict-of-interest as established in DDS Regulations, Title 17, Sections 54314 and 54500 et seq., unless a waiver is permitted and obtained, including:
   - Regional Center employees and Board members, and their family members

SELECTION PROCEDURES

All proposals received by the deadline will undergo a preliminary screening. Late or incomplete applications will not be accepted for review and rating. Any proposal may be disqualified if it deviates from the submission instructions in the RFP.

WRC will seat the RFP Selection Committee. The evaluation process will include individual committee member evaluation and rating of each proposal, followed by committee discussion and ranking of proposals.

Proposals will be reviewed and evaluated for:

- Completeness and responsiveness of the proposal
- Sound and detailed explanation for use of start-up funds
- Relevant experience and qualifications of the applicant
- Reasonableness of timeline and cost to complete each project
- Demonstrated financial responsibility, stability and soundness of the applicant

Proposals may be eliminated from further consideration due to inconsistency with state and federal guidelines, failure to follow RFP instructions, incomplete documents, or failure to submit required documents.

In addition to evaluating the merit of the proposal, applicants will be evaluated and selected based on previous performance, including timely completion of projects, and a history of cooperative work with the regional center. (Please refer to the section titled Applicant Qualifications for details.)

After preliminary rating and ranking of proposals, interviews may be scheduled with finalists, particularly if two or more proposals are closely rated and/or more information is needed. References will be contacted for all finalists. All finalists will be required to complete and submit a Financial Statement. (Please see section titled Applicant Qualifications for details.)

The final recommendation of the RFP Selection Committee will be submitted for approval by the WRC Executive Director and is not subject to appeal. All applicants will receive written notification of WRC’s
decision regarding their proposal, and an announcement of the applicant awarded the project will be posted on the Center’s web site, www.westsiderc.org

Additional information may be required from the selected applicant prior to the awarding of the project.

Any information withheld or omitted, or failure to disclose any history of deficiencies or client abuse shall disqualify the applicant from award of the project and/or contract.

WRC reserves the right not to select an applicant for project implementation if, in its determination, no qualified applicant has applied or is sufficiently responsive to the service need.

In the event that no proposal is selected, WRC may elect to either not develop the service pending further analysis of alternatives to meet the expressed need, or to issue a new RFP to attempt to expand the pool of potential respondents.

*Additional Requirements

- Development of Service Design: The selected applicant will be required to complete a service design within thirty (30) days of award of the contract.

- Proof of Liability Insurance: The selected applicant will be required to maintain general and professional liability insurance for all work performed on behalf of regional center clients and their families, and to name the regional center as an additional insured on all such policies.

RESERVATION OF RIGHTS

WRC 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. WRC may, at its sole and absolute discretion, select no provider for these services if, in its determination, no applicant is sufficiently responsive to the need. WRC reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. WRC reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. This RFP is being offered at the discretion of WRC. It does not commit WRC to award any grant.

COSTS FOR PROPOSAL SUBMISSION

Applicants responding to the RFP shall bear all costs associated with the development and submission of a proposal.

SUBMISSION INSTRUCTIONS

Proposal Content

Each proposal must be comprised of three (3) complete sets of the following components:

- Application/Proposal Coversheet – Attachment A
- Development Questionnaire – Attachment B
- Professional Resumes and References – Attachment C
- Budget Summary – Attachment D

Formatting Requirements

Applicants must adhere to the following formatting requirements when submitting proposals:

- All submissions must be on white, standard size (8 ½” x 11”) paper, single-sided only.
- Attachments/Forms must be type written. Include additional pages as needed.
• Questionnaire must be type written in 12-point, Times New Roman or Arial font.
• FAX and E-Mail copies will NOT be accepted.
• Do NOT use hardcover binders.
• Submissions will NOT be returned.

All submissions must also include an electronic version sent to: RFP@WestsideRC.org. Electronic submissions cannot exceed 15 megabytes per email. Multiple emails per RFP submission can and will be accepted. An email acknowledgement of each submission received will be sent to the applicant.

Contact Person
The letter of intent that includes responses to all items in the attachments and narrative addressing all of the sections are due to Westside Regional Center by 4:00 p.m. on Wednesday November 20, 2019. Letters of Intent may be mailed to:

Attn: Megan Mendes, HCBS Manager
Westside Regional Center
5901 Green Valley Circle Suite 320
Culver City, CA  90230

Timeline:  October 21, 2019  RFP Release Date
➢  November 20, 2019  Deadline for receipt of proposals
➢  November 21-27, 2019  Evaluation of proposals by Selection Committee
➢  December 2-6, 2019  Interviews with highest-ranking applicants, if applicable
➢  December 9, 2019  Notice of selection mailed to applicants
➢  December 13, 2019  Notification of project award posted on WRC web site
➢  December 20, 2019  Start up contract signed
**APPLICATION/PROPOSAL COVERSHEET**

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<thead>
<tr>
<th>Name of Applicant or Organization Submitting Proposal</th>
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<th>Name of parent corporation, if applicable</th>
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<th>Applicant's mailing address</th>
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<th>Contact person for project</th>
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<th>Contact phone number</th>
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<th>Author of proposal or consultant assisting with proposal</th>
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**List all Regional Centers with which you have vendored programs or services**

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<th>Reg. Center</th>
<th>Name of Program/Service</th>
<th>Type of Program/Service</th>
<th>Vendor Number</th>
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**List all Regional Centers with which you have programs/services in development**

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<th>Reg. Center</th>
<th>Type of Program/Service in Development</th>
<th>Service Start Date</th>
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Application submitted by:

Signature (person must be authorized to bind organization)                            Date
## DEVELOPMENT QUESTIONNAIRE

Name of Applicant/Organization: _____________________________________________________________

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<tr>
<th>1. <strong>Background and Experience:</strong> Summarize your education, knowledge and experience in providing services to the <em>target population(s).</em> Describe how your documented education, knowledge and experience will be a good fit for developing this program.</th>
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<td>2. <strong>Development Experience:</strong> Briefly summarize your current and previous development of services or programs. Highlight similarities between current or previous program(s) developed, and your proposed program for this RFP.</td>
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<td>3. <strong>Staff Qualifications:</strong> Do you, your staff and/or your organization currently possess the credentials, skills, training and/or years of experience noted in the Project Requirements Section as: 1) required for this RFP and/or 2) preferred for this RFP? (Briefly explain)</td>
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<td>4. <strong>Staff Recruitment, Training and Retention:</strong> Describe your plan for recruiting, training and retaining quality staff. What is your average annual staff turnover rate?</td>
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<td>5. <strong>Summary of Program Plan:</strong> Provide a summary description of the specialized residential treatment program you are proposing. At a minimum, your summary is to address the following: the bullets listed in the program requirements section of this RFP, your philosophy on providing services to persons with developmental disabilities, and a description of your proposed treatment and stabilization plans.</td>
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<td>6. <strong>Financial Resources:</strong> What financial resources do you bring to the project (e.g., line of credit, cash or fluid capital reserves, etc.)?</td>
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Submit a professional resume for all staff and consultants identified or referenced in application, including individuals who will be Manager/Director, if known.

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<th>Name</th>
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List three references, including job title and agency affiliation, who can be contacted in regard to applicant’s qualifications, experience and ability to implement this proposal. References must be professional in nature. References from members of the applicant’s governing board and/or applicant’s family members are excluded from consideration.

Name: ___________________________________________ Phone: __________________________
Job Title: _________________________________________
Agency Affiliation: _____________________________________________

Name: ___________________________________________ Phone: __________________________
Job Title: _________________________________________
Agency Affiliation: _____________________________________________

Name: ___________________________________________ Phone: __________________________
Job Title: _________________________________________
Agency Affiliation: _____________________________________________

Name: ___________________________________________ Phone: __________________________
Job Title: _________________________________________
Agency Affiliation: _____________________________________________
## BUDGET SUMMARY

Name of Applicant/Organization:  

Submit budget projections using estimates that are both reasonable and realistic uses of funds.

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<tr>
<th>Physical Plant (Office)</th>
<th>Start-up Expense</th>
<th>Ongoing Monthly</th>
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<tbody>
<tr>
<td>1. Lease/Insurance (3 months lease)</td>
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<td>2. Utilities (gas, electric, water, phone/media)</td>
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<td>3. Vehicle Lease</td>
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<td>4. Vehicle Maintenance/Gas/Insurance</td>
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<td>5. Furnishings/Maintenance</td>
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<td>6. Total Physical Plant (add Lines 1-5)</td>
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<th>General Administration</th>
<th>Start-Up Expense</th>
<th>Ongoing Monthly</th>
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<td>7. Admin Overhead</td>
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<td>9. Office Supplies/Equipment/phone</td>
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<td>10. Insurance(s)</td>
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<td>11. Other-CCL fees, etc.</td>
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<td>12. Staff recruitment</td>
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<td>13. Training &amp; Staff Development</td>
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<td>14. Total Gen. Administration (add lines 7-13)</td>
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<th>Staffing</th>
<th>Start-Up Expense</th>
<th>Ongoing Monthly</th>
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<td>15. Salary – Manager/Director</td>
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<td>16. Direct Staffing</td>
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<td>17. Program Consultants</td>
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<td>18. Employee Benefits</td>
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<td>19. Payroll Taxes</td>
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<td>20. Worker’s Compensation</td>
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<td>21. Total Staffing Expenses (add lines 15-20)</td>
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<td>22. Total Start-up Expenses (add lines 6,14 &amp; 21)</td>
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<td>23. Total Monthly Rate Per Person (divide Line 22 by 15 clients)</td>
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